



Midterm review

A new tool for dialogue

The aim

Midterm review is a newly introduced instrument in the Alpine Space Programme which is designed to complement the continuous reporting procedure in the implementation phase of the projects. The goal of midterm reviews is to offer a space for dialogue between the project partnership (lead partner and project partners) and the programme managing bodies (Joint Secretariat (JS), the Managing Authority (MA) and the Alpine Space national contact point (ACP)). Midterm reviews are compulsory for every project co-financed by the Alpine Space Programme.

Midterm reviews allow project holders to assess the project's progress and identify potential issues or risks before they become major problems. This enables project managers to take corrective actions early on and prevent delays, budget and content changes, partnership or stakeholder disengagement or any other things impacting the project's success. This discussion is a special moment to address any concerns and receive tailored guidance from the programme.

They also provide an opportunity for a qualitative information sharing on the project achievement to simultaneously support project communication and, as programme-managing bodies, benefit from project holders' experience to improve the collaboration. The added-value of the instrument lies in the the people's stories that cannot always be genuinely rendered in the project reports. It is considered as a valuable source of information for both the project partnership and the programme-managing bodies conducted on a collaborative mode.

The expected results of this new tool for dialogue is to lead to a well-informed decision-making about the project's direction, to bring the programme and the projects closer together and eventually to make reporting more fluid.



The scope of the review

Midterm reviews will address both the project's activities and the financial performance, the successful realizations as well as the difficulties. The discussion will focus on the following operational aspects:

- Implementation of the work plan and activities monitoring
- Target achievements (project objectives, outputs, deliverables, results etc.) and their sustainability
- Financial performance and reporting
- Cooperation within the project partnership
- Stakeholders' engagement and synergies
- Communication
- Projection on upcoming activities

Every topic of the list have to be discussed to have a clear and global view on where the project stands at this point in time of its implementation. Participants are welcomed to bring about any matter that they deem of importance.

The conduct and participants to the midterm review

The midterm review generally takes place at the end of the first half of the project implementation phase. In case of classic projects, the midterm review might take place shortly after the submission of project report No. 3. In case of small-scale projects, the mid-term reviews will be performed in the middle of the project duration, e.g. after 6 months in case of a 12 months project duration.

Midterm reviews will be held online or in person, depending on the principle of efficiency and participants' availability.

The JS project officer in charge of the project monitoring shall contact the lead partner well in advance to agree on a meeting date. The lead partner shall invite other project partners to take part in the discussion if they have a particular role in the implementation or if they are interested to be part of it. As for the programme's representation, the ACP of the lead partner's country and possibly the ASP communication manager will take an active role in the discussion. On request, also other relevant bodies may be invited (e.g. MA, other relevant project partners, other ACPs etc.).

Lead partner and project officer will transmit to one another the list of participants about two weeks before



the review. Project partners are expected to prepare the review in collecting the most recent information on project progress and assess the needs for modification.

As an outcome of the midterm review, the MA/JS provides feedback and, if needed, further guidance and recommendations to the partnership for the remaining project lifetime. In addition, follow-up actions may be set in place, e.g. further coordination with EUSALP's action group or additional communication actions coordinated by the ASP communication manager. The LP has to prepare a summary of the main points of discussion and the conclusions taken. They will communicate this summary to the project partnership.