

Interreg



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Romania - Hungary

PRACTICAL HINTS & TIPS

**FOR ACHIEVING SUCCESS IN AN
INTERREG ROHU PROJECT**



GOVERNMENT OF ROMANIA

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HUNGARIAN
GOVERNMENT

TABLE OF CONTENTS

Introduction	1
Get to know the Call related documents	2
Set your joint goals	3
Start cooperating within mutual beneficial partnerships	4
Anticipate and Plan ahead	5-6
Do the math	7-8
Be very cautious while planning works/investments	9
Foster open and effective communication	10-11
Share your knowledge	12
Focus on sustainability and long-term impact	12
Emphasize gender equality and inclusion	12
Takeaway	13



INTRODUCTION

Interreg programmes are designed to **foster regional partnership and development** by bringing together neighbouring regions.

The Interreg VI-A Romania-Hungary (ROHU) Program aims **to stimulate cooperation** by supporting cross-border initiatives that promote **sustainable growth, territorial cohesion**, and a **greener** Programme area.

A **well-planned approach, effective communication**, and a **shared vision** among partners will lead to a successful ROHU project.

This booklet provides **practical advice** on how to write the best possible application to **amplify your chances** of becoming a ROHU project beneficiary and further **achieving the settled goals** during project implementation.

Please also consult Interact's **Hints and Tips** and/or **Annex H** included in the Application Package for the 1st Open Call.



#1. GET TO KNOW THE CALL RELATED DOCUMENTS

Before embarking on your Interreg ROHU project development, make sure you have a comprehensive understanding of the Applicant's Guide.

Acquaint yourself with the Programme **indicators** (careful consideration of outputs and results) and **rules of the Call**, encompassing:

- budget requirements
- eligibility and selection criteria,
- mandatory annexes to be submitted with the Application Form,
- assessment grids.

These will help you **to align your project with the ROHU objectives**, thereby heightening the likelihood of approval.

Planning and preparation are pivotal stages in developing a successful Interreg ROHU project.





#2. SET YOUR JOINT GOALS

The bedrock of any successful Interreg ROHU initiative lies in a **clearly defined shared project objective**.

Engage with your partners, at an early stage, to identify common challenges and opportunities that can be jointly addressed.

Through **consensus** on a well-defined objective, you guarantee that all parties are aligned and devoted to accomplishing the project's **shared ambitions**.

#3 START COOPERATING WITHIN MUTUAL BENEFICIAL PARTNERSHIPS

Cross-border **collaboration is at the core** of Interreg projects, so building **strong partnerships** is of utmost importance.

Seek out partners with **complementary expertise** and **capabilities**, thus ensuring **added value** to, and a higher cross-border impact of the project envisaged.

Furthermore, don't forget to **engage relevant stakeholders**, such as local authorities, organizations, and communities, from the beginning of the planning process to ensure the project's overall impact is maximized.





#4 ANTICIPATE AND PLAN AHEAD

A **comprehensive work plan and timeline** are **essential** to keep the project on track and to remain structured and focused on your responsibilities and milestones.

Define the project's **scope, specific objectives, key activities, deliverables**, and milestones.

Assign to each project partner **activities, responsibilities, budgets, and deadlines** for their achievement. By clearly defining roles and responsibilities, each partner can understand their contributions and foster accountability and synergy within the partnership. Strive for **equitable task distribution** among partners.

Set clear **guidelines** for the **transfer of ERDF** funds from the lead partner to the other project partners.

Each **project-specific objective** should be detailed within a Work Package. To avert ambiguity, consider **assigning** activities that lead to achieving such objectives to a **single partner, when feasible**. Clearly describe the partner's involvement in each activity (in the activity description).

#4 ANTICIPATE AND PLAN AHEAD

Avoid duplication of activities and outputs! Abstain from incorporating the same task in multiple work packages, even under differing titles but yielding identical outcomes.

When drafting the **activity timetable** and project **cash flow**, account for **pre-calculated** delays stemming from administrative/legal procedures (e.g., public tenders, securing official permits) and/or ROHU Programme rules (expenditure validation procedures, etc.)

Keep in mind **official holidays** and check ahead for **annual working/holiday schedules** (e.g. summer/winter collective holidays, longer periods of public or religious holidays, etc.) in both countries. By doing so, you can prevent any unnecessary time delays.





#5 DO THE MATH

Identifying the specific **goals** and **tasks** of the project aids in accurately gauging the corresponding **human** and **financial resources**.

Be **pragmatic** in envisioning the outcomes, and refrain from proposing exaggerated results.

Ensure meticulous **cost assessments** for each project task/activity to ensure **effective implementation** through a dependable budget.

Conduct **market research** when approximating costs for planned investments, services, and equipment procurements.

Factor in **inflation**.

Prepare for **liquidity issues** and **financing delays** with **regular financial forecasting**, contingency reserve funds, and adaptable measures to manage **unexpected financial hurdles**.

Classify costs by their nature and purpose and include them in the **appropriate budget lines**. Align the budget and cash flow projections with the activities and deliverables.

#5 DO THE MATH

Incorporate **unit numbers** and **unit prices** (per main type of service, equipment, or infrastructure and works) in the budget. List separately different services, equipment, or works. Avoid the artificial split of the estimated value of a contract.

Output associated with a **given/specific cost** should be **clearly indicated** for easy later identification.

Be sufficiently comprehensive in **cost item descriptions**, using keywords (e.g., simply writing "1 event" is inadequate; instead, provide more specific details like "a 2-day event for approximately 30 attendees") to mitigate ambiguity. When creating a budget explanation and describing subtasks, it's important to include the **main parameters of any procurement**.

It's important to provide **enough detail** while ensuring that the requirements can still **be met** during implementation.

Verify **consistency between the budget explanation** and the detailed **activity descriptions**. Alignment is essential in achieving the desired project outcomes and will help to reduce the risk of ineligible costs in implementation.

Don't get lost in translation! Remember to consider additional **translation fees** that may incur if the partner's staff does not speak English proficiently.





#6 BE VERY CAUTIOUS WHILE PLANNING WORKS/INVESTMENTS

Know the rules of the game! Before planning any investment, it is important to identify in advance the **applicable legislation** in each partner state, the required permits/licensing and procurement procedures, and the expected timeline.

Settle in due time, in accordance with the requirements of the Applicant's Guide, the **property ownership**.

Provide **technical descriptions** or plans containing descriptions of the main investment/construction elements. (e.g. 100 m² cold covering/dry lining, 540 m² roof renovation with insulation).

When scheduling investments consider:

- Possible **downtimes/work ceases** due to winter and the time required to obtain the occupation/commissioning permit.
- Plan for a **1-2 month buffer** for subsidy contract modifications or contingencies.
- It is recommended that partners **plan their project parts to be of similar volume and complexity**, to prevent one partner from completing all activities while the other(s) has to request an extension to finish its own.

#7 FOSTER OPEN AND EFFECTIVE COMMUNICATION

Communication is the key element to ensure the success of any collaborative project.

- Establish open channels of **communication** between **all partners** to facilitate efficient information sharing, idea exchange, and problem-solving.
- **Regular meetings** and virtual conferences can help keep everyone informed and engaged about tasks, obligations, and implementation issues.

Communication and transparency activities:

Be acquainted with the **mandatory communication requirements** set out by **Article 36 (4) and (6/a) of Regulation (EU) No 2021/1059, Articles 47, 49 (6), 50 and Annex IX of Regulation (EU) 2021/1060** and the **Visual Identity Manual**.

Lay down **communication objectives** and define the activities that contribute to their achievement. There is no dedicated communication work package in the application form, therefore communication activities **have to be integrated within the thematic work packages**.





#7 FOSTER OPEN AND EFFECTIVE COMMUNICATION

Make your **communication objectives SMART** (specific, measurable, achievable, relevant, time-bound). A good definition of each objective will facilitate the selection of **expected outputs, results** and **impacts** as well as the design of the data collection plan during the project planning phase.

Be sure to include the **costs of minimum mandatory communication activities** (e.g. posters/displays, billboards etc) in the budget.

Define as clearly as possible **the target public/audience** depending on both the **objectives** and the **message** to be transmitted.

Choose an **eco-friendly/green approach** to communication practices and promotional materials. Plan to minimize the potential negative environmental impact of any activity or event in order to create an ecologically positive impact on your community/stakeholder.

#8 SHARE YOUR KNOWLEDGE

Organize **workshops, conferences, and training sessions** to **promote knowledge exchange** between partners and stakeholders.

Widely **disseminate** project outcomes to inspire and inform others in the region.

#9 FOCUS ON SUSTAINABILITY AND LONG-TERM IMPACT

Interreg projects should be more than short-term fixes.

- Emphasize **sustainability** and consider the **long-term impact** of your initiative.
- Implement measures to ensure that the project's results **extend beyond** the funding period.

#10 EMPHASIZE GENDER EQUALITY AND INCLUSION

Promote **gender equality** and **inclusivity** by prioritizing equal representation and participation of both men and women in your project.

Ensure that the project **benefits all members of society**, including marginalized groups, to create a fair and harmonious region.



TAKEAWAY

Building a successful Interreg ROHU project requires **dedication, collaboration,** and **strategic planning.**

By following these practical tips and hints, you can maximize the project's potential to create **positive change** and foster **sustainable development** across the Romanian-Hungarian border.

Let's unlock together the power of **cross-border cooperation** and build a **brighter future** for the region.





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