

## **PROGRESS REPORT**

### **What is a Progress Report?**

A Progress Report is one of the mandatory documents that must be submitted for each reporting period: one for Phase 1 and two for Phase 2. According to the Subsidy Contract and the Programme Manual, the Lead Partner is responsible for completing and submitting the Progress Report on behalf of the project.

Information should be gathered from all partners and the document should be signed by the Lead Partner and the Lead partner First Level Controller.

The information contained in the report should cover both an update on network activities as well as a budget review.

The overall structure of a Progress Report is as follows:

**Section 1 - General Introduction.** Main highlights of the reporting period.

**Section 2 - Progress by work package.** A focus on activities in each work package, a table to list the key milestones and an update on progress towards achieving programmed outputs should be provided.

**Section 5 - Financial updates.** A detailed review of financial progress is presented here in the summary table automatically generated. The report should highlight any potential changes in budget categories or partner budget which are more than the 20% flexibility allowed by the Programme.

**Section 6 – Signatures.** The Progress Report shall be signed by the representative of the Lead Partner and by the First level controller of the Lead Partner.

## Preparation of the Progress Report

The Progress Report is a compulsory document for project reporting, but it is also a useful monitoring tool for the Lead Partner to review partner involvement and local activity.

City name:	Rzeszów
Name of person completing form:	Wojciech Jarosz – Project Coordinator
Date:	25.03.2022

## Section 1 - Main Highlights for the Reporting Period

Provide an overview of main highlights on project implementation/management during the reporting period\* (200-300 words)

\*ULG meetings, good practice, transfer plan, transnational visits

The implementation of the project started with the evaluation and summary of the situation in the city during the working meeting of the project team members with head of city department responsible for project implementation, in June 2021 (Project Coordinator and ULG Coordinator), during which the general assumptions and goals of the transfer were outlined.

During the kick-off meeting in Barnsley on September 14 - 16, 2021, the project team had the opportunity to learn about good practice in-depth. This meeting was crucial from the perspective of getting to know good practice (both scope and timeline perspective) and understanding of Transfer Network projects.

In the first stage of the project, after the initial learning phase, the formulated assumptions relate to the transfer of elements of good practice to support the ecosystem of startups and young local enterprises,

in particular aimed at operating in the field of new technologies.

The main elements planned for the transfer are:

**Launchpad** - if it is possible to finance such activities from the budget, Rzeszów plans to implement elements of mentoring and advisory support for young entrepreneurs as part of the URBAN LAB structure that has been operating in the city structures for 3 years. It is an element that can directly support young enterprises in their development.

**Key Account Managers** - the second element to be transferred and implemented in the city. This element is aimed at bringing the business community and administration closer together in order to increase the effectiveness of a joint dialogue in the economic area and to make the city more flexible in responding to the needs of entrepreneurs.

**Connected Healthcare and Connected Manufacturing** - due to the large functioning of the well-developed manufacturing industry and the developing IT environment, the long-term goal is also the transfer of networking events organized on the model of those organized by the Project Leader. Currently, talks are being held on the technical and logistic possibilities of organizing similar event

in the near future in partnership with the IT cluster and the Aviation Industry Cluster.

**Digital Media Centre** - the target action and the most tangible transfer is the creation of a well-developed Digital Hub in the shape of DMC functioning at Project Leader, which is the foundation of the entire system of building a digital economy. At present, measures are being implemented to develop the Municipal Laboratory URBAN LAB in the area of the digital hub. At present, the issue of financing the URBAN LAB space and creating a team dedicated to supporting start ups and the IT environment in the city has been resolved.

As part of the project, apart from the Kick Off Meeting in Barnsley, there was also an International meeting in Novska, Croatia on November 23 - 25, 2021, which allowed for deepening the knowledge of good practice, in-depth understanding of the transfer process, evaluation of activities so far and getting to know the activities of all partners project in the area of Good Practice Transfer. A Gaming incubator has been established in Novska since 2016. In the first phase of the project, the city obtained PLN 15 million to renovate two buildings with an area of 1,200 sq m, and to create infrastructure for the development of game startups. (training, subsidies for development, co-working space, mentoring) The opportunity to learn about the solutions implemented in Novska and learn about the implementation process of such a large project was an element inspiring to consider activities aimed at supporting the gaming industry in Rzeszów.

## Section 2 - Progress by Work Package

### 2a) Organising & holding coordination meetings

Activity	Brief description of the activity	Dates/Place	Comment to explain changes
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### 2b) Organising & holding transnational exchange & learning meetings

Activity	Brief description of the activity	Dates/Place	Comment to explain changes
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### 2c) Organising & holding ULG meetings

Activity	Brief description of the activity	Dates/Place	Comment to explain changes
Internal Initial Technical meeting -	An internal meeting aimed at tracing the assumptions of the program and the main goals of the project as part of the Promotion and International Cooperation Department of the Rzeszów City Hall, which is the department coordinating the implementation of the project in the city of Rzeszów.	31.06.2021	A meeting initiating the activity of the project team, aimed at discussing the assumptions of the project and preliminary determination of planned activities. During the meeting, it was possible to plan the participation of events in the first half of the project implementation year.  During the meeting, which was attended by the director of the substantive department responsible for the project, the scope of activities planned for the kick off meeting in Barnsley was also established.
First ULG meeting	ULG meeting organized after the Kick Off Meeting in Barnsley, in order to present the project assumptions, good practice and its elements for the planned transfer within the network.	12.10.2021	The meeting allowed for discussing the most important issues related to the project with the mayor of the city and gaining his approval of the initial assumptions related to the planned transfer of good practice. It is important because it gives a lot of freedom in making decisions at the next stages of the transfer and increases the credibility of actions in relation to the received support of the decision-making person in the city.

### 2d) Setting up communications and dissemination activities on social media

Activity	Brief description of the activity	Dates/Place (when relevant)	Comment to explain changes
Facebook Post	Post describing Kick Off Meeting in Barnsley, posted on City Official Facebook Profile	14.09.2021	Dissemination of brief description of the project letting citizens of the city get familiarize with URBACT project and its goals along with Good Practise Description.
Facebook Post	Post describing International Meeting in Novska in Croatia on city official profile	25.11.2021	Dissemination of brief description of the meeting and goal of international transfer process.
Project WebPage	Posting description of the project along with description of main goal and Good Practise elements. Description of the meeting in Barnsley and Novska were also described with its output	24.06.2021	Dissemination of information letting citizens to understand the project and get familiar with URBACT Transfer Network.

### 2e) Evidence

It is important to ensure evidence is provided as proof of activities and justification of eligible costs are linked to each other – in some cases without the evidence the costs cannot be considered eligible for ERDF refund.

#### Work Package 1 Project Management

- Coordination meetings: agenda with place, date, participants lists, topics/decisions to make + minutes (NB: the same evidence is required even if they are done as the virtual meetings, tele-conferences, skype calls, phone calls);



- Mid-term reflection: template for a review to be supplied by the URBACT Programme;
- Contractual documents (Subsidy contract, Joint convention, Audit Trails, Approval FLC): scan of the valid signed version (also amendments, in case of change).

#### Work Package 2 Transnational Exchange and Learning

- Kick off, transnational and final meetings and study visits or workshops: agenda with place, date, participants list, indication about contribution of the meeting to the draft of IAP and/or other thematic outputs + thematic outputs (such as thematic reports or minutes or case studies);
- Thematic Reports – an electronic copy of the reports.

#### Work Package 3 Impact on Local Policies And Practices

- ULG set up: list of the participants (name, surname, institution/group of interest, email address, core group or not, role);
- ULG meetings: agenda with place, date, participants lists, topics/decisions to make, indication about contribution of the meeting to the draft of IAP and/or other thematic outputs + IAP and/or other thematic outputs;
- In person: Images of ULG meeting and sign in sheets completed
- Virtual: Screenshot of the event taking place with the list of attendees on the side. Include the invite to attend and agenda.

#### Work Package 4 Communication and Dissemination

- Local or transnational dissemination events: agenda with place, date, participants lists, topics, flyers, participant pack (NB: evidence can be provided even not in English, but it must be clear that the information refers to an URBACT activity);
- Press releases and conferences: digital file or screenshot of articles, minutes, videos, etc. (NB: evidence can be provided even not in English, but it must be clear that the information refers to an URBACT activity);
- External events: agenda with place and date of the meeting

#### Section 5 – Financial Updates and Budget

Proposed Budget		Actual Spend	Variance	Clarification
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#### Section 6 - Signatures

Project Partner's responsible person

(name in capital letters)

KAROL CZECH

Function

HEAD OF THE DEPT.

Signature

DYREKTOR WYDZIAŁU  
Marki Miasta,  
Współpracy Gospodarczej i Turystyki

Kamil Czyż

Date & Place

27.03.2022

Project Partner's First Level Controller

(name in capital letters)

Function

Signature

Date & Place

KIEROWNIK REFERATU  
OBŚŁUGI INWESTORA

Wojciech Jarosz

27.02.2022