



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, addendum PLBU.05.01.00-18-0003/17-01
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. On 1st April, Mateusz Dziura, the new RBO key expert, replaced Szymon Skublicki who was unable to continue his work for reasons connected with the commute between Krosno and Rzeszow, about 140 km in total on every working day. The needed addendum to the Service Contract was approved by the JMC and signed by both parties. It also updated or changed some minor rules of the contract (i.a. deadline for submitting the Interim Report).

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 beneficiaries/potential beneficiaries and other actors interested in cross-border cooperation was provided directly (14), via telephone (102), Facebook/Messenger (6) and/or e-mail (18). Total number of registered consultations during the reported period: **140**. All eligible regions have shown interest in the Programme and the number of inquiries was high. The majority of questions concerned: rules of the 3rd Call of Proposals (65/140 provided consultations), implementation issues of the PBU1 and PBU2 projects as well as the main events of the Programme. Necessary contacts with the relevant Polish authorities were made by the Contractor on MA/JTS-IB advice. **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 **8 trainings/workshops for the staff**:

- 1. 21st February** – in Warsaw, the RBO Head A. Wosik-Majewska took part in an external training on personal data protection rules in EU projects. Registration and trip costs as well as per diems for the RBO expert were covered from the RBO's budget.
- 2. 14-15th May** - the RBO expert M. Piątek-Kozioł participated in the TESIM training on communication in Palermo ("Network meeting of ENI CBC communication managers"). RBO costs: travel costs including flight tickets, accommodation, per diems.
- 3. 27-28th June** - the RBO Head A. Wosik-Majewska took part in an external training on public aid in EU projects organized by the MA in Rzeszów. No cost to the RBO's budget.
- 4. 9-10th September** - all of RBO experts took part in the training on communication organized by the Center of European Projects in Jachranka. Registration, transportation, accommodation costs as well as per diems were covered from the RBO's budget (within expert fees)
- 5. 11th October** - the Head of RBO took part in the internal training on the risk analysis in the personal data protection organized by the Contractor in Rzeszów. No cost to the RBO's budget.
- 6. 31st October** - the Head of RBO took part in the internal training on management control organized by the Contractor in Rzeszów. No cost to the RBO's budget.
- 7. 28th November** - two RBO experts (A. Wosik-Majewska, M. Dziura) took part in the training on the 3rd Call for Proposals held by the JTS Project Unit II (micro-projects). The training was followed by the working meeting of the JTS/BOs. Costs of per diems, transport, parking fees and accommodation were covered from the RBO's budget and settled in line 1.2 of the budget.
- 8. 4th December** - one of the RBO experts (M. Dziura) took part in the external training "Selection of contractors in projects financed from the European Funds" organized by the Center of European Projects in Warsaw. Transportation costs and per diems were covered from the RBO's budget.

1.2 Working meetings with the JTS

During the reported period, the RBO's experts took part in **3 working meetings with JTS/BOs**:

- 1. 12th February** - Head of the RBO took part in the JTS-BOs working meeting in Warsaw. It was focused on info-promo activities planned for 2019. Concepts of events were prepared and discussed. Number of participants: 10. Costs of per diems, fuel, accommodation and parking fees were covered from the RBO's budget.
- 2. 8th October** – two RBO experts (A. Wosik-Majewska, M. Dziura) took part in the JTS-BOs working meeting in Warsaw. It was dedicated to the 2020 plans, budgets and activities. Number of participants: 13. Costs of per diems, fuel and accommodation were covered from the RBO's budget.
- 3. 28th November** - two RBO experts took part in the JTS-BOs working meeting in Warsaw. It was preceded by a training on the 3rd Call for Proposals organized by the JTS Project Unit II (micro-projects). Number of participants: 13. Costs of per diems, fuel, parking fees and accommodation were covered from the RBO's budget.

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

2.1. Important Programme events

During the reported period, the RBO's experts supported the organization of **3 Programme events/meetings**:

- 1. 12-15th and 27-28th February** – RBO supported the organization of the ROM Mission and the related meetings in the Podlaskie, Lubelskie and Podkarpackie Voivodeships (including a meeting with the RBO staff). No cost to the RBO budget.
- 2. 16-18th April** – Head of the RBO supported the organization of the JMC working meeting in Nyasvizh (BY). No cost to the RBO budget except the per diems and insurance policy for the RBO Head)
- 3. 24-26th June** – RBO supported the organization of the PBU Annual Conference in Hrodna (BY), by: organizing and financing the transport, insurance and travel meals for Polish participants (number of Polish participants: 32 + MA/JTS representatives). RBO costs: transport including travel insurance and meals for Polish travelers, per diems for the RBO expert (A. Wosik-Majewska).

3. Implementation of the information and communication plan

3.1. European Cooperation Day

1) 11-14th September – RBO organized and promoted the final event of the EC Day School Competition in Rzeszów with **150** participants from PL, BY, UA. RBO costs: organization of the event including i.a.: accommodation, catering, insurance, transport for PL group, production of a short movie, photo documentation as well as production of promotional gadgets. Within the EC Day final event the RBO produced, branded and disseminated over **800** Programme promotional gadgets: i.a.: 110 T-shirts, 60 Polo shirts, 150 silicone wristbands, 160 special water bottles, 150 folding backpacks, 150 spinner shaped chargers, 6 VR glasses, 6 headphones, 6 power banks, 6 bluetooth speakers.

3.2. Europe-Ukraine Forum

1) 24-25th January, Jasionka near Rzeszów – RBO organized the participation of the Programme in the 12th Europe-Ukraine Forum and took an active part in this event (the RBO Head was a panelist) as well as managed the informational stand during the 3rd Eastern Fair (Info Day). Estimated number of participants: 2000. RBO costs: per diems for the RBO experts, food products and accessories, an ad in the catalogue of exhibitors, entrance charge, costs of the stand's equipment (electricity power).

3.3. Trainings, workshops, conferences

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

- 1. 5th June** – RBO supported the organization of the MA conference (Forum of Cities and Regions) in Jasionka: the PBU informational stand with 3 RBO experts, 3 online transmissions on Facebook from presentations and discussion panels, branding two discussion panels with participation of the PBU beneficiaries/representatives, assistance in presenting the PBU projects ("SOS-rescue - the training center for organizing and operating cross-border rescue action", "Creative Centres for Science and Technology in Suwałki and Hrodna"), photo documentation of the event, citations. No cost to the RBO budget.
- 2. 23rd-25th October** – RBO supported the organization of the Scientific Conference "Security in the area of the Cross-border Cooperation Programme Poland-Belarus-Ukraine" in Uzhgorod (UA) by organizing the transport and lunch for Polish participants, supporting the main organizers, gathering and publishing photos on FB. Estimated number of participants: about 90. RBO costs: transport, lunch during the travel, insurance for travellers, per diems for the RBO expert (M.Piątek-Kozioł)
- 3. 28-30th October** – RBO supported the organization of the Opening Conference for micro-projects in Białowieża by: supporting the main organizers (JTS), coordinating the Polish group, gathering and publishing photos on FB. Estimated number of participants: about 150. RBO costs: per diems for the RBO experts (A.Wosik-Majewska, M.Dziura)
- 4. 16-18th December** – RBO supported the organization of the Forum of Journalists in Łuck (Ukraine) within the CBC Academy by: coordinating and supporting the Polish group, supporting the main organizers of the event, gathering and publishing photos on FB. Estimated number of participants: about 90. RBO costs: per diems for 2 RBO experts.

3.4. Programme brochures/ publications/ maps

(N/A)

3.5. Photo coverage of investments before/after project implementation

(N/A)

3.6. Info Days, Open Days

During the reported period, the RBO's experts (co-)organized **9 Programme Info Days or similar events**:

- 1) 16th February** – RBO experts organized an Info Day within the Europe of the Carpathian Conference in Krasiczyn – the PBU informational stand and presentation. RBO costs: fuel settled in line 3.11 of the RBO's budget.
- 2) 23rd February** – RBO organized an Info Day within the Polish Forum of Local Governments in Jasionka near Rzeszów – the PBU informational stand. No costs to the RBO's budget.
- 3) 30th April – 1st May**, Lutowska/Muczne – the RBO Head took part in the 15th Anniversary of the membership of Poland in the European Union and managed the PBU informational stand. RBO costs: fuel, accommodation and per diems for the RBO expert (A. Wosik-Majewska)
- 4) 11th May** – RBO organized an Info Day in Stalowa Wola within the European Funds Open Day - the PBU informational stand with 2 RBO experts: M.Piątek-Kozioł, M. Dziura. RBO costs: per diems for the RBO experts.
- 5) 23rd-24th September** – RBO experts organized an Info Day - the promotional stand of the Programme within the Eastern Europe Initiative Congress in Lublin. They also took part in the discussion panels focused on the cross-border cooperation. Estimated number of participants from PL, BY, UA: 800. RBO costs: accommodation and per diems for 2 RBO experts (A.Wosik-Majewska, M.Dziura).
- 6) 25-26th September** – RBO experts organized an Info Day - the promotional stand of the Programme within the Eastern Economic Congress in Białystok. They also followed the discussion panels focused on the cross-border cooperation. Estimated number of participants from PL, BY, UA: 2500. RBO costs: accommodation and per diems for 2 RBO experts (A.Wosik-Majewska, M.Dziura).
- 7) 7th October** – RBO experts organized an Info Day - the PBU promotional stand during the meeting of the Association of Rural Communes of the Podlaskie Voivodeship in Rozłogi near Białystok. The RBO Head presented a short information on the Programme - on the request of organizers of the meeting. Estimated number of participants (representatives of local governments): about 100. RBO costs: fuel, accommodation, per diems for RBO experts – settled in line 1.2 of the RBO's budget.
- 8) 23rd-25th October** – RBO organized an Info Day - the PBU promotional stand within the 4th Borderline Business Forum in Suwałki. Estimated number of participants: 500. RBO costs: fuel, accommodation, per diems for the RBO expert (A.Wosik-Majewska).
- 9) 11th December** – an RBO expert took part in the meeting of representatives of 32 local governments from the Lubelskie Voivodeship in Chełm and presented information on the 3rd Call for Proposals - on their request. Estimated number of participants: about 32. RBO costs: fuel and per diems for the RBO expert (M.Piątek-Kozioł).

3.7. Partner Search Forums

(N/A)

3.8. Study visits

During the reported period, the RBO's experts organized **2 study visits**:

- 1) 8-11th April** – RBO organized the study visit of UA self-government representatives in Cracow (within the European Congress of Local Governments) as well as in the Podkarpackie Voivodeship (number of participants: about 60 Ukrainian and Polish self-government representatives). They visited selected PBU projects, met potential partners and identified potential fields of cooperation. RBO costs: organization of the visit, fuel/transportation costs and per diems of 1 RBO expert (M. Piątek-Kozioł).
- 2) 2nd-6th September** – RBO organized the study visit of 10 representatives of regional self-governments from Ukraine including the participation in the Economic Forum in Krynica, photo and movie documentation of the events, publications in social media. RBO costs i.a.: comprehensive service of organization of the visit, entrance fees for participants, per diems for the RBO Head, purchase of groceries.

3.9. Carpathian Days of Neighborhood / Meeting of Carpathian Regions

8-10th August – RBO co-organized a crossborder event - the 2nd Carpathian Days of Neighborhood/Meeting of Carpathian Regions, i.a.: discussion panel, promotional stand. Estimated number of participants from Poland and Ukraine: about 150. RBO costs: catering for participants, purchase of groceries, fuel, per diems for 3 RBO experts

3.10. East of Culture Festival

In Spring the RBO prepared, launched and organized the PBU Movie Spot Contest within the EAST of CULTURE Festival followed by the award ceremony in Rzeszów for the winner of the contest. The winning spot was promoted in the Programme area: on social media, public and cinema screens, regional websites – before and during the main events:

- **21st-23rd June** in Rzeszów,
- **27-30th June** in Lublin
- **29th August-1st September** in Białystok

Estimated total number of participants of the EAST of CULTURE Festival: **300 000**. Total RBO costs: edition of the winning movie, award statuette for the winner, travel, accommodation, visa, insurance for the winner, media promotion of the winning spot and publication of the PBU logos in promotional materials of the festival.

3.11. Other info-promo events and activities

- 1) 18th February** – at the premises of the Marshal Office of the Podlaskie Voivodeship in Białystok, the RBO organized the exhibition of works by participants of the international plein air painting in Zamość (EC Day 2018). 1 RBO expert (S. Skublicki) took part in the opening ceremony. RBO costs: fuel, accommodation, per diems.
- 2) 19th March** – at the premises of the Marshal Office of the Lubelskie Voivodeship in Lublin, the RBO organized the exhibition of works by participants of the international plein air painting in Zamość (EC Day 2018). Additionally 40 catalogues of artists' works were printed. RBO costs: fuel, accommodation, per diems for 2 RBO experts (A. Wosik-Majewska, S. Skublicki). Costs of printing covered by the RBO budget within expert fees.
- 3) 5th April** – the RBO Head disassembled the 2018 EC Day exhibition in Lublin. RBO costs: per diems for the RBO expert (A. Wosik-Majewska)
- 4) 19th November** – RBO co-organized the regional conference for the LIPs/PBU1/PBU2 beneficiaries in Krasiczyn (PDK) by supporting the main organizers and the Ukrainian group (in cooperation with the LBO), assembling and managing the PBU promotional stand, preparing and showing a presentation on the future of the Programme, gathering and publishing photos on FB. Estimated number of participants: about 60. RBO costs: fuel – settled in line 1.2 of the budget.
- 5)** During the reported period the RBO managed the Programme fan-page on the Facebook (**150** posts created and published: photo and video relations, info-graphics, statistics, links etc. with the maximum reach of **6300** UU – unique users). Additionally, it organized **2** small campaigns - Internet contests on FB fanpage (maximum reach: **4100** UU) with sets of the Programme gadgets for to the winners (no costs to the RBO's budget). In 2019, the number of fan-page followers **increased by approx. 75%** compared to the previous year and reached **1272** users.
- 6)** During the reported period, thanks to the activity of the RBO (press releases, invitations, interviews, personal contacts etc.) at least **22** media publications appeared (on TV, radio, internet, printed press, e-press). Media monitoring done and the results sent to JTS.
- 7)** In 2019, the RBO disseminated about **875** Programme brochures (including 154 Programme calendars)
- 8)** during the reported period, the RBO provided contribution to the development of the Polish and English version of the Programme website: **17** pieces of news originally created (including 3 project stories), photos gathered and sent, **65** pieces of news translated.
- 9)** RBO sent about **2222** e-mails to potential applicants of the 3rd Call for Proposals, at the moment of launching. In cooperation with the PDL, LUB, MAZ and PDK RCPs as well as other stakeholders **5** announcements about it were published on regional and national websites.
- 10)** the RBO Head took an active part in the meeting of the Cross-Border Cooperation Committee operating under the Ukrainian-Polish Intergovernmental Co-ordination Council for Interregional Cooperation. It was an additional tasks - not planned before.
- 11)** the RBO Head prepared and presented the 2019 report on the RBO activities to the PDK Regional Congress and its 2 committees - on their request

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 **249** pages of the Programme documents and information, i.a.:
 - the updated PBU2 Manual,
 - General rules of procurement + several annexes,
 - the updated Guidelines on Expenditure Verification + annexes,
 - the "Large Infrastructure Projects" brochure,
 - "Programme Manual - the 3rd Call for Proposals" (changes comparing to the 2nd CfPs) + the needed annexes and FAQs.
- 2) About **132** pages of the Programme documents were proof-read by RBO experts
- 3) The RBO Head created 3-page text for the needs of the "W CENTRUM" magazine (publication of the Center of European Projects)
- 4) The RBO team supported the JTS representatives in organizing the check on-the-spot visit of the current Service Contract as well as the ex-post monitoring visit of the previous SC in Rzeszów (9-10th December). No cost to the RBO budget.

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):

- the Branch Office 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 **8 professional development workshops for the staff**. They participated also in **3 working meetings** with JTS/BOs. **1 Interim Report and 4 Quarterly Reports and 12 sets** of monthly timesheets were prepared and **submitted** on time.
- Information to potential applicants provided in the Branch Office (including via phone and e-mail) and during missions within the Polish eligible area - were assisted with information support concerning: visibility and communication requirements of the Programme, Programme requirements of implementation of projects, Programme rules of the 3rd Call for Proposals: **140 registered consultations** in total, including a series of individual direct consultations on the preparation of the Application Forms for applicants of the 3rd Call for Proposals. Information about funding possibilities and Programme activities was actively and broadly disseminated to the Polish eligible partners - about **875 brochures** (including calendars) disseminated among targeted groups. Polish potential applicants and stakeholders were informed on time about the holding of important Programme meetings through the website, fan-page and emails sent to RCPs/beneficiaries/potential beneficiaries/local authorities. **2222** informational e-mails were sent to potential applicants of the 3rd CfPs by the RBO experts in the Polish eligible area.
- Support to the JTS-IB in organization of the JMC and other meetings related to the Programme implementation provided - **3 events/meetings supported**: ROM mission, JMC meeting and the Annual Conference
- Materials and information for the Programme website and database prepared and transferred to the JTS-IB - **17 pieces of news** originally created, **65 pieces of information** translated and sent.
- Additionally, the Programme fanpage on social media (Facebook) successfully managed – the number of followers **increased by approx. 75%** compared to the previous year and reached **1272** users, **150 posts** originally created and published (**increased by approx. 67%** compared to the previous year) with max. reach of **6300** unique users (**increased by approx. 274%** compared to the previous year)
- **2** Internet small-scale campaign organized, maximum reach: 4100 users. It was planned to organize 4 contests on social media, but it seems that this kind of competition became less popular+A35; the rules of the 3rd contest were prepared by the RBO in 2019 but approved by the JTS info-promo unit at the beginning of 2020
- Informational events for potential beneficiaries or stakeholders in each Polish eligible regions are organized during contract implementation – **9 InfoDays or similar events** organized (instead of 4 planned) + 1 series of individual consultations for the PBU3 applicants at the RBO premises.
- ECDay events in Poland – **1 event** with 150 participants from Poland, Belarus and Ukraine organized
- Europe-Ukraine Forums co-organized – **1 event** co-organized. RBO organized the participation of the Programme in this event and took an active part in it (the RBO Head was a panelist) as well as managed the informational stand during the 3rd Eastern Fair.
- **4 Programme conferences/events supported**: Forum of Cities and Regions, Scientific Conference, Opening Conference for micro-projects, Cross-border Forum of Journalists
- **2 study visits** for representatives of UA regional and local governments organized
- **1 cross-border event** "Carpathian Days of Neighborhood/Meeting of Carpathian Regions" co-organized
- **2 exhibitions** of works in Poland organized, the exhibition catalogue printed and disseminated (40 pieces).
- Information about Programme implementation published in relevant Polish regional/local e-press/websites - **5 announcements** about the 3rd Call for proposals published - in cooperation with the PDL, MAZ, LUB and PDK RCPs as well as stakeholders interested in promoting the Programme – on the regional and national websites. Additionally 150 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
- Programme informational materials, brochures and leaflets on the Programme disseminated in Polish eligible regions: about **875 brochures** (including 154 calendars) disseminated.
- Assistance to the JTS-IB in translation of relevant documents provided - almost **249 pages of Programme documents and information translated** and about **132 pages – proof-read**.
- Assistance to the Polish NA, Polish CCP and MA provided (on the request): the ROM Mission supported, the JMC working meeting in Nyasvzh assisted, the MA conference (Forum of Cities and Regions) in Jasionka supported, the check on-the-spot visit of the JTS in Rzeszów supported.
- Thanks to the RBO's activity (press releases, invitations, interviews etc.) about **22 media publications** on the Programme appeared (articles/TV and radio programmes)
- In 2019 the RBO produced, branded and disseminated over **800** Programme promotional gadgets: i.a.: 110 T-shirts, 60 Polo shirts, 150 silicone wristbands, 160 special water bottles, 150 folding backpacks, 150 spinner shaped chargers, 6 VR glasses, 6 headphones, 6 power banks, 6 bluetooth speakers). Additionally **92** VIP gadgets provided by the JTS were distributed by the RBO: 42 suitcases, 24 power banks, 17 blankets, 9 coffee makers.
- the RBO Head took an active part in the meeting of the Cross-Border Cooperation Committee operating under the Ukrainian-Polish Intergovernmental Coordination Council for Interregional Cooperation. It was an additional tasks - not planned before.
- the RBO Head prepared and presented the 2019 report on the RBO activities to the PDK Regional Congress (Sejmik) and its 2 committees - on their request

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	8	14	Additional internal and external trainings agreed with the JTS	3
24 working meetings with the JTS (on the request)	6	3	10	Only 3 working meetings were requested in 2019	6
2 important Programme events (on the request)	1	0	1	Not requested	0
20 Informational events	4	9	17	N/a	4
16 trainings for potential beneficiaries (on the JTS request)	0	0	13	Number of requested trainings reduced by the JTS in 2018	0
6 trainings for beneficiaries on grant contract signature (on the JTS request)	4	0	0	Not requested by the JTS	0

32 trainings for beneficiaries on project implementation (on the JTS request)	0	0	4	Not requested by the JTS	0
4 ECDay events	1	1	2	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	2	accordingly to the decision of the main Organizers the number of editions is reduced to 1 per year	1
16 publications/information in press	4	5	9	Announcements about the 3 rd Call for Proposals published on the regional and national websites. Printed advertisements were cancelled as they were too expensive and low effectiveness for the planned target groups (decision agreed with the JTS).	4

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

- **140** registered consultations provided (including 65 consultations on the 3rd Call for Proposals)
- **3** important Programme events supported/assisted
- **4** Programme conferences/events supported
- **1** cross-border event "Carpathian Days of Neighborhood/Meeting of Carpathian Regions" co-organized
- **875 brochures** (including 154 calendars) disseminated
- **2222** informational e-mails to potential applicants sent
- for the needs of the Programme website: **17 pieces of news** originally created, **65 pieces of information** translated and sent
- on social media (Facebook), the Programme fan-page successfully managed – the number of followers **increased by approx. 75%** compared to the previous year and reached **1272** users; **150** posts originally created and published (**increased by approx. 67%** compared to the previous year) with max. reach of **6300** unique users (**increased by approx. 274%** compared to the previous year)
- **2** Internet small-scale campaign organized, maximum reach: 4100 users
- **2** exhibitions of works in Poland organized, **40** pieces of the exhibition catalogue additionally printed and disseminated
- almost **249 pages** of Programme documents and information translated
- about **132 pages** of Programme documents and information proof-read
- about **22 media publications** on the Programme appeared and were monitored by the RBO
- In 2019 the RBO produced, branded and disseminated over **800** Programme promotional gadgets: i.a.: 110 T-shirts, 60 Polo shirts, 150 silicone wristbands, 160 special water bottles, 150 folding backpacks, 150 spinner shaped chargers, 6 VR glasses, 6 headphones, 6 power banks, 6 bluetooth speakers). Additionally **92** VIP gadgets provided by the JTS were distributed by the RBO: 42 suitcases, 24 power banks, 17 blankets, 9 coffee makers.

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 insured by the Rzeszów Branch Office during all organized/co-organized events and on all produced promotional materials and gadgets.

1) In 2019 the RBO produced, branded and disseminated over **800** Programme promotional gadgets: i.a.: 110 T-shirts, 60 Polo shirts, 150 silicone wristbands, 160 special water bottles, 150 folding backpacks, 150 spinner shaped chargers, 6 VR glasses, 6 headphones, 6 power banks, 6 bluetooth speakers).

2) Additionally, **92** VIP gadgets provided by the JTS were distributed by the RBO: 42 suitcases, 24 power banks, 17 blankets, 9 coffee makers.

3) **875** brochures (including 154 calendars) disseminated

4) **5** announcements on regional and national websites published

5) for the needs of the Programme website: **17 pieces of news** originally created, **65 pieces of information** translated and sent

6) on social media (Facebook), the Programme fan-page successfully managed – the number of followers **increased by approx. 75%** compared to the previous year and reached **1272** users; **150** posts originally created and published (**increased by approx. 67%** compared to the previous year) with max. reach of **6300** unique users (**increased by approx. 274%** compared to the previous year)

7) **2** Internet small-scale campaign organized, maximum reach: 4100 users

8) about **22 media publications** appeared and were monitored

9) **2** exhibitions of works in PL organized, **40** pieces of the exhibition catalogue additionally printed and disseminated

10) Visibility requirements explained to applicants/beneficiaries within consultations provided by the RBO

5. List of publications

• **40** pieces of the catalogue of artists' works additionally printed

• **5** announcements on regional and national websites published

• **17 pieces of news** originally created, **65 pieces of information** translated and sent for the needs of the Programme website

• **150** posts originally created and published on social media

• about **22** media publications appeared and were monitored

6. Contract planning for next reporting period

- 6 working meetings with the JTS
- 3 staff development workshops (1 per year x 3 experts)
- 1 EC Day event in Poland to be organized
- 1 Programme participation in the Europe-Ukraine Forum to be organized
- 1 annual newsletter of the Programme to be prepared and designed
- 2 study visits for BY and UA regional and local representatives to be organized
- 4 regional visits within the Wandering Academy to be organized
- 4 informational events (InfoDays/Open Days) to be organized/participated in
- 1 promotion campaign of the PBU spot within the East of Culture Festival to be organized
- 1 Meeting of Carpathian Regions/Carpathian Days of Neighborhood to be co-organized
- 1 JMC meeting to assist and support, if needed
- 5 Programme events to support: Annual Conference, CBC Academy, PBU3 Opening Conference, Scientific Conference, EC Day School Competition
- 1 photo coverage of investments during and after project implementation (applicable for selected projects)
- 4 publication in press/e-press
- minimum 120 posts on the Programme fan-page
- 3 small-scale campaigns/contests on social media
- 12 sets of monthly timesheets to be submitted
- 4 Quarterly Reports to be submitted
- 1 Interim 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 his work for reasons connected with the commute between Krosno and Rzeszow, about 140 km in total on every working day.

Z up. MARSZAŁKA WOJEWÓDZTWA

Alicja Wośnik-Majewska
KIEROWNIK BIURA

Oddział Programu Współpracy Transgranicznej
polsko-ukraiński 2014-2020 w Rzeszowie

Signature: _____ Date, place: 11th February 2020, Rzeszów