



Programme funded by the
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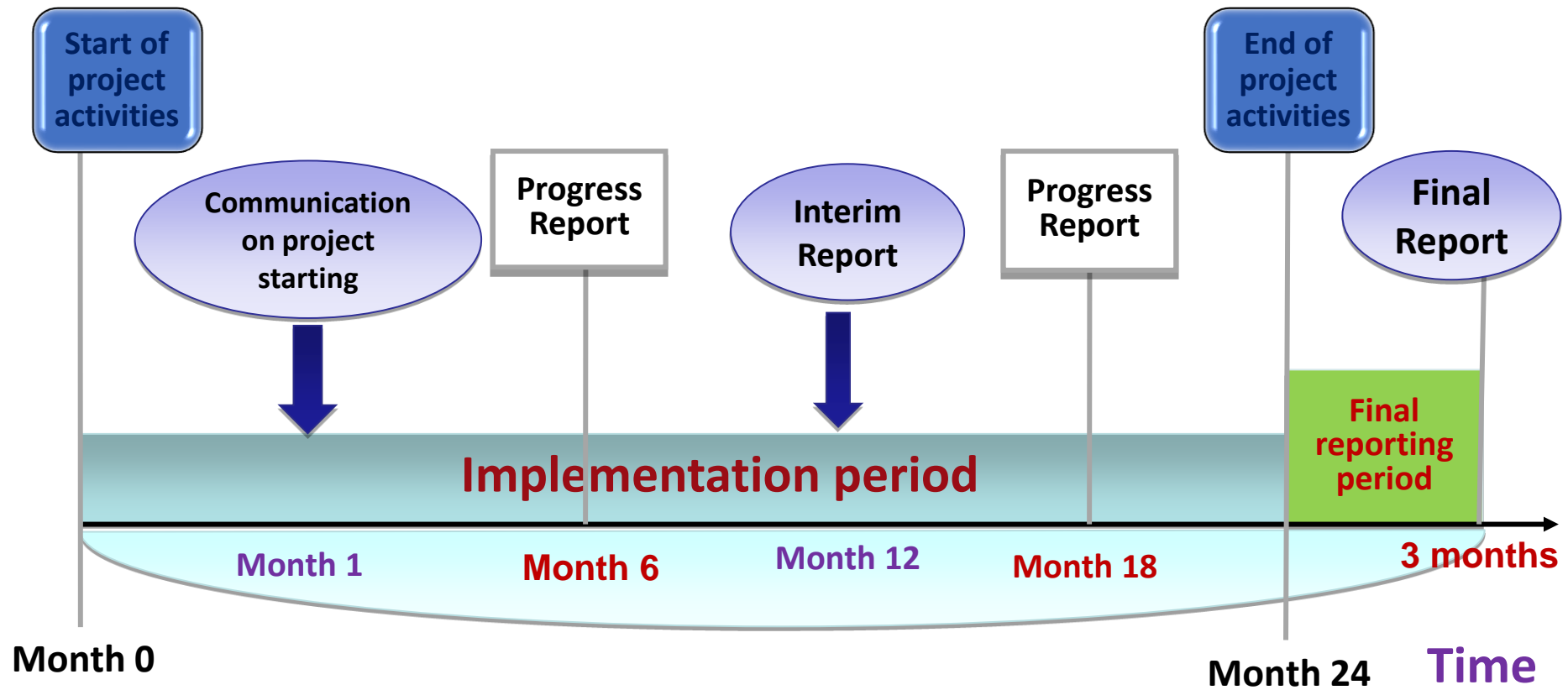
REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

Reporting communication activities

Communication training
Online, 27 April 2022

Projects reporting: when?

Example for a project duration of 24 months



Project reporting: how?

 ENI CBCMED Cooperating across borders in the Mediterranean		 Programme funded by the EUROPEAN UNION
Project reference number		
Acronym		
Lead beneficiary		
Partners		
Associate partners		
Countries represented by the partnership		

Page 1

Navigation: Cover page | Project staff | New jobs created | Total number of participants | Details of participants

Cross-border transversal result indicators

(Annex 4.3 to chapter 4 of the PIM)*

* <https://www.enicbcmed.eu/projects/support-to-implementation> to download

Data collecting on communication activities 1/5

1. Visibility of cross-border cooperation: total number of participants in events							
N.	Event title	Type of event (internal or public)	Date	Country	City	Venue (Google maps link)	Total number of participants
1	Project kick off	Internal	21.11.2019	Greece	Athens		11
2	Launching conference	Public	22.11.2019	Greece	Athens		31
3	Digital transformation in MSMEs	Public	21.12.2019	Lebanon	Beirut		24
4	First Steering Committee meeting	Internal	10.01.2020	Italy	Rome		21
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

List **all events organised by your project** (all kinds of events: e.g. conferences, seminars, trainings, study trips, etc.).

In the next excel sheet you are requested to include "details of participants".

NB1: **speakers and project staff are NOT to be counted for public events.**

NB2: as for project events where a registration cannot be foreseen (e.g. **large public events**) the total number of participants is expected to be estimated and no details are to be provided under "details of participants". Video and pictures are expected to be provided as supporting documents.

Cover page | Project staff | New jobs create | **Total number of participants** | Details of participants | Webpage | Social media | Me ...

Data collecting on communication activities 2/5

2. Visibility of cross-border cooperation: details of participants in events									
NB: project staff are NOT to be listed for public events									
N.	Event title	Type of event (internal or public)	Date	Name	Position	Organisation	E-mail	Gender	Age group
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
1	Project kick off	Internal	21.11.2019						
2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						
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2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						
2	Launching conference	Public	22.11.2019						

Remember to prepare attendance lists for ALL project events (internal and public)

Details of participants

Data collecting on communication activities 3/5

	A	B	C	D	E	F	G	H	I	J	K
1	3. Visibility of cross-border cooperation: Project related link on the partnership organizations websites										
2											
3	link	Number of visitors	Number of unique visitors	Comments							
4											
5											
6											
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11											
12											
13											
14											
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23											
24											
25											
26											

1. Visit - This is the one piece of information that you really want to know. A visit is one individual visitor who arrives at your web site and proceeds to browse. A visit counts all visitors, no matter how many times the same visitor may have been to your site.

2. Unique Visit - Unique visitors refers to the number of distinct individuals requesting pages from the website during a given period, regardless of how often they visit.

Webpage

Project related link on the partnership organizations websites – 1/2



What we **DO** expect to find in the Report (Progress and/or Interim):

- 1 link per participating organization
- Clear description of the project on the beneficiaries' organisations websites:
 - Acronym and full name of the project
 - Brief description (objectives, expected results, main tasks etc.)
 - List of the participating partners
 - Link to the official webpage of the project
 - Contact details
- Information on visits and unique visitors to the page (Google Analytics)

What we **DON'T** want to find in the Report (Progress and/or Interim):

- Links to news multiple articles, events, etc
- More than 1 link per partner
- "dead" links
- Missing project logo

YES, the web page can be in your national language!

Project related link on the partnership organizations websites – 2/2

Some **good** examples:

- Project COMMON: <http://www.tcnr-leb.com/common-project/>
- Project CROSSDEV: <https://www.beniculturali.it/crossdev>
- Project MedArtSal: <http://www.selsaida.tn/project.html>



Projet MedArtSal

Le projet Européen MedArtSal intitulé « **Modèle de gestion durable des salines artisanales méditerranéennes** » a officiellement commencé le 06 Novembre 2019 et s'étalera jusqu'au 05 Novembre 2022. Ce projet est financé par le **programme Européen ENI CBC Med 2014-2020**, avec un budget total de 3.2 million d'euros et une contribution Européenne de 2.9 millions d'Euros (soit 90% du budget total).



COMMON Project



COastal Management and MOnitoring Network for tackling marine litter in Mediterranean sea

About the project



Ministero > Attività e Servizi > Atti e Normativa > Luoghi della Cultura > Eventi > Sala Stampa > Trasparenza

Home > Campagne di Comunicazione >

CROSSDEV Cultural Routes for Sustainable Social and economic Development in Mediterranean

Stampa

Condividi



CROSSDEV è un progetto triennale co-finanziato dall'Unione Europea attraverso il Programma **ENI CBC MED**. L'obiettivo di CROSSDEV è quello di contribuire allo sviluppo economico e sociale nel Mediterraneo rafforzando e potenziando il turismo sostenibile e mettendo in risalto i patrimoni e le risorse comuni.

C'è bisogno di costruire un'area di pace e stabilità nel Mediterraneo, ridurre le disuguaglianze, far crescere le opportunità per una vita e un lavoro dignitosi per tutti, sostenere il dialogo interculturale per una coesistenza pacifica.

Il progetto CROSSDEV, di cui il Ministero della Cultura è partner, cerca di fornire una risposta a queste sfide attraverso la promozione della cultura e del patrimonio culturale delle aree di progetto che possano divenire leve per lo sviluppo economico e sociale dei territori. CROSSDEV intende promuovere la competitività turistica e l'attrattiva delle destinazioni poco conosciute e delle aree rurali,

Data collecting on communication activities 4/5

[illegible]

Social Media– 1/2



What we **DO** expect to find in the Report (Progress and/or Interim):

- 1 link per each official project profile on social media
- Number of followers/engagements/likes/views etc. refer to the current implementing period



What we **DON'T** want to find in the Report (Progress and/or Interim):

- Links to each individual post
- Links to social media profiles other than the official ones



A full report on the development of Communication activities (WP2) may be submitted as a deliverable in each project report.

Data collecting on communication activities 5/5

	A	B	C	D	E
1	5. Visibility of cross-border cooperation: press; radio; TV				
2					
3	Type media	Name of the media	Link to content, if available. Otherwise please attach it to your Report	Estimated audience (i.e. number)	Comments
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22					
23					
24					

Project staff

New jobs created

Total number of participants

Details of participants

Webpage

Social media

Media

+

Ready

Project reporting: where?

On the **MIS**, of course!

Project data

Reporting

Info and summary

Main findings

Logical framework

Potential risks

WP implementation

Expenses

Deliverables

Export

Checklist

Proposal data

Mis Accounts

Communication

Documents

Lifecards

Project adjustment

Report: 1st - Six month report (01/09/2021 - 28/02/2022)

Staff assigned to the project

Participation and visibility

Priority, expected result

Project result and outputs

The 'Participation and visibility' section consists of three macro areas: Participation of project staff or representatives in project related events (internal and public) ('New Event' button)

Event title	Date and place (country;town)	Number of participants
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Project related link on the partnership organizations websites, in which to insert ('New Link' button) the links related to the project

Link	Number of visits	Number of unique visits	Comments
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Social Network, here insert ('New Social' button) the indication of the posts related to the project inserted in the Social Networks

Social	Link	Followers	Engagements-Views	Comments
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Project reporting: further information?

<https://www.enicbcmmed.eu/projects/support-to-implementation>

The screenshot displays the ENI CBCMED website interface. At the top, there is a navigation bar with four main categories: 'SMEs and business development', 'Technology transfer and innovation', 'Social inclusion and fight against poverty', and 'Environment and climate change'. Below this is a secondary navigation bar with links for 'Home', 'About us', 'Calls for proposals', 'Projects', 'Opportunities', 'Info center', and 'Contacts'. Social media icons for Facebook, Twitter, Instagram, LinkedIn, and YouTube are also present. The main content area features logos for ENI CBCMED, the European Union, and the Regione Autonoma della Sardegna. The title 'Support to project implementation' is prominently displayed above a large image of hands writing in a notebook. At the bottom, a grey bar contains the text 'Project Implementation Manual' and a small icon.

ENI CBCMED
Cooperating across borders
in the Mediterranean

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EUROPEAN UNION

REGIONE AUTONOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

Support to project implementation

Project Implementation Manual

Don't forget our **website**,
it's full of useful
information and tips!

... still need more information?

- refer to article 21 of your Grant Contract
- read carefully chapters 4 (reporting) and 10 (communication and visibility) of the PIM;
- contact your JTS officers.

