



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 Rzeszow, 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, PLBU.05.01.00-18-0003/17-03, PLBU.05.01.00-18-0003/17-04
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. The office was opened at work hours every workday according to Polish Labour Law. 3 full-time experts are employed and receive all the necessary back-stopping, logistic and administrative support. 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. Necessary contacts with the relevant Polish authorities and regional contact points were made. All eligible regions have shown interest in the Programme. 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: **59**. The majority of questions concerned: 2021-2027 Programme, Visibility and Communication requirements for projects and information on upcoming PBU activities. Polish beneficiaries and projects received the information support on the above mentioned matters, as well as on implementation of projects, procurement procedures, reporting and national legislation applicable to implementation of projects in Poland. During the reported period, on a regular basis the RBO had been monitoring all PBU projects, staying in touch monthly with beneficiaries, gathering needed data on implementation of projects as well as their promotional activities, sending them to the JTS and/or stocking at the RBO premises. In May, the RBO selected an auditor to verify expenditure incurred under the Service Contract for the years 2022-2023. 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. To ensure capacity building and effectiveness of the Branch Office the Branch Office personnel took part in additional trainings and staff development workshops in the JTS-IB. To ensure good informational links and coordination of Programme Information and Communication Plan implementation experts participated in regular working meetings with the JTS-IB.

1.1 Professional development trainings for staff

During the reported period, the RBO's experts participated in **11 trainings/workshops** for the staff:

- 20/01, online** – 1 RBO expert participated in the online training on the use of the e-system of documents' circulation organized by the Marshal Office of the Podkarpackie Voivodeship (MOPV). No costs to the RBO's budget.
- 26/01, online** – 3 RBO experts took part in the internal mandatory training on preparing contracts within public procurements organized by the MOPV, due to the amendments to the Polish Public Procurement Law. No costs to the RBO's budget.
- 10/02, online** – 2 RBO experts took part in the training on the closure and reporting of micro-projects organized by the JTS. No costs to the RBO's budget.
- 17/02, online** – 1 RBO expert participated in the training on storytelling, as recommended by the JTS. No costs to the RBO's budget.
- May, online** – 3 RBO experts took part in the 2-hour training and test on anti-mobbing procedures, mandatory for all employees of the MOPV. No costs to the RBO's budget.
- 09/06, on site** – RBO's Head participated in the internal training on the risk analysis in the field of personal data protection organized by the MOPV. No costs to the RBO's budget.
- 01/07, online** – 2 RBO experts took part in the meeting and training "Cooperation Day 2022 joint social media campaign - strategy and benefits" organized by Interact. No costs to the RBO's budget.
- 22/08, on site** – two RBO experts participated in the mandatory training on first aid. No costs to the RBO's budget.
- 20/10, Rzeszów** – 1 RBO expert participated in the training on the closure of LIPs and regular projects organized by the JTS for projects' beneficiaries. No costs to the RBO's budget.
- 10/11, online** – 3 RBO experts attended an event entitled "BECAUSE NEIGHBOURS GROW UP TOGETHER: Social inclusion in Central and Eastern neighbourhood CBC programmes and projects" organised by TESIM. No costs to the RBO's budget.
- 07/12, online** – RBO Head took part in an online training on copyright provisions in contracts with public procurement contractors, organized by the legal unit of the MOPV. No costs to the RBO's budget.

1.2 Working meetings with the JTS

During the reported period, the RBO's experts took part in **4 working meetings** with JTS/BOs:

- 25/01, online** – 3 RBO experts took part in the working meeting with the JTS' representatives and other BOs' experts. No costs to the RBO's budget.
- 22/06, online** – 3 RBO experts took part in the working meeting with the JTS' representatives and other BOs' experts on recent, current and upcoming task and events. No costs to the RBO's budget.
- 30/08, online** – RBO's Head attended the meeting with the JTS and LBO's Heads about the functioning of branches in upcoming years. No costs to the RBO's budget.
- 21/12, online** – 2 RBO experts took part in the working meeting with the JTS (short summary of the year). No costs to the RBO's budget.

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

JMC meeting was organized by the JTS in December (online), but no support from RBO was needed

2.1. Important Programme events

During the reported period, the RBO's experts supported the organization of **2 Programme events/meetings**:

- 22-24/07, Zamość** – 3 RBO experts supported the organization of the Annual Event of the Programme: organized and managed promotional stand, provided the JTS with LBO with promotional materials, supported the main organizers. Estimated number of participants: about 1000. Costs to the RBO's budget: fuel, per diems, frames for pictures, promotional gadgets.
- 16-18/11, Lublin** – RBO supported the organization of PBU International Scientific Conference: registration, logistics, photo documentation, promotion on the Programme fan page and website. Two RBO experts were directly involved. Estimated number of participants: over 100. Costs of transportation and per diems of PBU experts were covered by the RBO's budget.

3. Implementation of the information and communication plan

3.1. European Cooperation Day

1. **February-July** - RBO prepared 2 concepts of the event (trilateral PL-BY-UA and bilateral PL-UA) and the related English and Polish sets of documents needed to launch the Youth Education Campaign within 2022 EC Day and European Year of Youth (general rules, agenda, application form, evaluation grid, consents for processing personal data, pieces of news for the Programme website), prepared, launched and completed the related public procurement, assessed the applications, selected the finalists, contacted the qualified teams and provided them with necessary information;

2. **28/09-01/10, Mazowieckie** – RBO organized the Final Event of the Youth Education Campaign with participation of 16 teams from Poland and Ukraine, including i.a. transport, accommodation, meals, activities, visit to Warsaw, tour guide and translation services, insurance, diplomas, sets of gadgets, texts for the Programme website and fan page, photo and film documentation. Some of these tasks were supported by LBO. Number of participants: 86. Costs to the RBO's budget – comprehensive service including the above mentioned services and per diems for organizers.

3.2. Large Programme promotional events/activities co-organized with an external partner

5-7/10, Lublin – RBO organized 3 Programme events within the Cross-border Cooperation Congress: panel discussion (hybrid form), Grants' Fair (hybrid form) and Partners' Forum (direct form), in cooperation with the organizers of the Congress. RBO prepared the events' concepts and topics, public procurements, selected participants and panellists, provided them with accommodation, promotional materials and current information on the Programme, supported the JTS and LBO's representatives, made photo coverage, prepared pieces of information for the PBU website and fan page. Three RBO experts were directly involved. Estimated number of participants/viewers: PBU panel discussion – 90, Grants' Fair – 80, Partners' Forum – 90, 500 (Congress in total). Costs of rental conference rooms, translations, accommodation, lunch, coffee break as well as sound, lighting and streaming services, transport Rzeszów-Lublin-Rzeszów and per diems of RBO experts were covered by the RBO's budget.

Two other planned "Large Programme promotional events/activities co-organized with an external partner" – Europe-Ukraine Forum and Carpathian Days of Neighbourhood were cancelled by the main organizers due to the war in Ukraine.

3.3. Trainings, workshops, conferences

During the reported period, the RBO's experts supported the organization of **2 Programme trainings**. **On 20/10** in Rzeszów the RBO supported the organization of a training on the closure of LIPs and regular projects held by the JTS for projects' beneficiaries. No costs to the RBO's budget. **On 01/12** RBO co-hosted the online "Capitalization meeting "ENVIRONMENT": selected PBU projects (Riversheritage and NatureTresure)", prepared scenarios and promotional materials in cooperation with the beneficiaries, conducted 2 interviews with the Lead Beneficiaries. Estimated number of participants: over 70 beneficiaries and potential applicants of the Programme from Poland and Ukraine. No costs to the RBO's budget.

3.4. Programme brochures/ publications/ maps

The Rzeszów Branch Office made a **48-page edition of "The CROSSBORDERER" 2022** by preparing and launching the related public procurement, providing, editing, translating and proofreading the content (texts, photos, data, infographics, logos, maps etc.), preparing the total graphic designing and desktop publishing in cooperation with the selected contractor. Some contents were provided by LBO and JTS. The final (ready to print) version was sent to the JTS in December. The paper version (printed by the JTS) and e-version will be distributed among beneficiaries, potential beneficiaries, officials and local authorities in the Programme area in 2023. RBO costs: graphic designing and desktop publishing.

Additionally, in 2022, the RBO disseminated almost **800 other Programme printed publications**.

3.5. Photo coverage of investments before/after project implementation

N/a – task completed in 2021

3.6. Info Days, Open Days

During the reported period, the RBO's experts (co-)organized **5 Programme Info Days and/or similar events**:

- 05/02, on-line** – RBO promoted the PBU movie spot within the 32nd Conference "Europe of the Carpathians" (Info Day) with the participation of MA. Estimated number of participants: 50. No costs to the RBO's budget.
- 14/05, on-line** – RBO promoted the PBU movie spot during the 33rd Conference "Europe of the Carpathians" (Info Day) which was held with participation of MA. Estimated number of participants/viewers (direct and online): approx. 2000. No costs to the RBO's budget.
- 12/10, Rzeszów** – RBO promoted the Programme and its projects during the conference on the European Territorial Cooperation organised by the Department of the Regional Development of the Marshal Office of the Podkarpackie Voivodeship. We organized and managed the PBU promotional stand, prepared and showed 2 Power Point presentations on the 2014-2020 and 2021-2027 editions of the Programme, answered participants' questions, gathered photos, prepared and published a piece of information on the Programme fan page on social media and provided transportation for the Deputy director of the Center of European Projects. Two RBO experts were directly involved. Estimated number of participants: 60. No costs to the RBO's budget.
- 21/10, Solina** – RBO promoted the Programme and its projects during the "Podkarpackie-Lubelskie Conference of Local Governments" in Solina. We organized and managed the PBU promotional stand, prepared and showed 2 Power Point presentations on the 2014-2020 and 2021-2027 editions of the Programme, answered participants' questions, gathered photos, prepared and published a piece of information on the Programme fan page on social media. Estimated number of participants: 80. Cost of transportation was covered by the RBO's budget.
- 24/11, Goniądz (PDL)** – RBO organized an Info Day within the Forum of Rural Communes of the Podlaskie Voivodeship. We organized and managed the PBU promotional stand, prepared and showed 2 Power Point presentations on the 2014-2020 and 2021-2027 editions of the Programme, answered participants' questions, gathered photos, prepared and published a piece of information on the Programme fan page on social media. Two RBO experts were directly involved. Mission duration: 3 days, 23-25/11. Estimated number of participants: 100. Costs of transportation, accommodation and per diems of PBU experts were covered by the RBO's budget.

3.7. Partner Search Forums

N/a (During the reported period not requested by the JTS)

3.8. Special Programme promotional activities organisation in Poland

Not requested in 2022. Due to the war in Ukraine, the study tour for journalists was moved to 2023.

3.9. PBU promotional movie spots creation, production and promotion

RBO promoted the Programme within this event by preparing and broadcasting 1 PBU movie spot (2 versions: 60", 30") which was showed in the Programme area: on public and cinema screens, on social media, regional websites – before, during and after the main events held on:

- **24-26/06 - in Rzeszów**
- **7-10/07 - in Lublin**
- **26-28/08 - in Białystok**

Additionally, the Programme logo and EU flag were printed/located on promotional materials of the main event. Estimated reach: 150 000. Viewers of TV broadcasts from the event: TVP2 – 380 000, TVP Kultura – 58 453, listeners of radio programs: unknown. Total RBO costs covered by the RBO's budget as part of incidental expenditures: production and broadcast of the movie and numerous promotional services provided by the organizers.

3.10. Other info-promo events and activities

1. **14/01, 29/03, 12/05 (Białystok, Lublin, Rzeszów)** – RBO prepared and organized the "PBU Wandering Academy" classes at regional universities (Białystok University, Maria Curie-Skłodowska University, Rzeszów University), i.a.: contacted their rectors, prepared the necessary educational and promotional materials, conducted the meetings, printed and sent PBU certificates, prepared and translated pieces of information on the events for the Programme website and fan page, took and published photos. Two RBO experts were directly involved. Total number of participants: 90. Cost of the travel, accommodation, per diems and promotional materials covered by the RBO's budget.
2. **10/07, 17/08, 30/08, 08/09 (Lubelskie, Podkarpackie, Podlaskie, Mazowieckie)** – RBO promoted the Programme and its effects by producing and broadcasting 4 radio programmes on:
 - PLUARoztocze project. Estimated number of listeners: 13 000
 - CBC4Animals project. Estimated number of listeners: 40 000
 - BugUnitesUs project. Estimated number of listeners: 22 000
 - HCS project. Estimated number of listeners: 26 000Costs to the RBO's budget: production, broadcasts.
3. **03/02, online** – RBO's Head took part in the closing conference within the Southway project organized by the Bieszczadzki Powiat with participation of other PBU beneficiaries. Estimated number of participants: 50. No cost to the RBO's budget.
4. **03/02, online** – RBO's Head took part in the conference closing the HCS project at OHMATDYT hospital. Estimated number of participants: 100. No cost to the RBO's budget.
5. **28/02, online** – RBO's Head took part in the working meeting of communication officers and experts involved in 2022 EC Day campaign.
6. **20/04, online** – RBO's Head took part in the working meeting with the organizers of the Cross-border Cooperation Congress in Lublin (5-7/10) on organizational rules of the Programme events: discussion panel, Grants' Fair and Partners' Forum. No costs of the meeting to the RBO's budget.
7. **13/06, Basznia, Ruda Różaniecka** – 2 RBO experts took part in the closing conference organized by the LUBANOVO project, showed a presentation of the "road" projects of the Programme RBO's and distributed some Programme promotional publications and materials. Estimated number of participants: 50. Costs to the RBO's budget: fuel.
8. **24/06, Basznia** – 1 RBO expert participated in the opening of the regional road No. 867 modernized within the LUBANOVO project. Estimated number of participants: 15. No costs to the RBO's budget.
9. **25/06, Zagórz** – 1 RBO expert attended the event organized by the Touch_history project, distributed the related press releases, monitored visibility requirements, recorded short statements of participants for the needs of the Programme website and a project story. Estimated number of participants: several thousand. Costs to the RBO's budget: tickets, per diems.
10. **22/07, Rzeszów** – RBO's Head participated in the meeting of the representatives of the Podkarpackie Voivodeship and Zakarpattya Oblast about the Interreg NEXT Poland-Ukraine 2021-2027 and prepared the requested information on the Programme. Number of participants: 10. No costs to the RBO's budget.
11. **15/09, Sanok** – RBO's Head took part in the closing conference organized by the OilCradle project. Estimated number of participants: 50. No costs to the RBO's budget.
12. **08/11, Lublin** – RBO's Head presented the main assumptions of the 2021-2027 Programme and related IT issues during the meeting "Future Industry Platform" at the JTS/MA request. Estimated number of participants: 30. Cost of transportation was covered by the RBO's budget.
13. **25/11, Zagórz** – 1 RBO expert attended the closing conference within the Riversheritage project: monitored informational and promotional activities of the project, gathered photos and information, prepared and published a piece of information on the Programme fan page on social media, marked the presence of the Programme in its area. Estimated number of participants: 26. Travel costs for RBO expert were covered by the RBO's budget.
14. **14/12, Rzeszów** – RBO Head took part the "6th Podkarpackie Citizen Forum" and promoted the 2021-2027 Programme by showing the main assumptions and answering participants' questions. Estimated number of participants: approx. 60. No costs to the RBO's budget.
15. In 2022 RBO produced the PBU promotional gadgets for the use of JTS, RBO and LBO: 200 blankets, 86 notebooks, 200 solar power banks, 12 hoodies, 64 hammocks, 110 drones, 6 sport towels, 200 sets of bicycle flashlights, 120 sleeveless jackets, 90 bag-backpacks, 200 paper bags (**1288 items in total**);
16. During the reported period the RBO managed the Programme fan-page on Facebook (**168 posts created and published**: photo and video relations, info-graphics, statistics, links etc. with the maximum reach of almost 6 800 UU – unique users). Small Internet contests were cancelled due to the war in Ukraine. In 2022, the total reach of the Programme fan page on Facebook (the number of people who saw any content from the PBU fan page or about this page, including posts, stories, social information from people who interact with this page and more) was over 76 000 people. No costs to the RBO's budget. In the reported year, the number of people subscribing the page increased by only about **11%** (in 2020 40%, in 2021 35%) and reached 2560 users. The increase was mainly thanks to the Polish users, as at the same time the number of followers from Belarus and Ukraine decreased. The problem is that for many Ukrainian users the title of the fan page – still including Belarus – seems inappropriate and offensive.
17. **31/01-01/02, 07/04, 27-29/04, 26/05, 03/06, 21/06, 24/06, 29/06, 05-09/08, 18/08, 28/10, 03/11, 07-08/12, 19/12** – RBO prepared and performed **14 e-mailing actions** which consisted on disseminating information among the journalists in the Polish area of the Programme – 40 sets of press releases dedicated to individual 4 PL regions (**1133 emails in total**). We gathered and monitored approx. 107 links to the publications about the Programme and its projects. No costs to the RBO's budget.
18. **31/03, 01/04, 11/04, 20/04, 09/05, 23/06, 30/08, 19/09, 13-14/10, 27/10, 22/11** – RBO prepared and performed **11 e-mailing actions**

which consisted on disseminating information among beneficiaries/ potential beneficiaries / experts / stakeholders in the Polish area of the Programme regarding: EC Day Youth Education Campaign, Programme events planned within the CBC Congress in Lublin, conference on the European Territorial Cooperation, PBU Scientific Conference, TESIM event, Capitalization meeting: ENVIRONMENT. Over **11 500 emails in total**. No costs to the RBO's budget.

19. During the reported period, the RBO provided contribution to the development of the Polish and English version of the Programme website: **87 pieces of news translated, including 24 pieces of news originally created** (i.a. 4 project stories), photos taken, gathered and sent. No costs to the RBO's budget.

20. RBO prepared **11 sets of information** for the needs of Programme stakeholders and/or external events, i.a:

- on the support for refugees from Ukraine, as well as the future of the Programme - on the request of the regional congress (Sejmik) and Board of the Podkarpackie Voivodeship,
- on the PBU projects (being) implemented in the Podkarpackie Voivodeship – on the request of the Marshal and Vice-Marshal of this region.
- a contribution to the panel "Regional cooperation at the EU's eastern border" in the framework of the European Congress of Local Governments, on the request of the Vice-Marshal of the Podkarpackie Voivodeship,
- a contribution to the panel "Debate of the Regions: Three Seas' Regions Network - Cooperation with Ukrainian Regions, on the request of the Marshal of the Podkarpackie Voivodeship;
- information on activities under the Carpathian Convention, at the request of the Department of Regional Economics of the MOPV.
- information on the projects implemented by the beneficiaries from 2 regions of the Programme: Podkarpackie Voivodeship and Lviv Oblast (on their request)
- annual report on RBO activities for the Regional Congress (Sejmik) of the Podkarpackie Voivodeship.

No costs to the RBO's budget.

21. RBO **supported 1 contest** organized by the JTS ("Reveal the uniqueness of the borderland" – winter edition) by: contacting the winners, preparing and sending 3 sets of prizes and/or translating pieces of news and promoting them on social media. Costs of gadgets covered by the RBO's budget.

22. During the reported period, on a regular basis the RBO had been **monitoring all PBU projects** under implementation, staying in touch with beneficiaries, gathering needed data on implementation of projects as well as their promotional activities, sending the results to the JTS, collecting the info-promo products of projects and sending them/or stocking at the RBO premises. No costs to the RBO's budget.

23. RBO provided the "W CENTRUM" magazine with the photos needed to illustrate an article regarding the refugees from Ukraine prepared by the Center of European Projects. No costs to the RBO's budget.

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 **119 pages** of the Programme documents and information, i.a.:

- report on public consultations of the Interreg NEXT Poland-Ukraine 2021-2027 programme,
- 2021-2027 Programme indicators,
- new "Guidelines on expenditure verification" update,
- "Time for results" series,
- "Project of the Week" series,
- short description of projects,
- **4** project stories,
- contest rules

2) Almost **170 pages** of the Programme publications were **proofread** by RBO experts i.a.: rules of the contest "Reveal the uniqueness of PBU borderland" and calendars for 2023

No costs to the RBO's budget.

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

Comparing to the ToR:

- RBO experts took part in **11 trainings/workshops** for staff (instead of 3 planned). The need for more frequent and wide training is due to rapidly changing laws and technologies in Poland;
- RBO organised **5 Informational Events** instead of 4, as we received an additional invitation (to the conference on the European Territorial Cooperation organised by the Department of the Regional Development of the Marshal Office of the Podkarpackie Voivodeship)
- RBO performed **1 Large Programme promotional event/activity** co organised with an external partner instead of 3 planned. 2 other planned events (Europe-Ukraine Forum and Carpathian Days of Neighbourhood/Meeting of the Carpathians Regions) were cancelled by the main organizers due to the war in Ukraine
- **1 additional external event** to promote the Programme attended (Future Industry Platform Conference)
- RBO performed **3 Wandering Academy lectures** instead of 4 planned. 1 lecture in the Mazowieckie Voivodeship has been moved to 2023 as we could not find any interested universities in the Siedlecki-ostrolecki subregion (Programme area)
- the Programme fan page on social media (Facebook) was actively and successfully yearly managed – in the reported period RBO published **168 posts** (instead of 120 planned). Small Internet contests were cancelled due to the war in Ukraine. In 2022, the total reach of the Programme fan page on Facebook (the number of people who saw any content from the PBU fan page or about this page, including posts, stories, social information from people who interact with this page and more) was over 76 000 people. No costs to the RBO's budget. In the reported year, the number of people subscribing the page increased by only about **11%** (in 2020 40%, in 2021 35%). The increase was mainly thanks to the Polish users, as at the same time the number of followers from Belarus and Ukraine decreased. The problem is that for many Ukrainian users the title of the fan page – still including Belarus – seems inappropriate and offensive.
- the organization of trainings were not requested by the JTS, however RBO experts supported and co-hosted the "Capitalization meeting: ENVIRONMENT" organized by the JTS
- Due to the suspension of cross-border cooperation with Belarus and the war in Ukraine the activities of RBO were adjusted to these circumstances. On 28th February we organized transport of PBU promotional materials (51 blankets, 45 warm hoodies and 47 travel towels) to be distributed by a beneficiary of the Programme (Bieszczadzki Powiat) among the Ukrainian refugees arriving in this area. In addition, we supported the aid actions organized by the JTS and beneficiaries of the Programme by promoting them on social media. Moreover, as part of the prepared public procurement for the supply of promotional materials – we have ordered an additional set of materials for the Lviv Branch Office, which in the coming months will not be able to conduct an independent procurement due to the war and its consequences.

Indicators from the Logical Framework (last update - Addendum no PLBU.05.01.00-18-0003/17-04)

| Total planned | Planned for the reporting period | Realised in the reporting period | Total realised | Reasons for deviations | Planned for the next period |
|---|----------------------------------|----------------------------------|----------------|---|-----------------------------|
| 23 working meetings with the JTS (on JTS-IB request) | 4 | 4 | 19 | N/a | 4 |
| 29 staff development workshops | 3 | 11 | 36 | The need for more frequent and wide training is due to rapidly changing laws and technologies in Poland | 3 |
| 17 support to the JTS-IB in organisation of the Important Programme events | 2 | 2 | 15 | N/a | 2 |
| 1 Partner Search Forum (on the JTS-IB request) | 0 | 0 | 1 | N/a | 0 |
| 13 Trainings for potential beneficiaries in Polish regions | 0 | 0 | 13 | N/a | 0 |
| 4 Trainings / workshops for beneficiaries on project implementation organised | 0 | 0 | 4 | N/a | 0 |

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|---|---|---|----|---|---|
| 1 Assistance to organisation of trainings for beneficiaries / potential beneficiaries on capitalisation in Polish regions | 0 | 0 | 0 | N/a | 1 |
| 1 Assistance to organisation of beneficiaries / potential beneficiaries Forum on capitalisation shall be provided (on the JTS-IB request) | 0 | 0 | 0 | N/a | 1 |
| 34 Information events | 4 | 5 | 31 | N/a | 4 |
| 6 EC Day events | 1 | 1 | 5 | N/a | 1 |
| 8 Special Programme promotional activities organisation in Poland (Virtual Tour around the Best Projects) | 0 | 0 | 6 | N/a | 2 |
| 12 Large Programme promotional events/ activities co-organised with an external partner | 3 | 1 | 7 | 2 other planned events (Europe-Ukraine Forum and Carpathian Days of Neighbourhood/Meeting of the Carpathians Regions) were cancelled by the main organizers due to the war in Ukraine | 3 |
| 8 "PBU Wandering Academy" lectures | 4 | 3 | 3 | 1 lecture in the Mazowieckie Voivodeship has been moved to 2023 as we could not find any interested universities in the Siedlecki-ostrołęcki subregion (Programme area) | 5 |
| 33 Publications / information in media | 4 | 4 | 29 | N/a | 4 |
| 2 photo and film coverage of projects implementation stages | 0 | 0 | 2 | N/a | 0 |
| 5 PBU promotional movie spots created, produced and promoted on events | 1 | 1 | 4 | N/a | 1 |
| 6 Programme fan page on social media yearly administration | 1 | 1 | 5 | N/a | 1 |
| 4 Programme newsletters prepared to be printed (on the JTS-IB request) | 1 | 1 | 3 | N/a | 1 |
| 24 Quarterly Reports | 4 | 4 | 20 | N/a | 4 |
| Drafting the Interim Report V of the contract | 1 | 1 | 4 | N/a | 1 |

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

- **59** registered consultations provided
- **2** trainings for beneficiaries (capitalization meeting) supported and participated in
- **1** additional external event to promote the Programme attended (Future Industry Platform Conference)
- **7** project events to support their beneficiaries/JTS/MA, promote the Programme and monitor the implementation of projects attended and promoted
- **168** posts prepared and published on social media, the number of subscribers increased by approx. 11% compared to the previous year, the total reach of the Programme fan page on Facebook reached over 76 000 people
- **1** contest organized by the JTS supported, prizes provided and sent
- **14** e-mailing actions focused on the journalists in the Polish area of the Programme done (40 sets of press releases, **1133** emails in total)
- **107** links to the publications about the Programme and its projects gathered and monitored
- over **11 500** e-mails to beneficiaries/potential beneficiaries sent in **11** e-mailing actions
- almost **800** Programme publications disseminated
- contribution to the development of the Polish and English version of the Programme website provided: **87** pieces of news translated, including **24** pieces of news originally created (i.a. 4 project stories), photos taken, gathered and sent.
- **11** sets of information for the needs of Programme stakeholders prepared and provided
- almost **119** pages of Programme documents and information translated
- almost **170** pages of Programme publications proof-read
- **1288** promotional gadgets produced and branded for the use of JTS, RBO and LBO
- all PBU projects monitored on a regular basis, the needed data on their implementation and promotional activities gathered and sent to the JTS, info-promo products collected and sent to the JTS and/or stocked at the RBO premises
- **1** "w Centrum" magazine supported

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 was ensured by the Rzeszów Branch Office during all organized/co-organized events and activities, as well as on all produced promotional materials and gadgets.

- 1) **1288** promotional gadgets produced and branded for the use of JTS, RBO and LBO
- 2) **1** annual edition of "The CROSSBORDERER" magazine prepared, designed and sent for printing (48 pages)
- 3) almost **800** Programme publications disseminated
- 4) **24** pieces of news originally created (including 4 project stories), **87** pieces of information translated and sent – for the needs of the Programme official website
- 5) **168** posts prepared and published on social media, the number of subscribers increased by approx. 11% compared to the previous year, the total reach of the Programme fan page on Facebook reached over 76 000 people
- 6) **1** contest organized by the JTS supported, prizes provided and sent
- 7) **14** e-mailing actions focused on the journalists in the Polish area of the Programme done (40 sets of press releases, **1133** emails in total)
- 8) **107** links to the publications about the Programme and its projects gathered and monitored
- 9) over **11 500** e-mails to beneficiaries/potential beneficiaries sent
- 10) **4** radio broadcasts produced and ensured
- 11) **1** movie spot produced and promoted within the East of Culture Festival in 3 Programme regions
- 12) **7** project events attended and promoted
- 13) additional **1** external event attended (Future Industry Platform Conference)
- 14) **11** sets of information for the needs of Programme stakeholders prepared and provided
- 15) consultations provided by the RBO on visibility requirements to beneficiaries/ potential applicants
- 16) all PBU projects regularly (every 1-2 months) monitored, the needed data on their implementation and promotional activities gathered and sent to the JTS, their info-promo products collected and sent to the JTS and/or stocked at the RBO premises

5. List of publications

Printed out/published:

- **1 annual edition** of "The CROSSBORDERER" magazine prepared, designed and sent for printing (48 pages),
- **24 pieces of news originally created** (including 4 project stories), **87 pieces of information translated** for the PBU website,
- **168 posts** originally created and published on social media,
- press releases - **14 e-mailing actions** of focused on the journalists in the Polish area of the Programme performed (40 sets of press releases, **1133 emails in total**)
- **4 radio broadcasts** ensured (4 radio programs produced and broadcasted)
- **1 movie spot** produced (4-versions).

Additionally, RBO gathered and monitored **107 links** to the external publications about the Programme and its projects: <https://rzeszow.tvp.pl/57868718/9012022-1830>; <https://radio.rzeszow.pl/wiadomosci/projekt-promocja-kultury-lokalnej-i-zachowanie-dziedzictwa-historycznego>; <https://sandomierz.gosc.pl/doc/7282171.Stalowa-Wola-Przygraniczna-wspolpraca>; <https://echodnia.eu/podkarpackie/muzeum-regionalne-w-stalowej-woli-przystapilo-do-nowego-projektu-poznajcie-szczegoly/ar/c1-15962595>; <https://www.stalowka.net/wiadomosci.php?dx=25439>; https://zyciesokolowa.pl/pl/19_wiadomosci_z_rejonu/9106_na-co-wydali-pieniadze.html; <https://terazostroleka.pl/artikul/mazowsze-zapowiada-inwestycje/769412>; <http://gospodarkapodkarpacka.pl/news/view/48943/bieszczadzki-gopr-zmodernizuje-system-lacznosci>; <https://krosno112.pl/aktualnosci/inne/item/13523-bieszczadzcy-goprowcy-brali-udzial-w-dwoch-akcjach-poszukiwawczych.html>; <https://rzeszow.wyborcza.pl/rzeszow/7,34962,28002051,bieszczadzcy-goprowcy-szukali-mieszkanek-i-nowego-sacza-zostala.html>; 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6. Contract planning for next reporting period

- 4 working meetings with the JTS to be attended
- 3 staff development workshops to be attended (1 per year x 3 experts)
- 2 important Programme events (Scientific Conference, Annual Conference) to be supported
- 1 assistance to organisation of trainings for beneficiaries / potential beneficiaries on capitalisation in Polish regions provided (Partner Search Forum ENVIRONMENT in Lublin)
- 1 assistance to organisation of beneficiaries / potential beneficiaries Forum on capitalisation in Polish regions provided (Partner Search Forum HEALTH in Lublin)
- 1 EC Day Final Event to be organized
- 4 informational events (Info Days/Open Days) to be organized/participated in
- 3 large Programme promotional events/ activities to be co-organized with an external partner (accordingly to the Service Contract: Europe-Ukraine Forum, CBC Congress, Carpathian Days of Neighbourhood/Meeting of Carpathian Regions)
- 2 special Programme promotional activities organisation in Poland (Tours around the Best Projects – study visits for UA and BY participants) to be organized – the second one will be cancelled due to the exclusion of Belarus
- 5 "PBU Wandering Academy" lectures to be organised
- 4 publications/information in media to be ensured
- 1 annual 2-language newsletter of the Programme ("The CROSSBORDERER" magazine) to be prepared and designed
- 1 PBU movie spot to be created, produced and promoted
- Programme fan page on social media yearly administration to be made
- 12 sets of monthly timesheets to be submitted
- 4 Quarterly Reports to be submitted
- 1 Interim Report to be submitted and another one to be drafted (Final Report)

7. Description of problems during contract implementation

2 planned events – Europe-Ukraine Forum and Carpathian Days of Neighbourhood/Meeting of the Carpathian Regions – were cancelled by the main organizers, due to the war in Ukraine. 1 lecture in the Mazowieckie Voivodeship has been moved to 2023 as we could not find any interested universities in the Siedlecki-ostrołęcki subregion (Programme area). In the reported year, the number of people subscribing the page increased by only about 11% (in 2020 40%, in 2021 35%). The increase was mainly thanks to the Polish users, as at the same time the number of followers from Belarus and Ukraine decreased. The problem is that for many Ukrainian users the title of the fan page – still including Belarus – seems inappropriate and offensive.

Z up. MARSZAŁKA WOJEWÓDZTWA

Alicja Wosik-Majewska
KIEROWNIK BIURA

Signature:  Date: 23rd February 2023, Rzeszów

Oddział Programu Współpracy Transgranicznej
POLSKA-BIAŁORUS-UKRAJINA 2014-2020 w Rzeszowie

