



Progress narrative report

PL-BY-UA
2014-2020

Contract title: Operation of the Branch Office of the ENI CBC Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszów, Poland
Contract number: PLBU.05.01.00-18-0003/17-00, addendums: PLBU.05.01.00-18-0003/17-01, PLBU.05.01.00-18-0003/17-02
Contractor: Podkarpackie Voivodeship

1. Activities implemented during the reporting period (in accordance with tasks indicated in point 4.2 of ToR)

1. Functioning of the Branch Office in Rzeszów

The Rzeszów Branch Office (RBO) continues to operate in Poland. 3 full-time experts are employed and receive all the necessary back-stopping, logistic and administrative support. Despite the coronavirus pandemic, the RBO has been fluently executing all requested activities and was available directly, by telephone, through e-mail and/or on-line. Due to the precautions taken against COVID-19, in selected periods, the RBO experts have been working in the home-office system. For the same reasons, starting from 12th March 2020, Senior Expert M. Piątek-Kozioł was on childcare allowance for parents of children under 8 years old. On 22nd May, we received her resignation connected with her future professional plans. After an internal search procedure among the staff of the Marshal Office of the Podkarpackie Voivodeship, we selected Ms. Agata Nosal for this position and she joined the team. The necessary documents were sent to the JTS on time (4th June). The needed Addendum to the RBO Service Contract was signed by MA on 10th July and on 14th July by the Contractor (Podkarpackie Voivodeship), thus this day was her first day of work as a key-expert of the RBO. The same addendum also included a provision on the expansion of the office with an additional room needed to store equipment and promotional materials. In effect, the RBO premises amounted from 64,22 to 90,22 square meters.

During the reported period, information was provided by the RBO to all the beneficiaries/potential beneficiaries and other actors interested in the cross-border cooperation. Comprehensive support was granted to all interested potential applicants and beneficiaries on an equal basis and free of charge. The informational support to the beneficiaries/potential beneficiaries and other actors interested in cross-border cooperation was provided directly, via telephone, e-mail and/or Programme fan page/Messenger. Total number of registered consultations during the reported period: 127. The informational meetings were provided (3 - described in detail at point 3.6). All eligible regions have shown interest in the Programme, however due to the coronavirus pandemic the number of inquiries was moderate. The majority of questions concerned: rules and results of the 3rd Call for Proposals, implementation and reporting issues of the PBU1 and PBU2 projects, possible changes due to the coronavirus pandemic, Visibility and Communication requirements, upcoming CfPs under the NEXT Programme, 2021-2027 LIPs, as well as the main events of the Programme. There were 3 questions from beneficiaries regarding the public procurement procedures under the Programme and 2 questions about national legislation. Necessary contacts with the relevant Polish authorities were made by the Contractor on MA/JTS-IB advice. The working meetings with the JTS were participated (3 meetings - described in detail at point 1.2). Reports submitted to the JTS in total: 1 Interim Report, 4 Quarterly Reports and 12 sets of monthly timesheets were prepared and submitted on time.

1.1 Professional development trainings for staff

During the reported period, the RBO's experts participated in 4 trainings/workshops for the staff:

1. 28-29th January - two RBO experts (A. Wosik-Majewska and M. Piątek-Kozioł) took part in an internal mandatory training on e-system of documents' circulation in the Marshal Office of the Podkarpackie Voivodeship - necessary for the functioning of the RBO. No cost to the RBO's budget.
2. 23rd September - all the RBO experts took part in a training on the newest amendments to the Public Procurement Law in Poland. RBO's costs: PPL specialist.
3. 25th November - all the RBO experts participated in the on-line training on the implementation of LIPs and regular projects organized by the JTS. No cost to the RBO's budget.
4. 3rd December - all the RBO experts took part in the training on the implementation of PBU2 projects organized by the JTS. No cost to the RBO's budget. Additionally, in October 2021 the RBO Junior Expert M. Dziura started a 1-year part-time postgraduate studies in "Public Procurement" at the WSPiA Rzeszów School of Higher Education - financed by the RBO's budget within expert fees.

1.2 Working meetings with the JTS

During the reported period, the RBO's experts took part in 2 working meetings with JTS/BOs:

1. 11th March - RBO experts intended to take part in the direct JTS-BOs working meeting in Warsaw, but it was cancelled during the travel to Warsaw due to the coronavirus pandemic. In consequence all information, issues and plans were sent and discussed through e-mail. RBO's costs: fuel.
2. 25th June - RBO experts took part in the JTS-BOs working meeting on current issues of the Programme organized on-line by the JTS. No cost to the RBO's budget.
3. On 30th December, the JTS Head organized an individual meeting with the RBO team. Two RBO experts (A. Wosik-Majewska, A. Nosal) took part in it. The meeting was devoted to the current issues and future plans of the RBO. No cost to the RBO's budget.

2. Support in the organization of the JMC and other meetings related to the Programme implementation

During the reported period, the RBO's experts supported the organization of 4 Programme events/meetings:

1. In January, the RBO supported the preparation of a visit of the DG Regio representatives - in the end the event was cancelled by the organizers. No cost to the RBO's budget.
2. October - RBO prepared and launched the public procurement procedure for the transport of Polish participants of the PBU Scientific Conference planned in Lutsk (UA). No cost to the RBO's budget - event cancelled by the JTS due to the coronavirus pandemic
3. RBO supported the public consultations of the NEXT PBU Programme which took place in Poland on 2nd December (and on the Programme website until 10/01/2021) by disseminating invitations and information before the event (332 e-mails to the PBU beneficiaries, 4798 - to potential beneficiaries/stakeholders, 3 posts on Facebook (on 23/11, 04/12, 08/01 with the maximum reach of 2985 users). No cost to the RBO's budget.
4. 17th December - PBU Annual Event: providing invitations and information, gathering data and screen shoots, preparing awards for the winners of quizzes. RBO's cost: prizes.

No assistance was needed from RBO side on JMC meeting organization.

3. Implementation of the information and communication plan

<p>3.1. European Cooperation Day</p> <p>1) July-September – on the occasion of the EC Day 2020 and 30th Anniversary of INTERREG, the Rzeszów Branch Office organized the contest “Traveling through projects” (which replaced the “Biking through project” event, cancelled due to the coronavirus pandemic) by preparing the needed documents (rules of participation, application form, pieces of information for the Programme website and fan page), gathering and assessing applications, as well as ordering promotional gadgets/prizes. RBO’s costs: prizes.</p> <p>2) March-September – RBO supported the organization of the EC Day 2020 for Teens “Together to greener tomorrow” by translating the needed documents, promoting the event (i.a. by sending approx. 650 emails/invitations to potential participants) and ordering promotional gadgets/prizes. RBO’s costs: promotional gadgets/prizes.</p>
<p>3.2. Europe-Ukraine Forum</p> <p>1) 4-5th February, Jasionka – RBO organized the participation of the Programme in the 14th Europe-Ukraine Forum and the 5th Eastern Fair: PBU discussion panel with a live broadcast on social media, Programme promotional stand, assisted VIPs and panellists, prepared texts for publications and the PBU website, took photos and movies, promoted the event on Facebook. All of RBO experts took part in it. Estimated number of participants: about 1000 from 31 countries. RBO’s costs: promotional services of the main Organizer, accommodation for panellists, groceries for visitors of the stand.</p>
<p>3.3. Trainings, workshops, conferences</p> <p>During the reported period, the RBO’s experts supported the organization of 2 Programme trainings:</p> <p>1. 25th November - RBO experts supported the organization of the on-line training on the implementation of LIPs and regular projects organized by the JTS by translating and posting the needed invitations and information. No cost to the RBO budget.</p> <p>2. 3rd December – RBO experts supported the organization of the on-line training on the implementation of PBU2 projects organized by the JTS by translating and posting the needed invitations and information. No cost to the RBO budget.</p>
<p>3.4. Programme brochures/ publications/ maps</p> <p>The Rzeszów Branch Office prepared a 44-page edition of “The CROSSBORDERER” 2020 which focused on the future of the Programme, in cooperation with the JTS, BOs and Podlaskie RCP. Layout/design and several texts (almost 40% of the content) were originally created by RBO team. Next, it was published in e-version on the Programme website and fan page, as well as printed by the JTS in an amount of about 300 pieces and distributed among beneficiaries, potential beneficiaries, officials and local authorities in the Programme area. RBO costs: graphic designing and desktop publishing. Additionally, RBO proofread the draft versions of 2021 Programme calendars.</p>
<p>3.5. Photo coverage of investments before/after project implementation</p> <p>In 2020 the RBO prepared, launched and completed the public procurement procedure for the photo coverage of projects after implementation (selected projects: 28 regular projects + 18 micro-projects). However, due to the coronavirus pandemic and numerous changes the projects, this service have been postponed for 2021 – accordingly to the rules of the contract signed with the contractor. As a result - no cost to the RBO’s budget in 2020.</p>
<p>3.6. Info Days, Open Days</p> <p>During the reported period, the RBO’s experts (co-)organized/participated in 3 Programme Info Days or similar events:</p> <p>1) 14th February, Jasionka – RBO organized the PBU promotional stand during the 4th Polish Forum of Local Governments (Info Day) and promoted the Programme participation on social media. Estimated number of participants (representatives of local governments): about 400. No cost to the RBO budget.</p> <p>2) 23rd February – RBO experts organized the PBU promotional stand within the 24th “Europe of the Carpathians” Conference (Info Day) and promoted the Programme participation on social media. Estimated number of participants: 150. RBO’s costs: transport, per diems for two RBO experts (A.Wosik-Majewska, M. Dziura).</p> <p>3) 6-9th September – RBO Head took part in the Cross-border Cooperation Congress in Lublin (former Eastern Europe Initiative Congress) to make known the presence of the Programme in the PBU area and answer the participants’ questions. Estimated number of participants: 1000 from 30 countries. No cost to the RBO’s budget.</p> <p>Other events were cancelled/postponed by the main organizers due to the coronavirus pandemic.</p>
<p>3.7. Partner Search Forums</p> <p>(N/A)</p>
<p>3.8. Study visits</p> <p>During the reported period 2 study visits have been planned, however due to the coronavirus pandemic these activities were replaced with 1 Virtual Tour on PBU projects (approx. 15-minute promotional movie in 7 versions). In 2020, the RBO prepared, launched and completed the public procurement procedure for selecting a contractor. The selected contractor made and edited the needed shoots, but due to the quarantine of actors as well as unfavourable weather, it took much more time than expected, and in consequence the postproduction (subtitles, audio description, graphics etc.) was postponed to 2021. As a result, in 2020 there was no cost to the RBO’s budget and this incidental expenditure will be settled within the 2021 Interim Report. Additionally, in October, the RBO prepared and launched the public procurement procedure for a study tour on projects dedicated to the Belarussian students residing in Poland (agreed with the JTS), but due to the re-outbreak of the pandemic, we were forced to cancel the event.</p>
<p>3.9. Carpathian Days of Neighborhood / Meeting of Carpathian Regions</p> <p>N/A (cancelled by the main organizers due to the coronavirus pandemic)</p>
<p>3.10. East of Culture Festival</p> <p>Due to the coronavirus pandemic the festival was moved to Autumn. In July, the RBO promoted the Programme within this event by preparing 1 movie spot which was showed in the Programme area: on social media, public and cinema screens, regional websites – before and during the main events:</p> <ul style="list-style-type: none"> - 20th-23rd August - in Białystok, - 28-30th August - in Rzeszów, - 3rd-6th September – in Lublin. <p>Estimated total number of participants of the EAST of CULTURE Festival: 300 000. Total RBO costs: edition of the movie and promotional services provided by the organizers.</p>

3.11. Other info-promo events and activities

- 1) RBO organized/supported the organization of 7 Programme contests (for a project story, "Traveling through projects", "Together for greener Europe", "Following the PBU projects", "Reveal the uniqueness of PBU borderland", "Let's promote our projects together", "Borderline personalities", quizzes organized within the PBU Annual Event) by disseminating invitations, translating information, providing and sending awards (sets of promotional gadgets and diplomas). RBO's costs: promotional gadgets.
- 2) 12th October – RBO Head took part in the opening of the Treatment Care Center in Ustrzyki Dln. within the 668 project and presented the main assumptions and achievements of the Programme. The RBO prepared a piece of information about this event accompanied with photos and a promotional movie provided by LB. RBO's costs: fuel.
- 3) 19th October – RBO Head took part in the conference "Macro-regional Strategy – a chance for the development of the Carpathians" in order to identify fields of future projects and partnerships, establishing/supporting a common cooperation platform, making known the presence of the Programme in the area. No cost to the RBO's budget.
- 4) 8th December – RBO Head participated in the PL-SK Roundtable "Improving the European cooperation of local authorities in order to streamline territorial self-government" for promoting the Programme and its projects which were/are being implemented in the Carpathians (Power Point presentation), getting acquainted Slovak partners, experts and stakeholders with selected, neighbouring PL-UA projects in order to enhance synergy in the implementation of EU funds in this area of Europe. No cost to the RBO's budget.
- 5) During the reported period the RBO managed the Programme fan-page on the Facebook (156 posts created and published: photo and video relations, info-graphics, statistics, links etc. with the maximum reach of over 10 000 UU – unique users). Additionally, it organized/promoted 7 small campaigns on social media - Internet contests on the Programme fan page on Facebook with sets of the Programme gadgets for to the winners. Thanks to these activities, in 2020, the number of fan-page subscribers increased by approx. 40% compared to the previous year and reached 1780 subscribers.
- 6) In the reported period we disseminated through e-mail 2 sets of press releases (regarding 0071, 0224, 0063, 0195, 0968, 0307, 0508, 0889, 0067, 0461, 0326, 0368, 0794, 0041, 0142, 0924, 0376, 0658, 0001, 0704, 0824 projects) dedicated to the PBU regions in Poland to 144 journalists/editorial offices in the Polish area on the Programme according to the lists prepared by RCPs (PDL - 30, LUB - 52, PDK - 47, MAZ - 15). We gathered approx. 165 links to the publications about the Programme and its projects (listed below)
- 7) In 2020, the RBO disseminated about 240 Programme publications (including 40 Programme calendars).
- 8) During the reported period, the RBO provided contribution to the development of the Polish and English version of the Programme website: 107 pieces of news translated, 9 pieces of news originally created (including 3 project stories), photos taken, gathered and sent.
- 9) RBO prepared sets of information for the needs of Programme stakeholders:
 - report on RBO's activities falling within the framework of the Carpathian Convention - on the request of the Department of Regional Economy of the Marshal Office of the Podkarpackie Voivodeship;
 - data on the Programme needed for the meeting of the European Committee of the Regions on the request of the Marshal of the Podkarpackie Voivodeship;
 - an opinion and information on the Programme and its Wandering Academy for the University of Rzeszów;
 - 2019 report on the RBO activities to the PDK Regional Congress (Sejmik) and its 2 committees - on their request.
- 10) RBO made 2 short movies about the projects and promoted them on social media. No cost to the RBO's budget. Additionally, in August the RBO bought a set of professional accessories needed for making movies by itself – cost covered with expert fees.
- 11) RBO Head provided 1 text (illustrated project story) to the "W CENTRUM" magazine of the Center of European Projects.
- 12) RBO ensured publication of 8 announcements on regional websites about the public consultations of NEXT PBU Programme, Programme support in fighting the coronavirus pandemic and Programme contests (in cooperation with the PDL, MAZ, LUB and PDK RCPs).
- 13) During the reported period, on a regular basis RBO had been monitoring all PBU projects, staying in touch monthly with beneficiaries, gathering needed data on implementation of projects as well as promotional activities, filling into the common table provided by the JTS. As a result, 6 monthly reports were sent to the JTS.
- 14) RBO gathered and sent the contact data of 144 journalists/editorial offices in the Polish area of the Programme – on the JTS request.
- 15) RBO started and promoted a new RBO domain (pbu.rzeszow.pl) and e-mail addresses.

List of gathered links to the publications about the Programme and its projects: <https://sokolka.naszemiasto.pl/nowosci-w-parku-kulturowym-milewsczyzna-zobacz-co-sie/ar/c1-8065255>; <https://ksiezpol.pl/rozstrzygniety-konkurs-poznajemy-dziedzictwo-kulturowe-i-historyczne-gminy-ksiezpol/>; <https://bof.org.pl/pl/aktualnosci/656-w-poszukiwaniu-perel-bof-otwieramy-granice>; https://www.facebook.com/permalink.php?story_fbid=100482391649998&id=100261858338718; <https://zlubaczowa.pl/index.php/news/inne/16705-cieszanow-cztery-pory-roku-znamy-najlepsze-pomysly-na-szlaki-turystyczne>; <http://roztoczewita.pl/robert-korzeniowski-i-pgry-bohaterami-cieszanowskich-szlakow/>; <https://www.facebook.com/watch/?ref=saved&v=3689993684412479>; <https://www.krosno.pl/pl/aktualnosci/art8098,promocja-i-ochrona-dziedzictwa-kulturowego-na-obszarze-krosna-i-uzgorodu.html>; <https://krosno112.pl/aktualnosci/pozostale-informacje/item/8072-promocja-i-ochrona-dziedzictwa-kulturowego-na-obszarze-krosna-i-uzgorodu.html>; <https://www.facebook.com/PodkarpackaROT/posts/187369502913340>; <https://www.facebook.com/PodkarpackaROT/posts/179983900318567>; <https://www.zielonopodkarpacie.pl/efekty-projektu-materialny-radiowej/>; <https://lublin.eu/turystyka/dzieje-sie/projekty-turystyczne-dziedzictwo-kulturalne-od-kuchni/>; <https://www.lubelska.tv/wiadomosci/9109,dziedzictwo-kulinarne-lubelszczyzny>; <https://radio5.com.pl/noc-kupaly-z-bialorusinami/>; <http://kulturacyfrowa.org/projekty/velo-fort/>; <http://roztoczewita.pl/projekt-rezerwat-biosfery-roztocze-w-realizacji/>; <http://gospodarkapodkarpacka.pl/news/view/35886/drewniane-cerkwie-ukryte-skarby-wspolnej-turystyki-regionu-karpat>; <https://niezalezna.pl/306644-drewniane-cerkwie-skarby-karpat>; <http://www.radiozamosc.pl/wiadomosci/12221,raduz-drewniane-cerkwie-ukryte-skarby-wspolnej-turystyki-regionu-karpat>; <http://roztoczewita.pl/muzeum-kresow-realizuje-projekt-dot-zachowania-drewnianej-architektury-sakralnej/>; <https://dzieje.pl/dziedzictwo-kulturowe/muzeum-kresow-realizuje-projekt-dot-zachowania-drewnianej-architektury-sakralnej>; <https://powiatlubaczowski.pl/drewniane-cerkwie-ukryte-skarby-wspolnej-turystyki-regionu-karpat/>; <https://elubaczow.com/2020/01/18/chca-zachowac-drewniana-architekture-sakralna/>; <https://www.portalsamorządowy.pl/polityka-i-społeczeństwo/lubaczow-muzeum-realizuje-projekt-dot-zachowania-drewnianej-architektury-sakralnej,146469.html>; <http://www.muzeumkresow.eu/program-pl-by-ua>; <https://www.facebook.com/watch/?ref=saved&v=660990831199141>; <https://www.facebook.com/PodkarpackaROT/posts/193024199014537>; <http://www.turystyka.eu/gok-gminy-lezajsk.pl/powstala-nowa-trasa-turystyczna-szlak-rodu-ksiazeczego-sanguszkow-biegnie-wzdłuż-pograncza/>; <http://euroregionbug.pl/index.php/item/303-prezentacja-wirtualnej-trasy?fbclid=IwAR1sIUzUwDrJ7f5KLDsGifCB0i2YgoCWQWJUKULV7tQIYXvrgF5aGnPB>; https://www.facebook.com/SSERB/photos/?tab=album&album_id=3409661385821019; https://www.youtube.com/watch?v=VIQt8V1SNkY&fbclid=IwAR3T9BUQE4WdUfbcv0bODgF3BYk-QI5B7b84F9jMv0iee8KbGbl_SclCbA; https://www.starostwo.lezajsk.pl/gok-gminy-lezajsk-realizuje-projekt-etnograficzny?fbclid=IwAR3QKsksar0Z05VcdpaolpURt4st3G9N9319fRa-Ekgrjhnv_KChlWE8c; <https://www.facebook.com/Ethnotour-Poznaj-kultur%C4%99-regionu-przygranicznego-Polski-i-Ukrainy-107151784530579/photos/pcb.130463822199375/13046359532731/>; <https://www.youtube.com/watch?v=DzrxPqddZ8&feature=youtu.be&fbclid=IwAR2x-9FueWakYNDuMoJiAYFxc0X8sYaGyZFOR-u0Eu1E3vR6bGN2E0>; <https://www.starostwo.lezajsk.pl/wp-content/uploads/2020/12/Kurier-Powiatowy-nr-11-na-www.pdf?fbclid=IwAR0GRbnTwmI8FRKAGXyauEaywnTxjpp2RASmywEaEjNogWHY08yRag>; https://www.facebook.com/permalink.php?story_fbid=107158897863201&id=107151784530579; <https://www.youtube.com/watch?v=I1rLxLpL12s>; <https://www.masaperlowa.pl/pszczola-karpacka/#.YB0NgOhKIuK>; <https://powiatleczyński.pl/2020/08/29/wirtualny-spacer-po-powiecie-leczyńskim/>; <https://radio.lublin.pl/2020/10/21-10-2020-agnieszka-czyzewska-jacquemet-powiatu-czar/>;

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<https://www.facebook.com/groups/brz.bujkh.by>; <http://brz.bujkh.by/images/Doc/PL-BY-UA.pdf>; http://brz.bujkh.by/images/SMI/zarya_19_08_2020.JPG;
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4. Other tasks supporting the MA, Polish NA, Polish CCP and JTS-IB in their day-to-day implementation of the Programme

1) During the reported period the RBO translated almost 311 pages of the Programme documents and information, i.a:

- “Regular Projects” brochure,
- 69 short descriptions of micro-projects for the “Micro-projects” brochure,
- results of the 3rd Call for Proposals,
- changes to the Guidelines on Expenditure Verification + new annexes,
- instruction to the Minimum Checklist Template,
- Declaration of Accessibility,
- sets of documents for the PBU contests

2) About 115 pages of the Programme documents were proofread by RBO experts i.a. data and short descriptions of projects

2. Achievements in comparison with planned results for the reporting period and reasons for deviations

The following results have been achieved during the reported period (in accordance with ToR):

- Despite the coronavirus pandemic and the necessary precautions, the Rzeszów Branch Office has been fluently executing all requested activities and was available directly, by telephone, through e-mail and/or on-line. It continues to operate in Poland, 3 fulltime experts (1 BO Head and 2 BO experts) are employed and they receive necessary back-stopping, logistic and administrative support. The RBO's experts took part in 4 professional development workshops for the staff. They participated also in 2 working meetings with JTS/BOs. Additionally, the RBO Junior Expert started a 1-year part-time postgraduate studies in "Public Procurement" financed by the RBO's budget within expert fees. 1 Interim Report and 4 Quarterly Reports and 12 sets of monthly timesheets were prepared and submitted on time.
- Information to potential applicants was provided in the entire Polish eligible area and was focused on: rules and results of the 3rd Call for Proposals, implementation and reporting issues of the PBU1 and PBU2 projects, possible changes due to the coronavirus pandemic, Visibility and Communication requirements, upcoming CFPs under the NEXT Programme, 2021-2027 LIPs, as well as the main events of the Programme. There were 3 questions from beneficiaries regarding the public procurement procedures under the Programme and 2 questions about national legislation. 127 registered consultations in total. Information about funding possibilities and Programme activities was actively disseminated to the Polish eligible partners - about 240 brochures (including calendars) disseminated among targeted groups. Polish potential applicants and stakeholders were informed on time about the holding of important Programme events and activities through the website, fan-page and emails sent to RCPs/beneficiaries/potential beneficiaries/local authorities.
- Support to the JTS-IB in organization of the JMC and other meetings related to the Programme implementation provided - 4 events/meetings supported: preparation for the visit of DG REGIO delegation, Annual Conference, Scientific Conference and public consultations of the Programme for the years 2021-2027. To support the consultations of NEXT PBU Programme, RBO sent 332 e-mails to the PBU beneficiaries, 4798 - to potential beneficiaries/ stakeholders, published 3 posts on Facebook with a maximum reach of 2985 with invitations and information on the event.
- 2 trainings organized by the JTS for beneficiaries supported and participated in
- Materials and information for the Programme website and database prepared and transferred to the JTS-IB - 107 pieces of news translated, 9 pieces of news originally created (including 3 project stories), photos taken, gathered and sent
- Additionally, the Programme fan page on social media (Facebook) were successfully managed – the number of subscribers increased by approx. 40% compared to the previous year and reached 1780 users, 156 posts were originally created and published with the maximum reach of over 10 000 users.
- 7 Internet small campaigns organized and/or promoted on social media (instead of 4 planned). The winners provided with sets of promotional gadgets ordered by RBO.
- Informational events for potential beneficiaries or stakeholders in each Polish eligible regions – due to the coronavirus pandemic numerous events in the Polish area were cancelled/postponed. Despite of these changes RBO promoted the Programme within 3 planned Info Days (instead of 4) and during 2 additional external events ("Macro-regional Strategy – a chance for the development of the Carpathians" and PL-SK Roundtable "Improving the European cooperation of local authorities in order to streamline territorial self-government")
- EC Day events in Poland – 1 event organized ("Traveling through project" contest which replaced "Biking through projects" event) + 1 event supported (EC Day for Teens contest which replaced the final event of the Educational Campaign for Schools) – changes resulted from the coronavirus pandemic. Additionally, both events promoted the 30th Anniversary of INTERREG initiative.
- 1 project event participated in and promoted
- Europe-Ukraine Forums co-organized – 1 event co-organized including i.a. Programme discussion panel with a live broadcast on social media and Programme promotional stand during the 4th Eastern Fair. Estimated number of participants: about 1000 from 31 countries.
- 2 Programme conferences/events supported: Scientific Conference (finally moved to 2021), Annual Event (switched to on-line version) – changes resulted from the pandemic.
- due to the coronavirus 2 study visits for UA and BY local representatives were replaced with 1 "Virtual Tour on PBU projects" (promotional movie)
- for the same reasons the cross-border event "Carpathian Days of Neighbourhood/Meeting of Carpathian Regions" were cancelled by the main organizers
- Information about Programme implementation published in relevant Polish regional/local e-press/websites - 8 announcements on regional websites about: the public consultations of NEXT PBU Programme, Programme support in fighting the coronavirus pandemic and Programme contests (in cooperation with the PDL, MAZ, LUB and PDK RCPs). Additionally 156 informational and promotional posts published on social media. Printed advertisements cancelled as they were too expensive and low effectiveness for the planned target groups (decision agreed with the JTS).
- Contribution to development of Programme Newsletter provided on time - 44-page edition of "The CROSSBORDERER" prepared, designed and sent to the JTS for printing.
- Programme informational materials, brochures and leaflets on the Programme disseminated in Polish eligible regions: about 240 brochures (including 40 calendars) disseminated.
- Assistance to the JTS-IB in translation of relevant documents provided - almost 311 pages of Programme documents and information translated and about 115 pages – proof-read.
- Assistance to the Polish NA, Polish CCP and MA provided (on request): preparation to the visit of DG REGIO delegation, Annual Conference and public consultations of the Programme for the years 2021-2027 supported.
- Contact data of 144 journalists/editorial offices in the Polish area of the Programme collected and sent to the JTS on its request – activity not planned before.
- 2 sets of press releases dedicated to the PBU regions in Poland sent to 144 journalists/editorial offices in the Polish area. 165 links to the publications about the Programme and its projects gathered.
- 1210 Programme promotional gadgets produced and branded by the RBOs, i.a.: tents, headphones, badminton sets, blankets, power banks and backpacks.
- 2 short movies about the projects made by the RBO and promoted on social media – activity not planned before. Additionally, in August the RBO bought a set of professional accessories needed for making movies by itself – cost covered with expert fees.
- 1 movie spot reedited and promoted
- RBO Head provided 1 text (illustrated project story) to the "W CENTRUM" magazine of the Center of European Projects – not planned before
- 6 monthly reports with the results of projects' monitoring prepared and sent to the JTS – activity not planned before
- RBO started and promoted a new RBO domain (pbu.rzeszow.pl) and e-mail addresses – not planned before
- 4 sets of information for the needs of Programme stakeholders prepared and provided – not planned before

Indicators from the Logical Framework

Total planned	Planned for the reporting period	Realised in the reporting period	Total realised	Reasons for deviations	Planned for the next period
12 staff development workshops	3	4	18	Meeting agendas, attendance lists, cost documents, certificates	3
24 working meetings with the JTS (on request)	6	3	13	Only 3 working meetings were requested in 2020, but one of them (in March) was cancelled due to COVID-19	4
2 important Programme events (on request)	0	0	1	Not requested by the JTS	0

20 Informational events	4	3	20	External events cancelled by the main organizers due to the coronavirus pandemic	4
16 trainings for potential beneficiaries (on JTS request)	0	0	13	Not requested by the JTS	0
6 trainings for beneficiaries on grant contract signature (on JTS request)	0	0	0	Not requested by the JTS	0
32 trainings for beneficiaries on project implementation (on JTS request)	0	0	4	Not requested by the JTS	0
4 ECDay events	1	1	3	N/a	1
4 thematic conferences	0	0	0	Cancelled in 2018 by the JTS due to the change of schedule of Programme events	0
Europe-Ukraine Forums co-organized (8 events on the request)	1	1	3	Accordingly to the decision of the main Organizers the number of editions is reduced to 1 per year. The Forum planned for 2021 was cancelled by the main organizers due to the coronavirus pandemic.	0
16 publications/information in press	4	8	17	Announcements on regional websites . Printed advertisements were cancelled in 2019 and 2020 as they were too expensive and low effectiveness for the planned target groups and replaced with e-press (decision agreed with the JTS).	4
Special Programme promotional activities in Poland (on request)	2	1	6	1 "Virtual Tour on PBU projects" (shooting and edition) which replaced 2 study visits cancelled due to the coronavirus. Postproduction moved to 2021 due to the pandemic and weather conditions.	0

<Please, refer also other indicators not mentioned in the Logical Framework>:

- 127 registered consultations provided
- 3 important Programme events supported/participated in
- 2 trainings for beneficiaries promoted and participated in
- 2 Programme conferences/events supported/participated in
- 1 project event participated in and promoted
- 1 annual edition of "The CROSSBORDERER" magazine prepared, designed and sent for printing (44 pages)
- 240 brochures (including 40 calendars) disseminated
- for the needs of the Programme website: 9 pieces of news originally created (including 3 project stories), 107 pieces of information translated, photos taken, gathered and sent
- on social media (Facebook), the Programme fan-page successfully managed – the number of followers increased by approx. 40% compared to the previous year and reached 1780 users; 156 posts originally created and published with max. reach of over 10 000 users
- 7 Internet small campaigns organized and/or promoted on social media,
- 1210 promotional gadgets produced and branded, and afterwards distributed accordingly to the list of winners
- almost 311 pages of Programme documents and information translated
- about 115 pages of Programme documents and information proof-read
- contacts to 144 journalists/editorial offices gathered and provided
- 2 sets of press releases dedicated to the PBU regions in Poland sent to 144 journalists/editorial offices
- 165 links to the publications about the Programme and its projects gathered
- 2 short movies about the projects made by the RBO and promoted on social media
- 1 movie spot reedited and promoted
- 1 text to the "W CENTRUM" magazine provided
- 8 announcements on regional websites about: the public consultations of NEXT PBU Programme, Programme support in fighting the coronavirus pandemic and Programme contests (in cooperation with the PDL, MAZ, LUB and PDK RCPs).
- 6 monthly reports with results of the projects' monitoring prepared and sent to the JTS
- new RBO domain and e-mail addresses started and promoted
- 4 sets of information for the needs of Programme stakeholders prepared and provided

3. Deviations from original planning and reasons (applies only to the final report)

N/A

Indicators from the Logical Framework	Total planned	Total realized	Comments
N/A	N/A	N/A	N/A

4. Visibility actions

Within the reported period the Programme visibility (stand, roll-ups, banners, posters) was ensured by the Rzeszów Branch Office during all organized/co-organized events and on all produced promotional materials and gadgets.

- 1) 1210 promotional gadgets produced, branded, and afterwards distributed accordingly to the list of winners
- 2) 1 annual edition of "The CROSSBORDERER" magazine prepared, designed and sent for printing (44 pages)
- 3) 240 brochures (including 40 calendars) disseminated
- 4) for the needs of the Programme website: 9 pieces of news originally created (including 3 project stories), 107 pieces of information translated and sent
- 5) Programme fan page successfully managed on social media – the number of subscribers increased by approx. 40% compared to the previous year and reached 1780 users; 156 posts originally created and published max. reach of over 10 000 users
- 6) 7 Internet small-scale campaign organized/supported
- 7) 2 sets of press releases dedicated to the PBU regions in Poland sent to 144 journalists/editorial offices
- 8) 165 links to the publications about the Programme and its projects gathered
- 9) 8 announcements on regional websites published
- 10) 2 short movies about the projects made by the RBO and promoted on social media
- 11) 1 movie spot reedited and promoted
- 12) 1 text to the "W CENTRUM" magazine provided
- 13) 4 sets of information for the needs of Programme stakeholders prepared and provided
- 14) Visibility requirements explained to applicants/beneficiaries within consultations provided by the RBO

5. List of publications

Printed out/published:

- 1 annual edition of "The CROSSBORDERER" magazine prepared, designed and sent for printing (44 pages)
- 9 pieces of news originally created (including 3 project stories), 107 pieces of information translated for the PBU website
- 156 posts originally created and published on social media
- 8 announcements on regional websites published
- 1 text to the "W CENTRUM" magazine provided
- 2 short movies about the projects made by the RBO and promoted on social media
- 1 movie spot reedited and promoted

List of 165 gathered links to the publications about the Programme and its projects is available at point 3.11.

6. Contract planning for next reporting period

- 4 working meetings with the JTS
- 3 staff development workshops (1 per year x 3 experts)
- 1 EC Day event to be organized
- 1 annual magazine of the Programme ("The CROSSBORDERER") to be prepared and designed
- 4 informational events (Info Days/Open Days) to be organized/participated in
- 1 PBU movie spot to be produced
- 1 promotional campaign of the PBU spot within the East of Culture Festival to be organized
- 1 Meeting of Carpathian Regions/Carpathian Days of Neighbourhood to be co-organized
- JMC meeting(-s) to support, if needed
- 4 Programme events to be supported: Annual Conference, Forum of Journalists/CBC Academy, Scientific Conference, PBU3 opening conference – if needed
- 1 Virtual Tour on PBU projects (promotional movie) to be disseminated (produced in 2020)
- 1 photo and film coverage of projects after implementation to be provided
- 4 publication in press/e-press to be ensured
- 4 short movies from projects to be made for the Programme fan page on social media (FB)
- 4 interviews/broadcasts about projects to be ensured on radio/TV
- 4 regional visits within the Wandering Academy to be organized (if possible as depending on the coronavirus pandemic)
- minimum 120 posts on the Programme fan-page to be prepared and published
- 4 small-scale campaigns/contests on social media to be organized/supported
- all PBU 2014-2020 projects (in stage of implementation) to be monitored, the results to be sent to the JTS
- approx. 140 journalists/editorial offices in the Polish area of the Programme to be contacted and provided with information on Programme and its projects
- 12 sets of monthly timesheets to be submitted
- 4 Quarterly Reports to be submitted
- 1 Final Report to be submitted

7. Description of problems during contract implementation

It was necessary to replace 1 RBO key expert who was unable to continue her work for reasons connected with her future professional plans. New expert was selected and joined the team. The needed addendum was signed. In 2020, due to the coronavirus pandemic, many Programme events were replaced/postponed/cancelled, however thanks to another/supplementary activities the general goals of the RBO functioning were reached. Despite the precautions taken against the pandemic, RBO has been fluently executing all requested activities and was available to all interested beneficiaries/ potential beneficiaries/ stakeholders of the Programme.

Signature: Date, place: 26th February 2021, Rzeszów