Good practice validation

Guidance note for lead partner / project web admin

Last updated 17/10/2023

Context:

Interreg Europe is a capacity-building programme dedicated to policy learning and policy improvements. In particular, it is dedicated to the exchange and transfer of good practices in order to improve the effectiveness of regional development policies. Interreg Europe projects build on the good practices identified within their partnership. They are the source of inspiration when improving the performance of their policies.

Good practice definition

According to the Interreg Europe **programme manual** (section 3.1.1), a good practice is defined as "*an initiative related to regional development policy which has proved to be successful in a region and which is of **potential interest to other regions**. 'Proved successful' is when the good practice has already provided **tangible and measurable results** in achieving a specific objective*."

Since Interreg Europe is dedicated to regional development policy improvements, a good practice is usually related to a **public intervention**. A private initiative may be considered as a good practice only if there is evidence that this initiative has inspired public policies. Moreover, as a project builds on the experience of its participating regions, the good practices identified should come from the partnership area.

Good practice validation: what it is

The good practice tool is available on the Interreg Europe programme website. This tool allows you and your partners to display the good practices identified within your project on your project website.

Before being visible on the project website, each good practice needs to be validated by the project web administrator(s). This check is related to the relevance and quality of the information provided.

After validation by the web admin(s), the practices will become immediately visible on your project website.

The process

1. The owner of the good practice identified and selected during the exchange of experience process of your project submit it through the online tool. The **project web admin** is notified and can request additional information and approve or decline the good practice. If the project web admin approves the good practice, it is published on the project website.
2. Once approved, the good practice will move to a dedicated **policy officer** that will evaluate it for the project indicator. The policy officer can also request additional information and approve or declined the good practice.
3. Once approved, the good practice moves to the **thematic experts** of the Interreg Europe Policy Learning Platform. They will evaluate it based on relevance to other regions and replicability. The Thematic Expert can ask for additional information, approve or decline. Once approved, the good practice is published in the **good practice's database**.

Good practice validation checklist

Questions to be checked	Responsibility	Yes / No
1/ Are all sections properly completed?	lead partner / web admin	
2/ Is the information in English?	lead partner / web admin	
3/ Is the description clear / meaningful? It is clearly related to regional development policy?	lead partner / web admin	
4/ Is the good practice one of the practices identified during the exchange of experience process (that is, to be reported under the indicator 'n° of good practices identified')?[1]	lead partner / web admin	

Good practice validation options

The web admin has a choice between three options:

- Option 1 '**Yes**'

  If the web admin can answer 'Yes' to all four questions on the validation checklist, s/he can validate the good practice and it can be published on the project website.

- Option 2 '**Maybe**'

  This offers the possibility to request further information on or improvements to the good practice author in case the information provided is not sufficient. If the answer to one of the above questions on the checklist is 'No', the web admin should click 'Maybe' and describe the changes that need to be made by the good practice author.

- Option 3 '**No**'

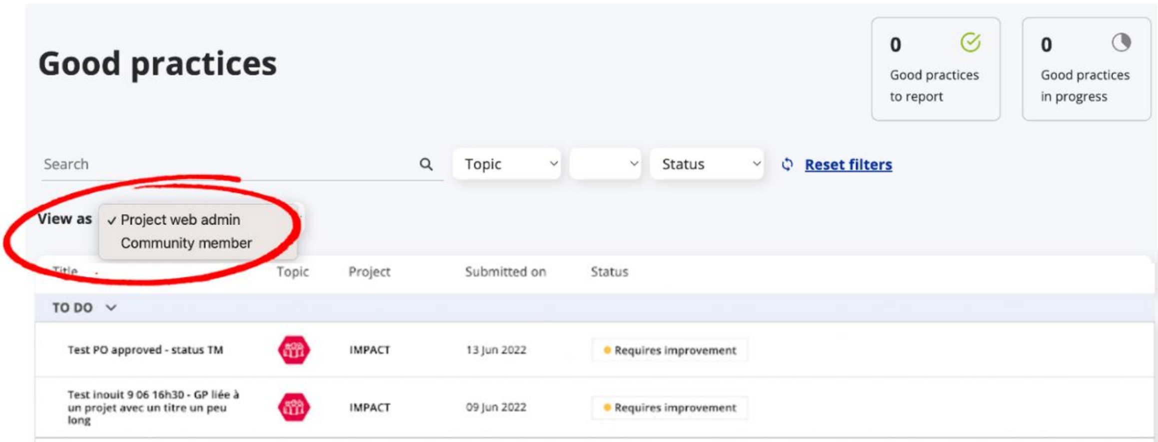
  If the good practice is not linked to the project, the web admin should decline the good practice. A short justification needs to be provided for a rejection to be sent via the system to the author.

[1] *Only the most valuable practices (and not necessarily all the practices identified within the core phase) should be considered under this indicator.*

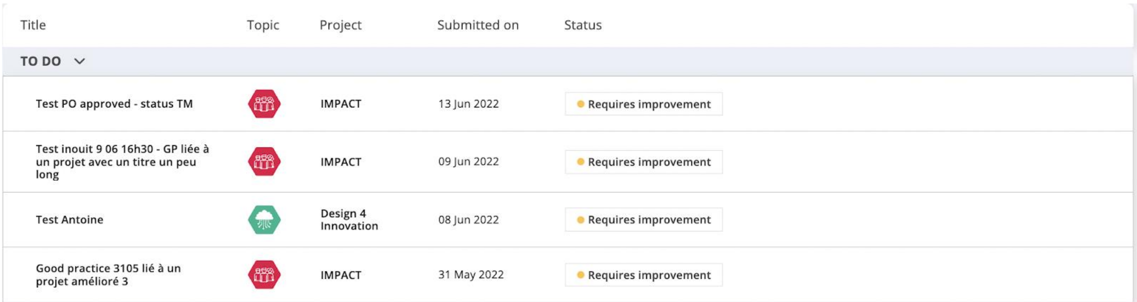
Overview of your good practices

You can follow the validation process and manage the good practices through your dashboard – ‘Good practices’ tab of your Interreg Europe profile. The status of the good practice lets you know where it is in the evaluation process. It tells you who is evaluating it and whether or not you need to take action.

You can also switch between your role as a GP author (community member profile) or project web admin on your user dashboard (if applicable).



You will find good practices that **need your attention** in the dedicated **‘to do’** section.



Good practices that are under evaluation but might come back to the user/good practice author asking for more information can be found in the **‘in progress’** section.

Title	Topic	Project	Submitted on	Status
TO DO				
IN PROGRESS				
Test email notifications		IMPACT	21 Jun 2022	Under validation by thematic expert
Test media			20 Jun 2022	Under validation by thematic expert
Test confirmation message		IMPACT	17 Jun 2022	Under validation by web admin
Test feedback		IMPACT	17 Jun 2022	Published on project website. Under validation by thematic expert
Counter test		IMPACT	15 Jun 2022	Published on project website. Under validation by thematic expert

Good practices that are finalised appear in the **'closed'** section.

Title	Topic	Project	Submitted on	Status
TO DO				
IN PROGRESS				
CLOSED				
Test counter - no project - reject			20 Jun 2022	Declined by thematic expert, not in GP database
Counter TE rejected		IMPACT	20 Jun 2022	Published on project website, not in GP database
Counter - no project			20 Jun 2022	Published on database
Counter test lotte		IMPACT	20 Jun 2022	Published on project website and in GP database

Counting your good practices

To help you count good practices that you can report for your project indicator, we have introduced counters on the top of your dashboard.

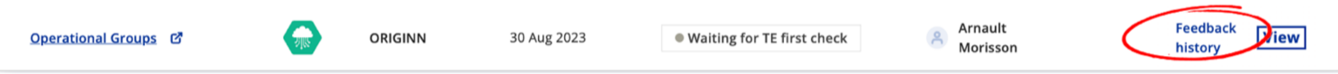
Good practices are counted based on the practices approved by your policy officer and can thus be counted for your project indicator.

You can also find the number of good practices that are under evaluation with the web admin, policy officer, and thematic experts in the 'in-progress section'. These good practices might come back to the user / good practice author, asking for additional information.

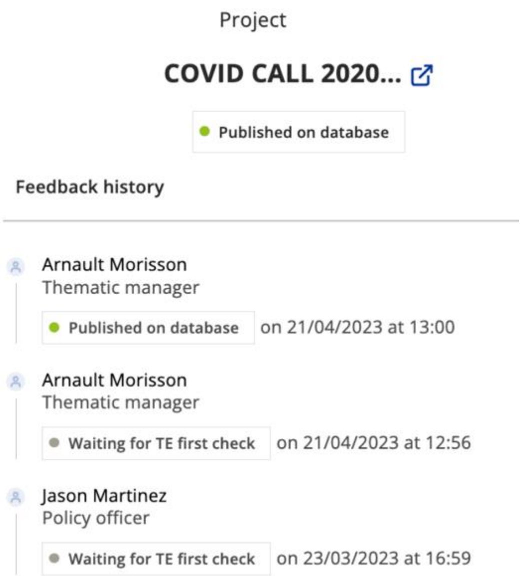
History feedback

For each good practice, you can view its history. Meaning, when it has been validated, rejected or when additional information was requested and by whom.

When hovering over your good practice, you will find the feedback history on the right-hand side.



A new section will appear with the previous actions that have happened concerning your good practice.



The feedback history gives you information concerning any feedback that might have been requested. And how long it has taken for the author to submit the revised version. It also gives you information at what stage of the validation process the good practice is.