

# 1<sup>st</sup> Call Lead Partner Project closure Webinar

18<sup>th</sup> June 2025

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# Agenda

Welcome remarks and introduction

## I. Final Reporting

- Final claim: end of eligibility, how to handle final controller invoice
- Outputs and results
- Project story and typology of impacts
- Horizontal Principles

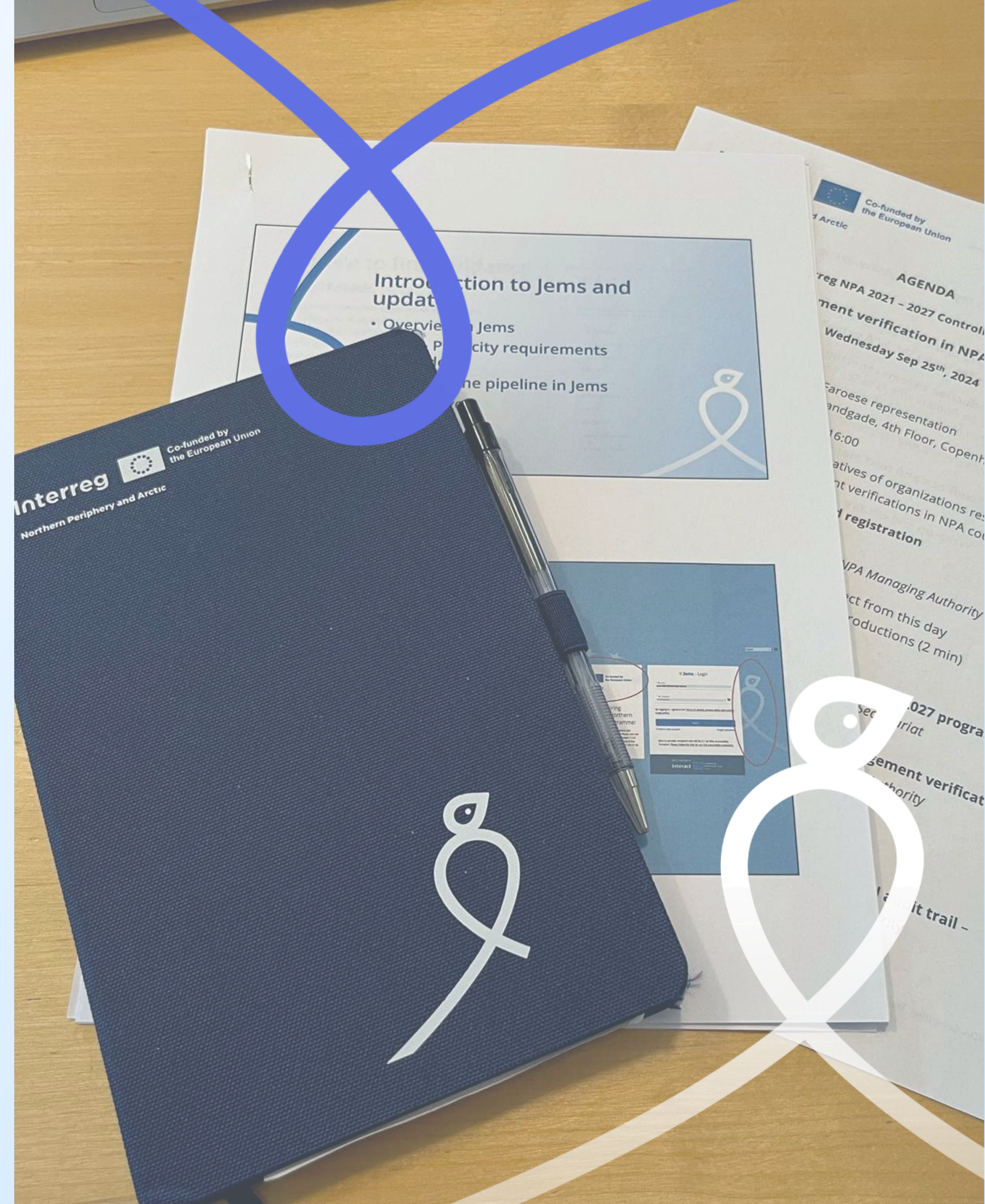
## II. Communication and visibility

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# Agenda

III. Optimizing project budget and preparing Jems for project closure

IV. Obligations after the project: document keeping, audit, and evaluation

V. Any other business

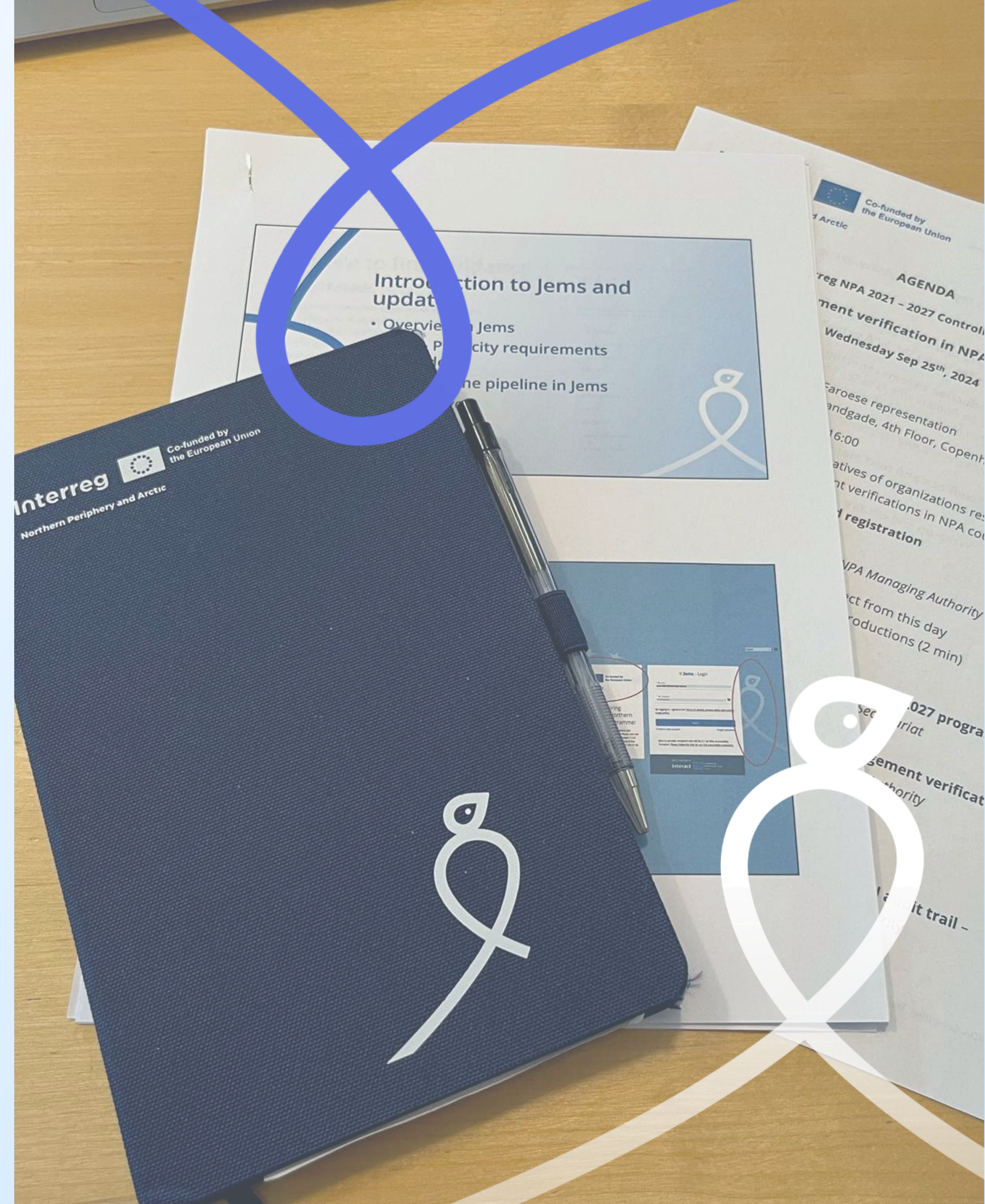
Update on the 25th anniversary conference preparations

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#4074 714



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# 6th Project Report (Financial Claim)

Closure Seminar 1<sup>st</sup> call  
Online 18<sup>th</sup> June 2025

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# 6<sup>th</sup> project report - Finance

## Content overview

- Final dates for eligibility and submission.
- How to handle controller cost.

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# Grant Letter:

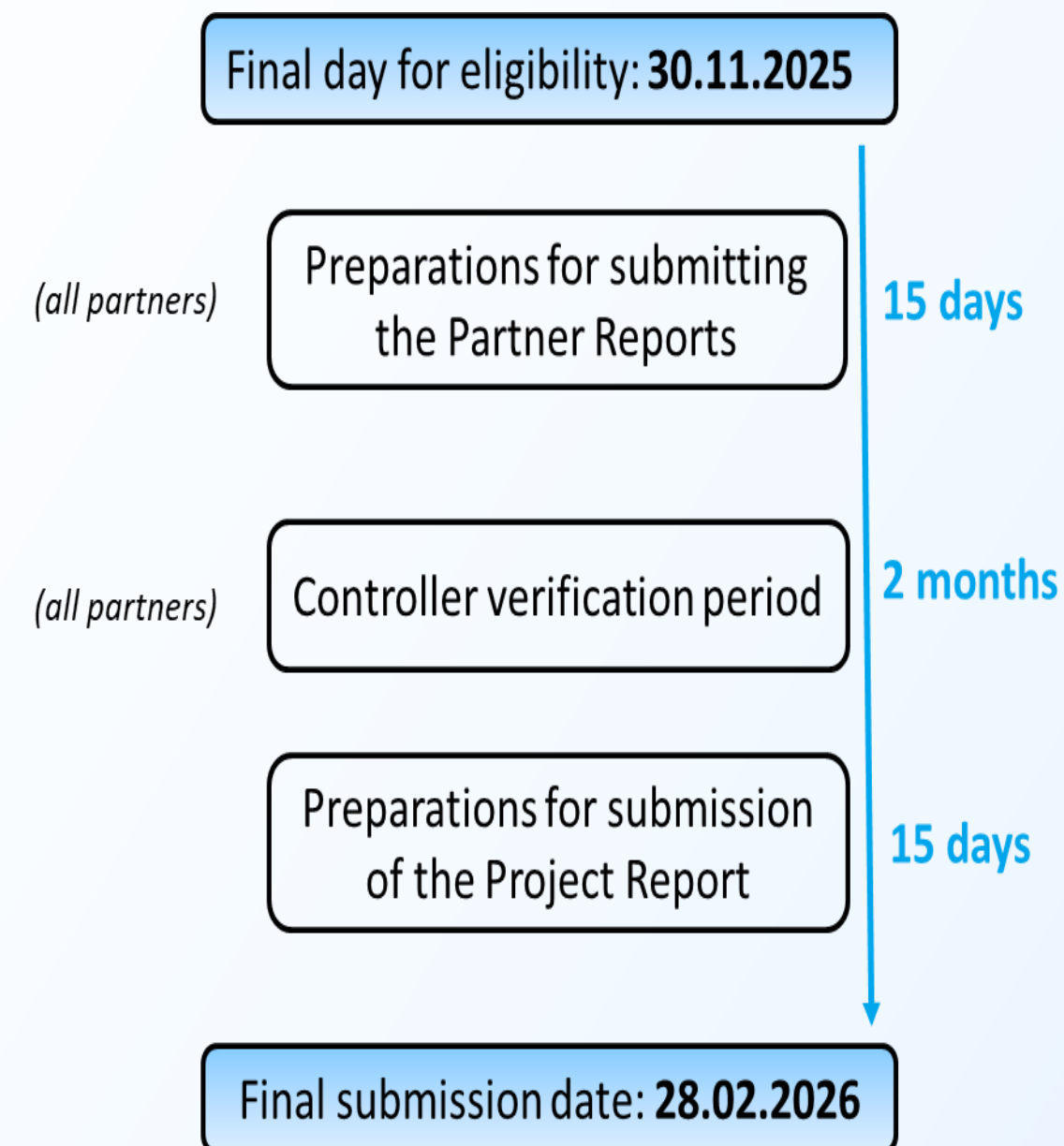
- Example from the Grant Letter for RoboDemo:

Period number	Start Date	End Date	Submission Date
1	01-12-2022	31-05-2023	31-08-2023
2	01-06-2023	30-11-2023	28-02-2023
3	01-12-2023	31-05-2024	31-08-2024
4	01-06-2024	30-11-2024	29-02-2024
5	01-12-2024	30-05-2025	31-08-2025
6	01-06-2025	30-11-2025	28-02-2026

# Dates for eligibility and submission

## Example RoboDemo:

•



- All project activities including closure activities must be **finished** and all project expenditure must be **paid** before 30-11-2025.
- Activities need to be finalized in good time in order for partners to have the costs booked, paid and included in the final partner reports.
- Any external contribution received (by the end date) should be registered in the Contributions tab, in the partner report.
- By 28-02-2026 a final report detailing the project outcome and a final financial claim containing an expenditure profile verified by controllers – should be submitted.
- Don't plan your project final conferences and other late activities too close to the end date.



# How to handle controller cost

Potential invoices for the last (6<sup>th</sup>) period needs to be **booked and paid before** the final eligibility (project end) date.

Arrangements needs to be in place for the **controllers to invoice the agreed amounts in good time** for the cost to be included in the final partner reports.





# Reporting Outputs and Results

A guide through the reporting package

June 2025

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# Overview

- Project logic
- Expectations for projects
- Introducing checklists and templates
- Reporting on outputs and results

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# Expectations for projects

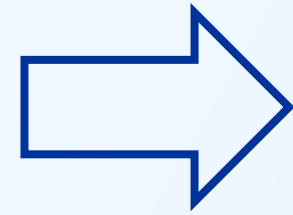
- Projects should report on outputs and results **when achieved**.
- Projects should refer to the Programme Manual (Chapters 6.1 & 6.2) for:
  - how to count indicators
  - how to document achievements



# Project logic

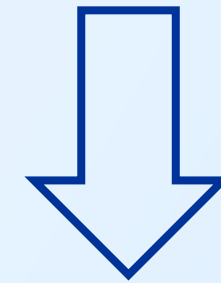
## APPLICATION FORM

- Projects define outputs and results
- Projects link outputs and results to indicators
- Projects set targets



## PROJECT REPORT

- Projects report on output and result achievements



## ROBUST DOCUMENTATION

- To evidence achievements
- To capture project impacts on NPA area
- To justify the use of EU and national funding
- To promote project results widely
- To increase the uptake of project results



# Introducing checklists and templates

## CHECKLISTS



### What:

- A checklist for each output and result indicator
- Final report: Typology of Project Impacts

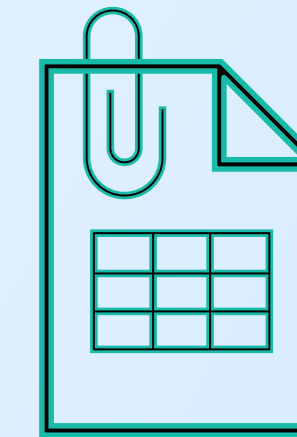
### Where:

- In the Project Report, tab Project Outcomes

### Why:

- To simplify documenting outputs or results, in line with indicator definition
- To support reporting to EU Commission
- To promote project achievements
- Final reports: Typology of Project Impacts to capture tangible and intangible impacts

## TEMPLATES



### What:

- Spreadsheets for indicators counting enterprises and institutions
- End user testimonial template, for project results

### Where:

- In the Programme Manual Download Centre

### Why:

- Spreadsheets: for the programme to aggregate organisations, and take out duplicates
- Testimonials: for the programme to capture and promote end user experiences



# Reporting Outputs (1)

## Project Report – Work Plan Progress

When an output is achieved:

- **Insert indicator value** achieved during the reporting period.  
Note: avoid counting the same output more than once during the project lifetime.
- **Describe progress made** in the reporting period.
- **Upload supporting documentation** in compressed file (zip-folder):
  - Check the minimum documentation requirements
  - Optional: supplement with visual evidence, manuals, research articles, etc.
  - Follow the publicity requirements!



# Reporting Outputs (2)

## Project Report – Project Outcomes

For each achieved output:

- **Select and create the checklist** linked to the output indicator
- **Fill in the checklist.**
- If instructed in the checklist, **complete any additional templates**, which can be found in the Download Centre
- When ready, click on **Finish Checklist** to lock it



# Reporting Outputs (3)

## Project Report – Project Outcomes - Checklist

Checklists for documenting Outputs, Results, and Impacts

Please select the relevant checklist to document the achievement of outputs or results reported in this project report, and click on “start a new checklist”. Final Reports only: please complete one Typology of impacts checklist per project.

Select checklist template

RCO84 - Pilot actions developed jointly and implemented in projects

+ start new checklist

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# Reporting Outputs (4)

## Project Report – Project Outcomes - Checklist

### A. Output Description

1. Please name the output reported on in this checklist.

List output number and title, as in application

2. Please indicate how many pilot actions jointly developed and implemented are reported in this checklist.

Insert the number of pilot actions

3. Please confirm that your pilot action(s) meet the following indicator definition:

The indicator counts the pilot actions developed jointly and implemented by supported projects. The scope of a jointly developed pilot action could be to test procedures, new instruments, tools, experimentation or the transfer of practices.

In order to be counted by this indicator, the pilot action needs not only to be developed, but also implemented within the project, and the implementation of the pilot action should be finalised by the end of the project.

Jointly developed pilot action implies the involvement of organisations from at least two participating countries in its implementation.

Yes No

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# Reporting Outputs (5)

Download Centre - Templates counting enterprises/organisations

Enterprises supported

Please use this spreadsheet to support the achievement of output indicators **RCO04 - Enterprises with non-financial support** or **RCO05 - New enterprises supported**.

Project ID & Project Acronym:

Specific Objective:

Output Number and Title:

Output Indicator (select from list):

#	Enterprise name	Unique identifier (e.g. VAT number)	Enterprise size (see explanation below table)	Town	Country	NUTS3 region	Nature of the support (max. 1 sentence)	Support start date dd-mm-yyyy	Support end date dd-mm-yyyy
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									



# Reporting Results (1)

## Project Report – Project Results & Horizontal Principles

When a result is achieved:

- **Insert indicator value** achieved during the reporting period.  
Note: avoid counting the same result more than once during the project lifetime.
- **Describe progress made** in the reporting period.
- **Upload supporting documentation** in compressed file (zip-folder):
  - Check the minimum documentation requirements
  - As a minimum, an **end user testimonial** should be uploaded
  - Optional: supplement with visual evidence, manuals, research articles, etc.
  - Follow the publicity requirements!



# Reporting Results (2)

## Project Report – Project Outcomes

For each achieved result:

- **Select and create the checklist** linked to the result indicator
- **Fill in the checklist.**
- If instructed in the checklist, **complete any additional templates**, which can be found in the Download Centre
- When ready, click on **Finish Checklist** to lock it



# Reporting Results (3)

## Download Centre – End User Testimonial

### END USER TESTIMONIAL

- To capture the **experience of end users** and other relevant stakeholders with the project's impact. For example, what positive change, or how an issue was solved.
- The result checklist will indicate **what kind of end user** should fill in the template.
- Download the **PDF form** from the Download Centre in the Programme Manual.
- If possible, please attach a **portrait picture** and up to 3 relevant photos

#### A. Identification

<b>Name</b>	
<b>Organisation name</b> (if applicable)	
<b>Position</b> (if applicable)	
<b>Location</b>	
<b>Project</b>	
<b>Connection to the project</b> Please briefly describe how you are connected to the project, e.g. associated partner, participant in a project activity, etc. Be as specific as possible.	

#### B. Testimonial

<b>Testimonial</b> Please provide a brief statement, for example, describing your experience with the project, or explaining what positive change the project brought, or how an issue was solved.	
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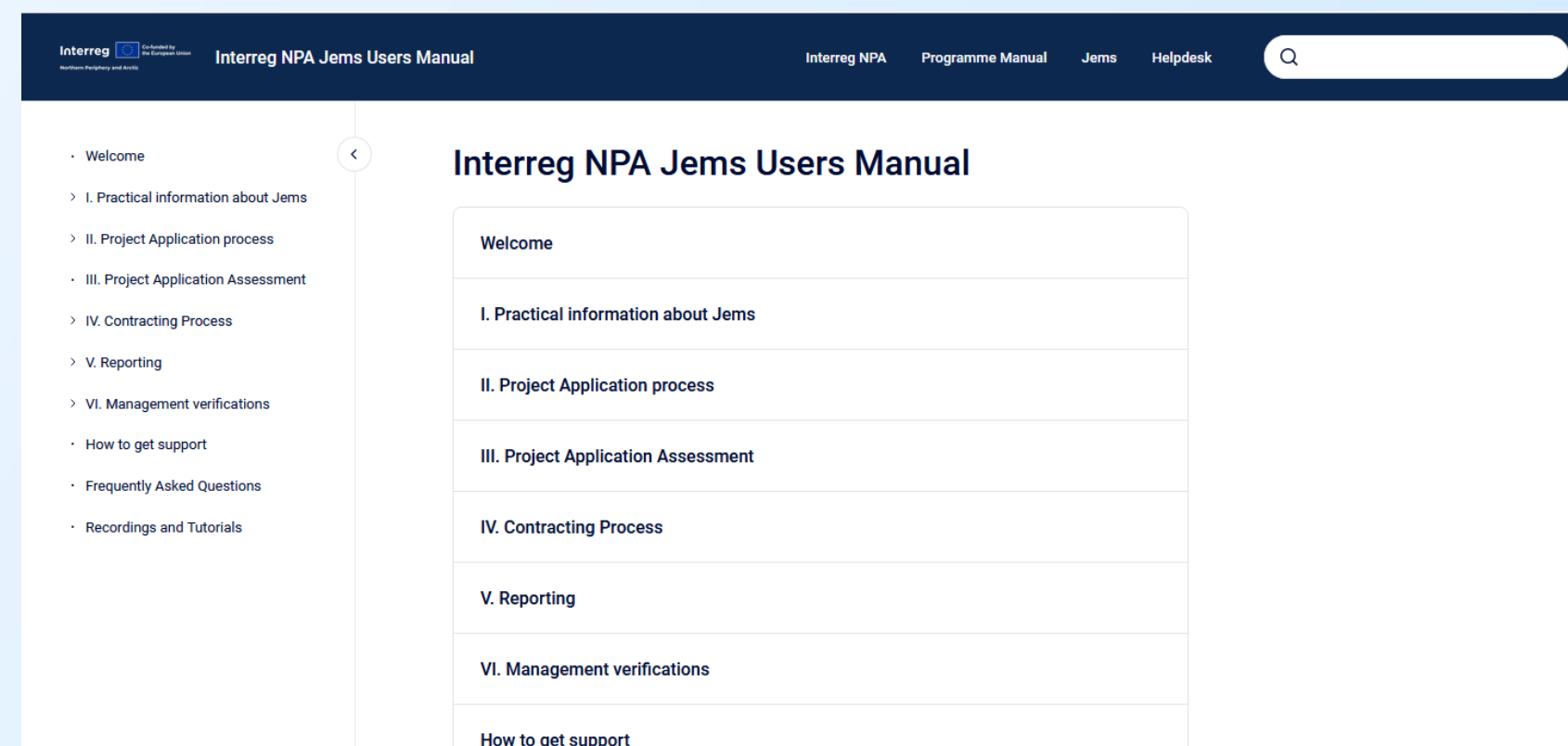
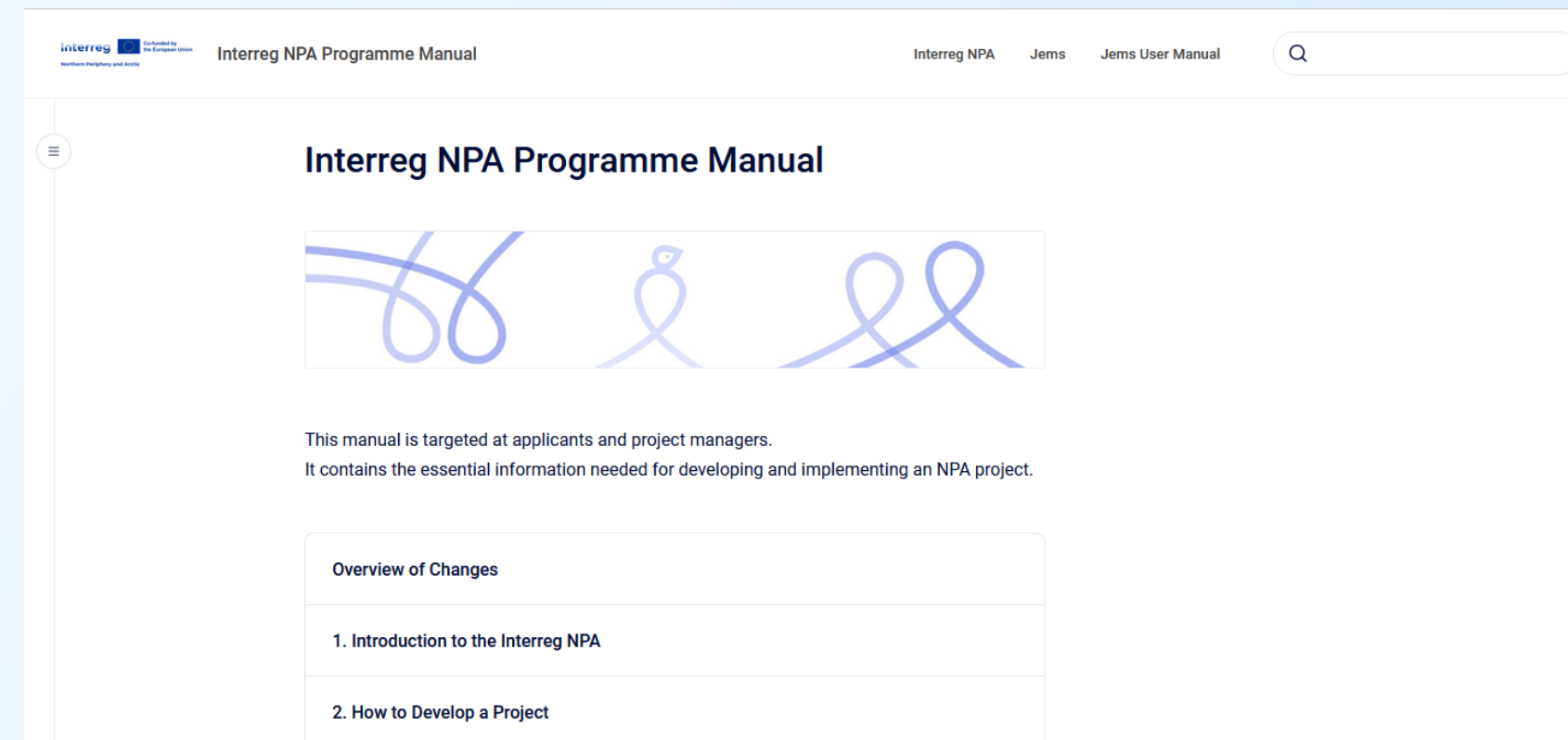
# Overview – what to submit

Location	Output Achieved	Result Achieved	Final Report
<b>Work Plan Progress</b>	<ul style="list-style-type: none"> <li>Update output indicator</li> <li>Describe progress in this period</li> <li>Upload required and optional documentation as zip-file</li> </ul>		
<b>Project Results &amp; Horizontal Principles</b>		<ul style="list-style-type: none"> <li>Update result indicator</li> <li>Describe progress in this period</li> <li>Upload required and optional documentation as zip-file</li> </ul>	
<b>Project Outcomes</b>	<ul style="list-style-type: none"> <li>Complete output checklist</li> </ul>	<ul style="list-style-type: none"> <li>Complete result checklist</li> </ul>	<ul style="list-style-type: none"> <li>Complete Project Story</li> <li>If applicable, list relevant mentions &amp; prizes</li> <li>Complete Typology of Project Impacts checklist</li> </ul>
<b>Project Report Annexes</b>			<ul style="list-style-type: none"> <li>Optional: 1-3 photos for Project Story</li> </ul>
<b>Programme Manual Download Centre</b>	<ul style="list-style-type: none"> <li>If needed, spreadsheet for indicators counting enterprises and institutions</li> </ul>	<ul style="list-style-type: none"> <li>End user testimonial template</li> <li>If needed, spreadsheet for indicators counting enterprises and institutions</li> </ul>	



# Where to find guidance

- **Programme Manual:**  
All the need-to-know information for each phase of your project
- **Jems User Manual:**  
Step-by-step guidance for completing partner information and reports
- **Download Centre:**
  - Offline report templates with guidance, logo files, etc.
  - Frequently Asked Questions
  - Recordings and Tutorials
- **Jems Helpdesk**
- **Basecamp for Lead Partners**







# Project Story & Typology of Project Impacts

A guide through the reporting package

June 2025

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# Project Story

## Project Report – Project Outcomes

### PROJECT STORY

- **Leave empty** until Final Report!
- Describe the project's final achievements in a **Project Story format**.
- Follow the **guiding questions**.
- **Note:** this information will be published automatically on keep.eu!
- Optional: **attach 1-3 pictures** relevant for the Project Story

#### Guiding questions for your Project Story

**CHANGE:** Describe the positive change that your project created.

**HOW:** Describe what has been done to create such positive change, i.e. explain your joint solutions, pilots, outputs.

**TARGET GROUPS:** Describe who is using/going to use such solutions.

**END USERS:** Describe who is benefitting from such solutions being used.

**SCALE:** The level of the positive change created within the project lifetime, or expected after the end of the project.

**TIME:** Timeframe for when the positive change will happen, and what will happen with the solutions after the project ends.

# Relevant Mentions & Prizes

## Project Report – Project Outcomes

### RELEVANT MENTIONS & PRIZES

- If applicable, list the **name** of the prize or mention.
- **Note:** this information will be published automatically on keep.eu!

#### Project's relevant mentions and prizes

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty. Note: this list will be published.

Mentions & prizes

Enter text here



+ Add mentions & prizes

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# Typology of Project Impacts

## Project Report – Project Outcomes

### TYPOLGY CHECKLIST

- Complete one **Typology of Project Impacts** checklist per project
- Developed in 2007-2013 period, based on **typical project outcomes**.
- Aims to capture **tangible and intangible** project impacts, as well as geographical impact, and transferability of results.
- Choose only those impacts where you can list a **concrete example**.

Tangible impacts	Intangible impacts
Improved access to services	Building institutional capacity
Cost savings	Raising awareness
Time savings	Changing attitudes and behaviour
Reduced energy consumption	Influencing policies
Reduced environmental impact	Improving social cohesion
Reduction of risks (man-made, natural)	Leveraging synergies
Business development	
Job creation	
Improved competitiveness	

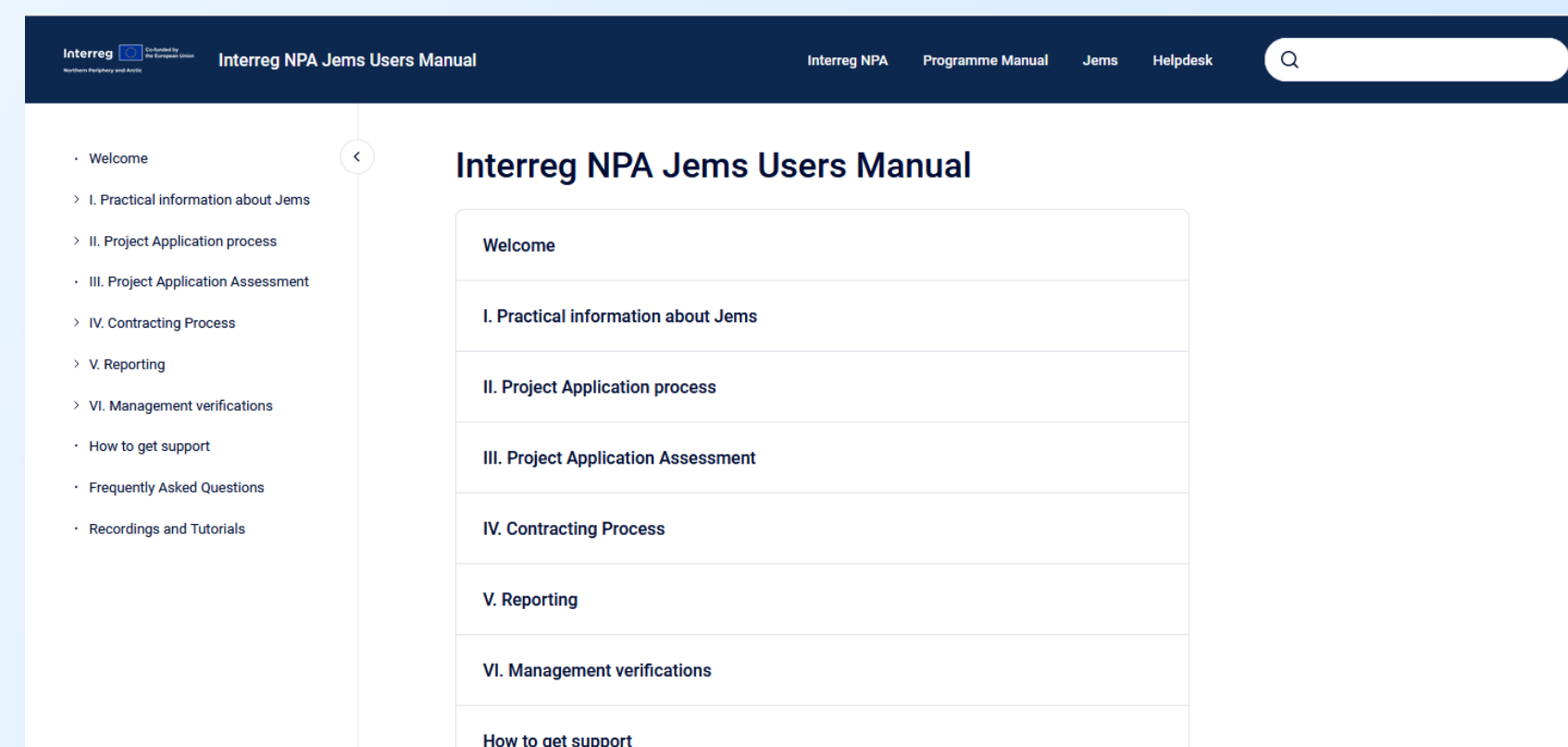
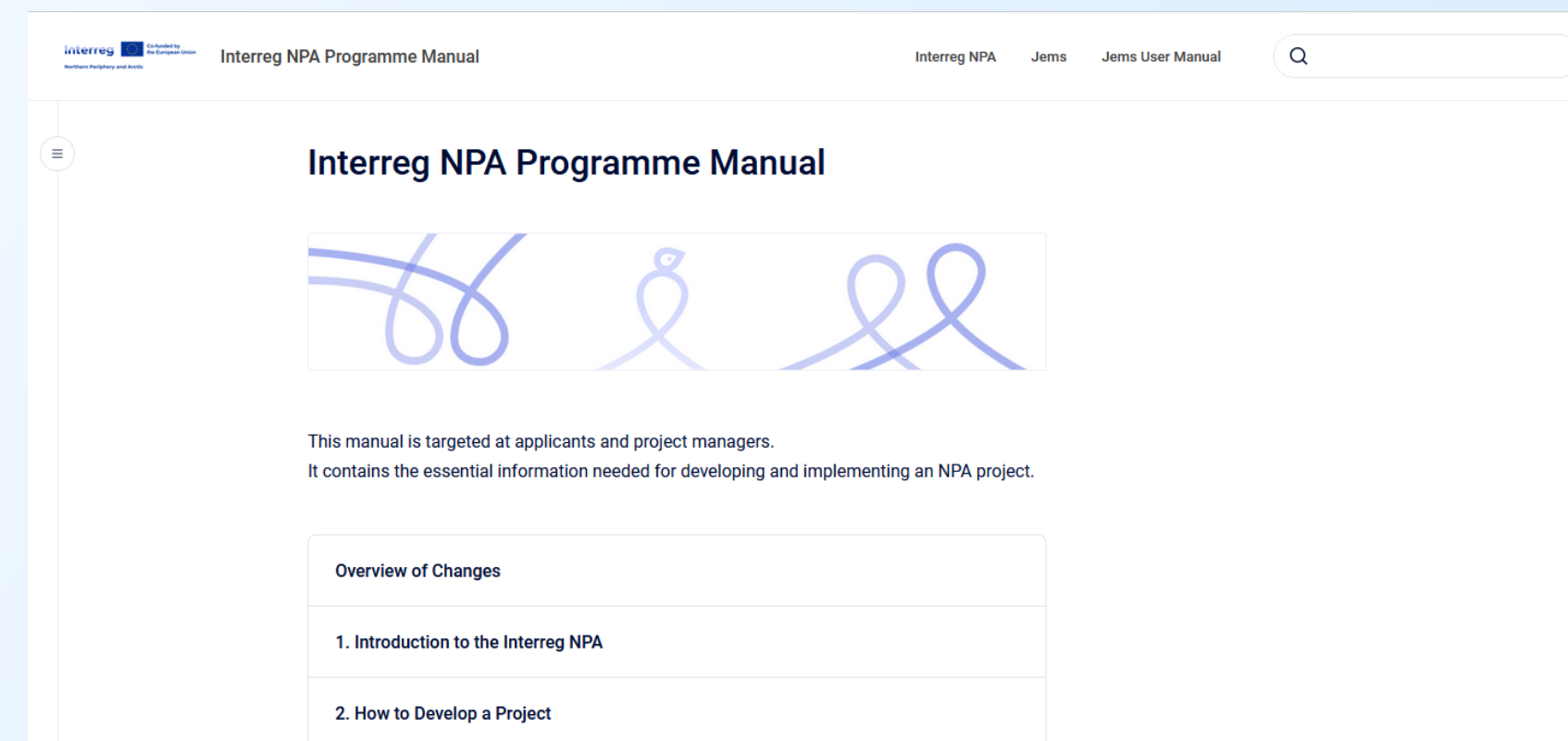
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- **Jems Helpdesk**
- **Basecamp for Lead Partners**



# Horizontal Principles reporting Project Closure

Lucia Brhlíková & Kalle Pakalén

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# Are you a change-maker?

At the end of the project, it is a good time to look at the achievements and impact your project made and ensure that HP results are taken as far as possible and made widely known.

Review the action and communication plan created at the beginning of the project (step 2), report on its implementation and define post-project actions and results.

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# STEP 2 -Document

- Final Reporting on Horizontal Principles

At the end of the project, the Lead Partner (LP) is responsible for gathering all results and relevant information from all project partners regarding the implementation of Horizontal Principles (HPs)

→ and documenting them in the Step 2 form





# Instructions for STEP 2 form

## 1. Collect final results

→ Gather contributions from all project partners related to the progress and implementation of each Horizontal Principle. Summarize and document the outcomes, challenges, and measurable results.

## 2. Best Practices

→ Revisit the 3 best practices that the project selected at the beginning and reflect on how they were implemented and evaluate their impact

## 3. Target Audiences for Success Stories

- Describe who heard about your HP related success stories and add which stakeholders and groups benefited from your project's positive influence and learnings.
- Sharing these stories helps promote long-term impact and replication

## 4. Update & Upload

→ Once Updated and completed, upload the Step 2 form to the Shared folder in JEMS



# STEP 2 – Follow your best practices

GENERAL INFORMATION	
Project Name	
Jems ID	

Towards a greener NPA!	
Which 3 practices have you decided to implement into your project and/or partnership?	1.
	2.
	3.
Who should hear about your succes?	
How are you going to tell them?	
How would you summarize your project´s progress towards these 3 (or other) practices after the 1st period?	
How would you summarize your project´s progress towards these 3 (or other) practices after the 3rd period?	
How would you summarize your project´s overall contribution towards a greener NPA?	





C.6 Project Time Plan  
C.7 Project management  
C.8 Long-term plans

D - Project budget


D.1 Project budget per fund  
D.2 Overview partner / cost category

E - Project lump sums and unit costs

E.1 - Project lump sums

 Application annexes

 Assessment & Decision

 Modification

 Shared folder

 Export

 Project privileges

  
A harmonised tool  
by Interact

[Dashboard](#) / [Applications](#) / [NPA0100011 – RoboDemo](#) / [Shared folder](#)



## Application form NPA0100011 – RoboDemo

### Shared folder

#### Shared folder

In this section programme and applicants can request or clarify anything related to the project by sharing documents with descriptions. Only programme users can delete files from this section.

#### Attachments

File name	Location	Upload date ↓	User	File size	Description	Actions
Payment order, Ro...	Shared folder	07.03.2024 14.58	marie.gruffman@lan:	843,7 kB		 

Items per page: 25 1 - 1 of 1

< >

 Upload file

# Be as concrete as possible!

... also in report 6 !

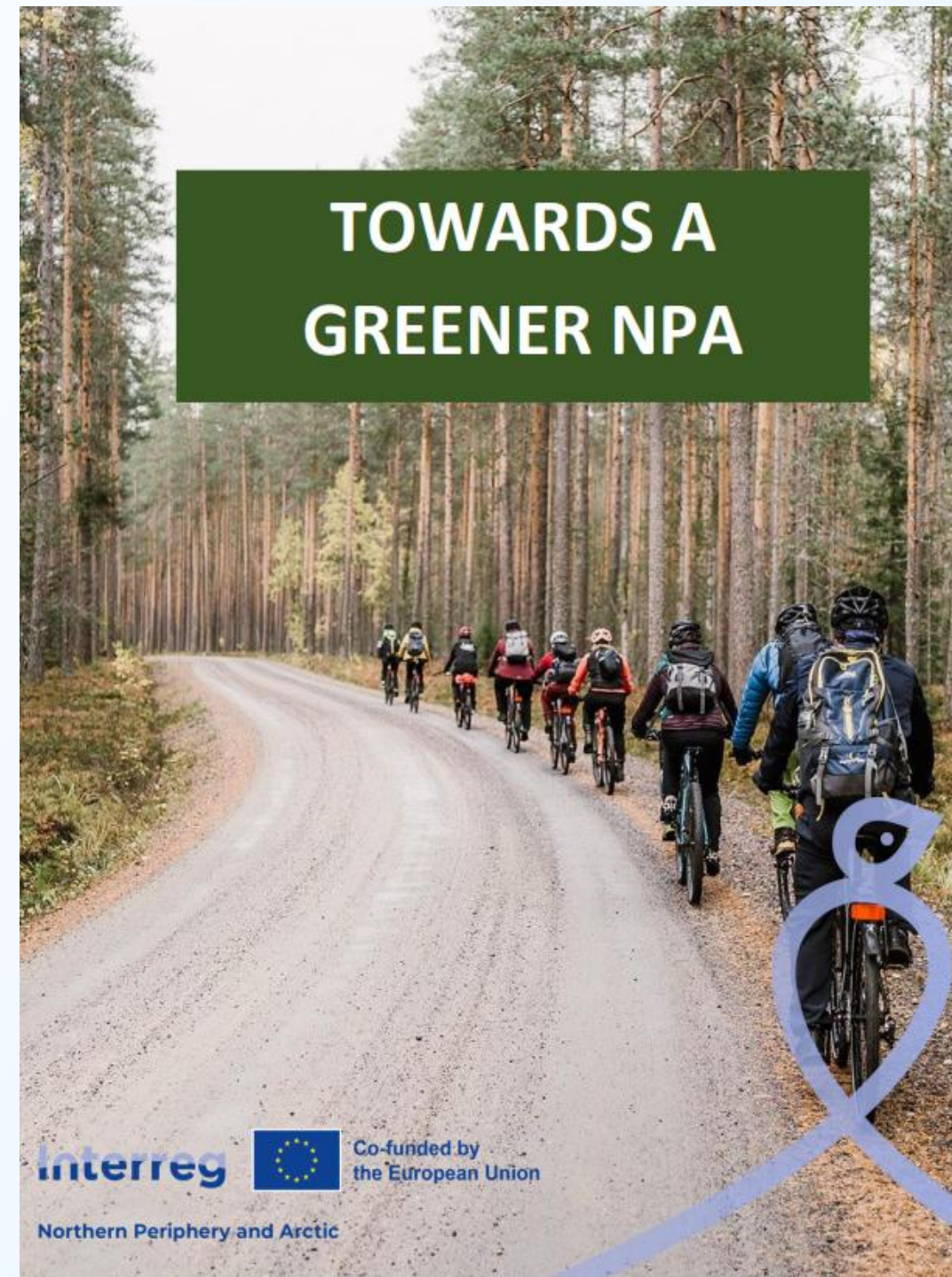
## Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Cooperation criteria	Type of contribution			Description of contribution
Sustainable development	<input checked="" type="radio"/> positive effects	<input type="radio"/> neutral	<input type="radio"/> negative effects	<div>Enter text here</div>
Equal opportunities and non-discrimination	<input checked="" type="radio"/> positive effects	<input type="radio"/> neutral	<input type="radio"/> negative effects	<div>Enter text here</div>
Equality between men and women	<input checked="" type="radio"/> positive effects	<input type="radio"/> neutral	<input type="radio"/> negative effects	<div>Enter text here</div>



# Sharing is inspiring!







# II. Communication and visibility

All ends are also beginnings

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# Project story & Testimonials

## Guiding questions for your Project Story

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# 5 +1 tips for a plot twist

1. Meet the legal requirements
2. Prepare your website for long-term use
3. Tidy up your project outputs
4. Review and update your online presence
5. Keep spreading the word

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# 1. Meet the EU publicity requirements

Mandatory for all partners and materials

- Use of the official logo in a prominent position.
- Information about the project on websites and social media.
- No unresolved copyrights issues.
- Meet the retention period: 5+ years.
- Not meeting the rules can cost money even years after the project ends.

# 2. Prepare your website

Your legacy for the next 10 years

- Put yourself in the shoes of a **visitor, potential user or end-user**
- Tell your **story** in a positive way to highlight your products and how they can be useful. (NPA requirement: Final media product)
- Prepare factsheets in **local languages** to guide your visitors towards what they need.
- Review the **web copy** to reflect that the project is finished.
- Write a **closing News** piece, your visitor's pathfinder.





# 3. Tidy up your project outputs





With a pinch of marketing...

- Explore **Umbraco** content blocks, especially page “Outputs& Results”.
- Use the elements of the project story **to package your outputs** in a way that they can be found easily.
- Be **creative!** Use different solutions e.g. videos, infographics, testimonials.
- Your solutions are very valuable and they deserve to **live longer** and get adapted and reused.

# CINE Wayfinder

<https://cinewayfinder.eu/>




1. Who are you? 
2. My areas of work include:  
Select as many as you like 
3. I would like to find out about:  
Select as many as you like 
4. How tech savvy are you? 


### 1. Who are you?




A community worker




A history buff



A multimedia company



A school teacher



A small museum or heritage organisation




A techie person

### 2. My areas of work include: Select as many as you like



Curating heritage content




Building digital things



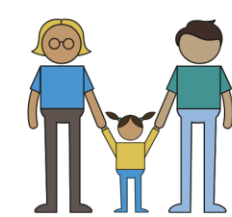
Drinking coffee



Education and learning



Policy development




Working with communities

Search Toolkits →


#### The Journal of Media Innovations – CINE edition 2021

What is it? An academic publication  
What does it allow you to do? Read articles in the field of digital heritage and gain insight into the work of CINE  
Toolkit Cost? Free  
Who is it for? [Academician](#) [Community worker](#) [History buff](#) [School teacher](#) [Small museum or heritage organisation](#) [Techie person](#)  
[Find out more!](#)




#### CINE TALKS: Reviewing Curatorial Practice

What is it? A recording of an online event  
What does it allow you to do? Find inspiration about the topic and learn new things  
Toolkit Cost? Free  
Who is it for? [Community worker](#) [History buff](#) [School teacher](#) [Small museum or heritage organisation](#) [Techie person](#)  
[Find out more!](#)




#### Advanced Mapping

What is it? Mapping material  
What does it allow you to do? Understand the potential of mapping for preserving landscapes and heritage remains  
Toolkit Cost? Free  
Who is it for? [Community worker](#) [History buff](#) [Multimedia company](#) [School teacher](#) [Small museum or heritage organisation](#) [Techie person](#)  
[Find out more!](#)



#### Digitourist toolkit

What is it? A toolbox  
What does it allow you to do? To create engaging digital tourist experiences: from apps to online events and virtual time travel through historical media  
Toolkit Cost? Free  
Who is it for? [Academician](#) [Community worker](#) [History buff](#) [School teacher](#) [Small museum or heritage organisation](#) [Techie person](#)  
[Find out more!](#)



You might also be interested in...



# CINE

## Summary of achievements

### What we have created

- 6 Virtual models**
  - Skriðuklaustur medieval monastery, Iceland
  - St Catherine's Church, Ireland
  - Helmsdale herring fishing village, Scotland
  - Strath of Kildonan in the Iron Age, Scotland
  - Kildonan longhouse settlement 1813, Scotland
  - Vágar through different ages, Norway
- 7 Digital heritage tools**
  - SitSim An editor, an application used to simplify the process of creating geolocated 3D historical reconstructions
  - Turf Hunt development tool to create location based heritage treasure hunt games
  - Va exhibit creator, to create virtual exhibits with Unreal 4
  - Digitourist toolkit, engaging digital heritage experiences outdoors and in peoples' homes
  - Turf Hunt content management tool for heritage games
  - Virtual Museum toolkit to create a virtual museum modelled on CINE GATE
  - 360 Tour app creator for spherical media production
- 8 Guidelines & teaching resources**
  - Best practice manual for cultural heritage co-production
  - Practical handbook gamification
  - Guidelines for advanced mapping of landscapes
  - Guidelines for spherical media
  - Guidelines for digitising heritage
  - Guidelines for multi-disciplinary archaeology
  - Guidelines for using metadata
  - Meitheal, a practical guide to participatory engagement, collaborative creation, and community co-production in heritage and culture, case study Inch Island
  - Heritage at Home, sequence of live-streamed videos exploring virtual reconstructions
- 3 Toolboxes with lots of guidance**
  - CINE Wayfinder with everything we made – 40 resources
  - CINE GATE toolbox, tools for digitising, mapping, archiving, metadata, spherical media
  - CINE COMMUNITIES, community co-production, gamification, technology & platforms
- 5 CINETALKS**
  - 5 recorded events with speakers from 14 countries, watched by 25,000 people
  - Storytelling & gamification
  - Digital possibilities for data collection & presentation
  - What is successful co-production?
  - Reviewing curatorial practice
  - Future digital possibilities
- 7 Apps & games**
  - Timespan Landscape Explorer, a trail app
  - Skriðuklaustur game, a treasure hunt game
  - Locatify's Hurl Hunt, an app creator
  - Vágar app, visitor attraction app
  - Vágar Photo Positioning, on-site game
  - Letterkenny Heritage, treasure hunt game
  - Muninn app for crowdsourcing landscape heritage remains
- 1 Digital exhibition**
  - Timespan's Real Rights online exhibition with virtual models
- 1 Virtual museum**
  - CINE GATE (cineg.org) contains over 100 digitised 3D objects, media, archives and a wiki from the CINE project

### Where to find it

—  
twitter.com/cineprojecteu  
facebook.com/cine.npa.eu



cinewayfinder.eu

All our project resources can be found on CINE's web platforms:

Official website: [cine.interreg-npa.eu](http://cine.interreg-npa.eu)

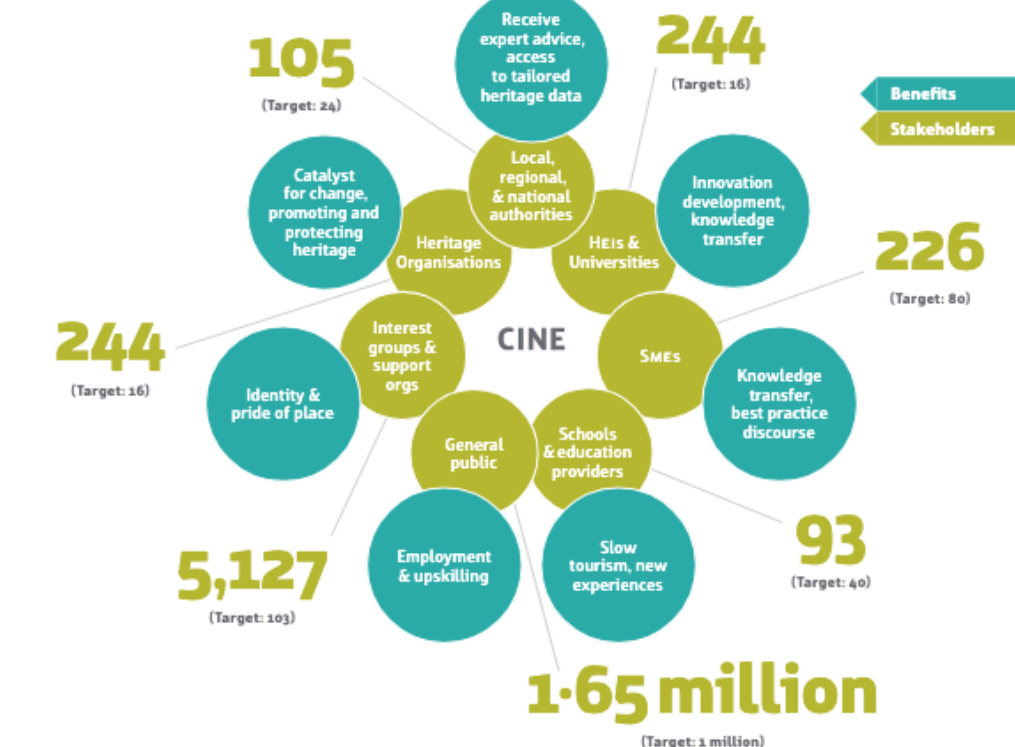
CINE GATE heritage management tool and virtual museum: [cineg.org](http://cineg.org)

CINE COMMUNITIES co-production, gamification, technology toolkits, teaching resources: [cinecommunities.eu](http://cinecommunities.eu)

Inch Heritage co-production case study, Ireland: [inchheritage.org](http://inchheritage.org)

Virtual St Catherine's co-production case study and virtual model, Ireland: [virtualstcatherines.net](http://virtualstcatherines.net)

### Who we reached



### Our activities

- Over 90 presentations and talks at conferences and events
- Over 30 workshops & field trips
- Worked with 79 schools
- Hosted 25 exhibitions & demos
- Two seminars and a conference in Scotland, a think tank in Iceland, a kick-off event in Norway, 5 virtual Heritage at Home events and 5 digital CINETALKS
- 10 steering group meetings & 7 partner meetings
- 4 NPA partner seminars
- Produced 14 e-newsletters & 4 printed newsletters
- Printed 2 brochures (2,000 copies), a poster (20 copies) and a banner (5 copies in circulation)

"Timespan's digital work is progressive in learning about and understanding Highland regional archaeology and how digital technology can be used to explore and promote local heritage. It is accessible to all ages with an interest in archaeology, and those who have little or no digital experience." Susan Kruse, ANCH and Highland SCAR, Scotland

"I experienced that my students were very pleased with the way this form of teaching was organized (testing the Vágar App). They were allowed to explore and expand their experience, and I observed that this contributed to engagement, excitement and improved learning. To visually be able to witness people in the past, in context, is closer to the real than reading about history in a book in the classroom. This could be the way of future learning." Ingrid Dahl Mathiesen, Kabelvåg Junior High School, Norway

"I found the co-production guide to be a fascinating and engaging tool in what must be a difficult though rewarding field. The research techniques were extremely useful in deciphering reliable and unreliable sources. I was also impressed with the methodology used in the preparation process. It's a very effective tool in the area of co-production or other community projects." David Magee, Fort Dunree Military Museum, Ireland

"For some time we've wanted to build an app which could help the agency with monitoring of cultural heritage sites and building a stronger relationship with the public. Muninn does exactly this. With Muninn we can exploit current technology to help us with our role in protecting the heritage." Asta Hermannsdóttir, The Cultural Heritage Agency of Iceland

### CINE objectives & results

CINE explored the social, economic and political role of heritage within remote and sparsely populated areas.

We have raised awareness for local landscapes by mapping and visualising natural and cultural heritage.

Protect, develop and promote natural and cultural heritage

Improve accessibility of valuable heritage information

Strengthen identities of remote areas by knowledge transfer

Understanding and valuing an environment means that people look after it better, it means in turn that they protect and enable sustainable environmental management. CINE has provided guidance and leadership to others on how to do this well, for example through climate change scenarios and co-production practices.

CINE reached out and built partnerships with local, regional and national authorities and policymakers, to steer the protection of natural and cultural heritage. We have done so through an extensive engagement programme for all our target groups. The impressive result is that the partnership engaged over 6,448 organisations/agencies/bodies (target 459) and reached over 1.5 million individuals (target 1 m).

CINE brought together existing technologies and produced new technologies to gather and disseminate information accessible to a wider public and share their knowledge with other SMEs within the creative and tourism industries. We created teaching materials to improve the sector's ICT competencies in all areas: digitisation of objects and landscapes, maintenance of digital materials, innovative dissemination methods including the concept of virtual travel.

The CINE partners say that "the cooperation expanded our horizon." "This is the first heritage innovation project for the centre and has led to further partnerships in digital heritage projects," CINE "has helped our institution to step into a new era of cultural heritage dissemination." It has "transformed our museum vision and redevelopment plans and we have included a digital transformation strategy in our forward plan."

Develop new technologies to help gather, manage and disseminate information

Raise awareness, collaborate with communities, offer new visitor experiences

Develop best practice to shape environmental policies

Explore the social, economic and political role of heritage

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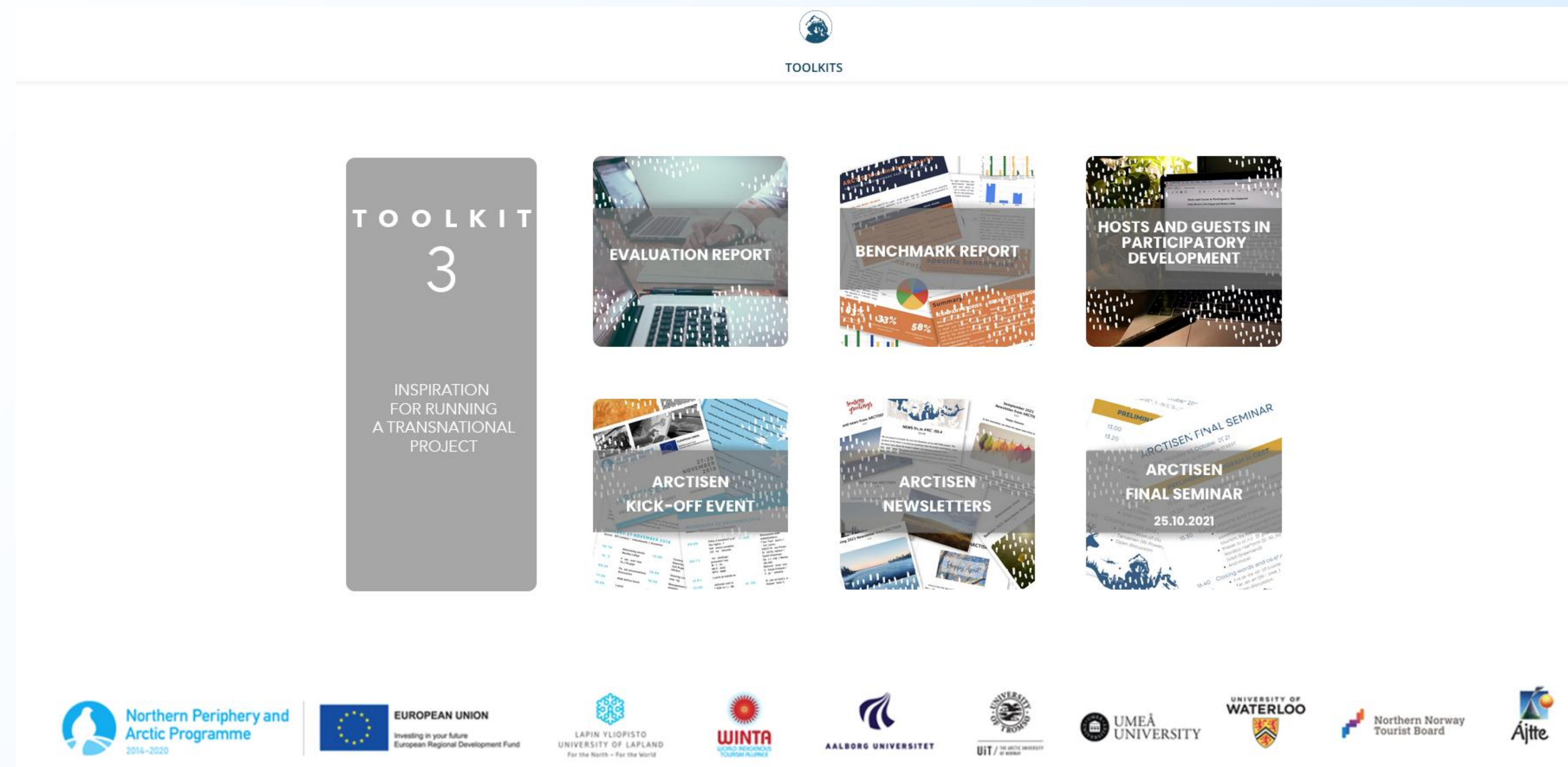
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# ARCTISEN

<https://blogi.eoppimispalvelut.fi/toolkitforculturaltourism/>



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# Making it work

<https://www.miwrecommender.eu/>



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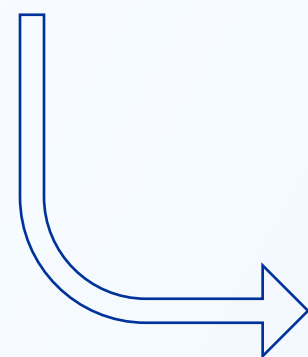
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# 4. Review and update your online presence

## There is more than the website

- If an **external website** exists, make sure it meets the mandatory EU requirements.
- **Plan** what to do with your Social Media accounts or hashtags (Update your About section) **Download** a copy of your social media data.
- **Publish** (one or more) posts on your social media channels:



- To announce closure
- Share the achievements and products
- What happens next
- How to keep in touch
- Make it available languages/partners
- Make it look pretty!

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# 5. Keep spreading the word

Make use of your own successes and achievement

- **Reuse** your project work in relevant occasions: e.g. celebrate environment day with a post about your sustainable tourism project tool, tag your partners and other relevant organisations, including NPA.
- Keep the **NPA programme informed** about what happens next: media, additional funding, changes in practices and policies... e.g. tag the programme.



# INVOLVE YOUR PARTNERS

## Interreg NPA - SUB



# Optimising the project budget & Preparing Jems for closure



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# Optimising the budget (1)

## Why it is important

- During 2014-2020, projects left **on average 10%** of their budgets **unspent**.
- We want projects to use their full budgets for achieving and promoting their **project results**.
- The programme also needs to meet certain **spending targets**, to avoid losing project funding.



# Optimising the budget (2)

## How to optimise

Lead Partners are expected to **monitor project spending**, e.g. using the Living Tables in Jems. If needed, follow up with partners that are under spending.

In certain circumstances, it can be appropriate to request a:

- **Major budget change:** movement of budget between cost categories beyond the flexibility: 10% or 10.000 EUR per cost category on project level, whichever is the highest amount.
- **Budget transfer:** movement of budget between project partners.

# Optimising the budget (3)

- All major changes need to be **justified**, together with an assessment of the expected impact on outputs and results.
- A major budget change should be requested **before** any extra spending, not in retrospect.
- Extra budget space needs to be spent **in line with the work plan**. In general, extra resources for a better promotion of project outputs and results are encouraged.
- Budget transfers between partners in different funding sources are **not permissible**.
- Partners with a budget increase need to provide **extra partner contribution**.
- Please inform the JS in case you foresee a **significant under spending**, especially for Non Member State partners. You can also choose to reduce the project budget (**decommitment**), allowing new projects to use the funding.



# Preparing Jems for project closure

## Making sure Jems is up-to-date



- Please check the **application** in Jems, as well as the **project data** on the NPA website. If the project application needs to be updated, please contact your JS Desk Officer.
- In the **Contracting section**, make sure the following pages are complete, correct, and locked: Contracts and Agreements and Project Managers
- Make sure the **Partner details** section is complete, correct, and locked
- Please note that before closure, the programme administration will change all **project user privileges** to View, except for the project manager.



# Obligations after the project

Closure Seminar 1<sup>st</sup> call  
Online 18<sup>th</sup> June 2025

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# Document keeping

- The LP is obliged to ensure that all files, documents and data related to the project are retained for at least **5 years from 31 December of the year in which the last payment by the MA to the project is made.**
- For example: Grant Letter, Partnership agreement, accounting documents, procurement documentation and other project-related documents.
- Project partners shall document where original documents are located.
- Longer retention periods may apply in case of state aid or in accordance with national rules. The strictest rule should apply.

# Document keeping - for partners receiving state aid

- Partners receiving aid granted under the General Block Exemption Regulation (GBER): 10 years from the date on which the last aid was granted
- Partners receiving aid under the De Minimis Regulation: 10 fiscal years from the date on which the aid was granted



# Audit & Evaluation

- Audits can be carried out by programme bodies, national bodies as well as relevant EU bodies
- The LP/PP must provide all documents required for the audit, as well as all necessary information, and give access to project premises
- The LP/PP must provide all necessary information and access to documents for the purpose of carrying out programme or project evaluations

# Closure letter

After project closure the lead partner will receive a closure letter. In this letter the MA will give a reminder about the responsibilities after project closure. The MA will also inform about the date until which documents need to be kept.

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CONNECTING THE DOTS

# Let's celebrate together!

Learn how Interreg NPA projects matter to northern and Arctic communities.

Share ideas and explore the future of the programme.

A new call for projects will be launched at the event!

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*Scan to access  
the agenda!*



30 Sep - 2 Oct  
Bodø Norway

# 25 years of cooperation

...CONNECTING THE DOTS

REGISTRATION IS OPEN



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# Agenda

**30th September** - Public Reception at Stormen Library

**1st October**- Connecting the Dots conference, "The building blocks"  
+ Dinner and...

**2nd October** – Connecting the Dots conference, "Dialogue about the future"  
+ Party and...

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[Download the  
programme](#)





# Practicalities

**Registration is open!**

Closes on 17<sup>th</sup> September

**Accommodation** – Pre-booked at  
Radisson Blue, early bird rate until 30<sup>th</sup>  
June

**Project meetings** – Rooms available on  
30<sup>th</sup> Sept

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# Project Sessions

- Online preparatory meeting in **August**
- We provide **ppt** template
- You can create a **Zoom** link
- After 17<sup>th</sup> September: Number of participants and room number

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# Spread the word

- **#InterregNPA25**
- Share our posts
- Comment if you are coming
- Forward invitation email
- Publish news/post about your session
- Post about the event
- Tag partners and people who are involved
- Tag organisations who might be interested

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# THANK YOU!



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