



PROJECT
UNLOCK



MALTA
EMPLOYERS



CHECK-IN

SESSIONS REPORT

Information &
Training Sessions

2024-2-MT01-KA210-VET-000270841

KA210: Erasmus+ Small Scale VET

03/02/2025 – 02/02/2026

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GOVERNMENT
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1.0 Introduction

This report provides an analysis of three information sessions and three training sessions implemented in Q4 2025 by the project partners (Malta Employers, CCIF, and Check-in) across Malta and Portugal.

These six sessions were organised under the Erasmus+ project Unlock, which aims to support individuals and businesses in accessing local and EU funding opportunities. Activities 5 and 6 of the project, which involved the delivery of three information sessions and three training sessions, were designed to pilot and assess the quality, effectiveness, and relevance of the new support services to be offered through the newly established EU Helpdesks.

A total of 190 individuals participated in these sessions, enhancing their knowledge, understanding, and capacity to identify and apply for available funding opportunities. The overarching objective was to encourage uptake while reducing the barriers of 'lack of support and assistance' that often prevent individuals and organisations from applying.

This report evaluates the implementation and outcomes of information sessions and training sessions delivered by each partner. It examines the methodologies employed, the target groups reached, and the participant feedback collected, with the aim of assessing both the delivery and overall impact of the sessions.

	Session	Date Implemented	Attendance	Physical/ Online
Malta Employers	Information	25.09.2025	101	Online
	Training	20.10.2025	16	Physical
CCIF	Information	18.09.2025	8	Online
	Training	01.11.2025	12	Physical
Check-in	Information	08.10.2025	28	Physical
	Training	09.10.2025	27	Physical

Table 1 – Summary of all six sessions implemented

INFORMATION SESSIONS



**MALTA
EMPLOYERS**



CHECK-IN



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2. Information Sessions

2.1. Malta Employers' Association

Title	EU Funding Opportunities for Businesses
Date	25/09/2025
Duration	12:00 – 13:00 (1 hr)
Venue	Online
Target Group/s	MEA Members (employers)
No. Registered	189
No. Attended	101
No. of feedback form received	8
How did you promote the upcoming session?	Mailshot

Scope of the Session

The EU Helpdesk at the Malta Employers' Association organised its first Information Session on EU Funds for Businesses.

The aim of the session was to strengthen members' awareness, knowledge, and understanding of the wide range of funding opportunities available to them.

This Information Session:

- Showcased the main funding opportunities currently open to businesses.
- Provided clear, concise information without overwhelming participants.
- Encouraged members to apply and reach out to the EU Helpdesk for tailored support.

The Sessions focused on the most **accessible funding schemes**, both in terms of:

- **Usability** – how straightforward it is to apply for and manage the funding.
- **Practicality** – how relevant and beneficial the scheme is for most businesses.

Particular attention was given to EU funding opportunities that support **Growth, Digitalisation, Sustainability, Research, and more**. Participants also received information about key details such as **deadlines, eligible costs, and application requirements**.

Ultimately, the session targeted individuals who are completely new to EU funds or simply looking to explore further opportunities.

Implementation

This session was held online, using Zoom. Out of the 189 registered, 101 attended. That's an attendance rate of 53%. The level of registrations was expected, since the event was being held online and interest from members in relation to EU funds was found to be very high during the research conducted earlier in this project.

The session lasted approximately 1 hour and participants seemed very attentive – asking several questions. Most importantly, the session served its purpose: to encourage members to reach out to the EU Helpdesk for tailored support. In fact, following the event 6 companies reached to the EU Helpdesk for information on EU Funding opportunities, for which 3 one-to-one meetings were set.

Partner Feedback

Total no. of feedback forms received	8		
Question	Answer 1 / No. of responses	Answer 2 / No. of responses	Answer 3 / No. of responses
Did today's session reach your expectations?	Yes - 8	No - 0	
How would you rate the quality in terms of delivery and content?	Excellent - 4	Good - 4	Average - 0
How would you rate the quality in terms of your overall experience?	Excellent - 4	Good - 3	Average – 1

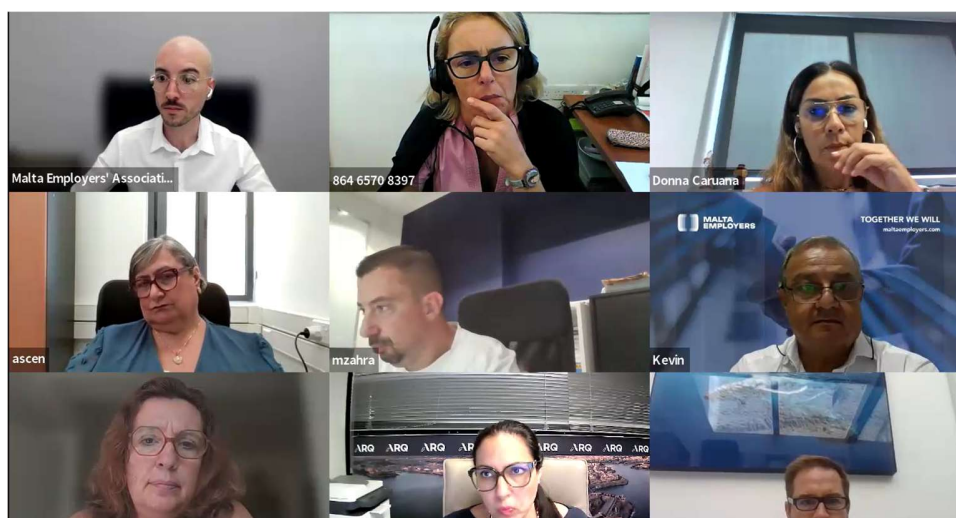
Whilst the feedback from participants was excellent, ranging on the Likert Scale from good to excellent (except one participant who gave 1 average score), only 8 participants filled in the online feedback form.

Primarily, we anticipated that responses on feedback forms might be low due to the fact that MEA regularly hold online webinars with members and gathering feedback is always an issue.

To try and mitigate the potential problem, the following measures were taken:

- Feedback questionnaire was made as simple as possible (only listing 3 questions), to lessen the 'burden'.
- A QR code for the feedback form was included in the PowerPoint presentation so participants could simply scan and access the form.
- Participants were specifically instructed to fill in the form at the end of the session.
- A link to the form was also included in the follow up email sent to all attendees after the session.

Nevertheless, the Information Session can be labelled as a success, with great interest, attendance and actual follow-ups for the EU Funding Helpdesk to contend with.



2.2. CCIF

Title	Unlocking Opportunities for Third Country Nationals – TCN Info Session Event
Date	18/10/2025
Duration	12:00 – 13:00 (1 hr)
Venue	Online
Target Group/s	Ground TCNs (Third Country Nationals)
No. Registered	8
No. Attended	8
No. of feedback form received	8
How did you promote the upcoming session?	Mailshot

Scope of the Session

CCIF Malta held an information session on October 18th, which was a strategic initiative designed to support third country nationals (TCNs) residing in Malta by providing comprehensive information on available opportunities for business development, funding, and support services.

The primary goal of the session was to empower migrant entrepreneurs by raising awareness about EU funding mechanisms, simplifying the application processes, and offering guidance on legal and administrative requirements necessary for starting and sustaining a business in Malta. Malta's economy benefits significantly from the contributions of TCNs, especially within the SME sector, which plays a vital role in economic growth and job creation.

However, TCNs often face barriers such as lack of awareness about funding options, complex bureaucratic procedures, and limited capacity to navigate legal and financial frameworks. Addressing these challenges is essential for fostering an inclusive economy and maximizing the potential of migrant entrepreneurs.

Implementation

In the Information session the project aims to achieve several key objectives were explained, including facilitating access to EU funding for SMEs and migrants, through established EU Helpdesk in Malta to serve as a dedicated support hub, conducting surveys to identify specific knowledge gaps among migrant entrepreneurs, and developing a Manual of Procedures (MOP) to streamline support activities.

A significant component involves fostering collaboration with social partners, NGOs, and business organizations to create a sustainable support network. The implementation plan involves the signed MOU between (CCIF) and Malta Employers



Association (MEA), to support SMEs/New business and migrant entrepreneurs specifically.

Expected outcomes include increased awareness among TCNs and SMEs about EU funding opportunities, improved capacity to apply for and manage projects, and the development of stronger support networks that foster entrepreneurship.

Participants were encouraged to actively collaborate, participate in upcoming activities, and utilize the Helpdesk as a vital resource to help turn these goals into reality. Overall, the session underscored the importance of inclusive growth, capacity building, and sustained support for third country nationals as a means of advancing economic development in Malta.

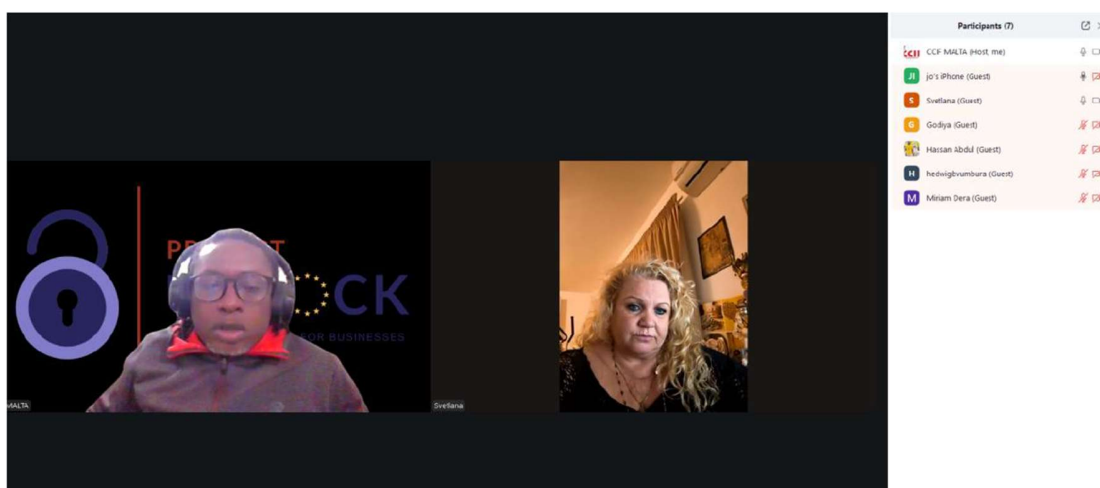
Partner Feedback

Total no. of feedback forms received	8		
Question	Answer 1 / No. of responses	Answer 2 / No. of responses	Answer 3 / No. of responses
Did today's session reach your expectations?	Yes - 8	No - 0	
How would you rate the quality in terms of delivery and content?	Excellent – 6	Good – 2	Average - 0
How would you rate the quality in terms of your overall experience?	Excellent - 6	Good - 2	Average – 0
Are you interested in attending a training session?	Yes - 6	No - 2	
Are you interested in attending 1-to-1 meetings with MEA?	Yes - 6	No - 2	

The feedback from participants was very encouraging. Primarily, the session reached everyone's expectations, and all participants rated the session's delivery, content and overall experience as good or excellent.

Furthermore, we sought to ask two more questions. Having been informed of the newly established EU Helpdesk, including its free-to-use support services, participants were asked whether they would be interested in attending a training session and if they would be interested in attending a 1-to-1 meeting.

In response, six out of eight (75%) participants answered yes to both questions. As a result, we consider the implementation of this session a success, from planning and organisation to delivery and feedback gathered.



2.3. Check-In

Title	Write your future
Date	08/10/2025
Duration	1 hour 30 minutes
Venue	Escola Profissional Seminfor, Póvoa de Penafirme - Torres Vedras, Portugal
Target Group/s	High school students, youth workers, aspiring entrepreneurs
No. Registered	34
No. Attended	28
No. of feedback form received	28
How did you promote the upcoming session?	Physical Poster + WhatsApp groups

Scope of the Session

The main objective of the session was to provide participants with clear and practical guidance on the range of opportunities offered by European programs, including Erasmus+, the European Solidarity Corps, and Erasmus for Young Entrepreneurs. The session aimed to demystify the structure and purpose of these initiatives, explaining in detail how individuals and organizations can actively participate and benefit from them.

Participants were introduced to the different types of mobility, volunteering, and entrepreneurial opportunities available across Europe, as well as the specific eligibility criteria and application procedures. The session also focused on offering step-by-step insights into the preparation of project proposals and partnership development.

Another key goal was to encourage networking and collaboration among attendees, creating a space where ideas, experiences, and contacts could be shared. By doing so, the session sought to foster a sense of European identity, solidarity, and cross-border cooperation.

Ultimately, the session was designed to empower participants to take full advantage of EU-funded programs, enhance their professional and personal growth, and strengthen their engagement in European initiatives.

Implementation

The session started with an introduction to the association Check-In and its work within the Erasmus+ framework, presenting its mission, ongoing projects, and how it supports individuals and organizations in getting involved with European programs.

The discussion then moved to Erasmus+, explaining its main objectives, priorities, and the wide range of opportunities it offers. Each program was explored in detail,

highlighting the different types of mobility, volunteering, and entrepreneurial initiatives available.

Practical examples and real-life experiences from past participants helped to bring the programs to life, showing both how they work in practice and the impact they can have on personal and professional growth.

A question-and-answer session allowed participants to ask for clarification, share ideas, and discuss potential opportunities in an interactive way. The session wrapped up with a feedback questionnaire, giving participants the chance to share their thoughts and suggestions.

The session was designed to mix useful information, practical tips, and interactive moments, leaving participants with a clear understanding of European programs and the inspiration to get involved themselves.

Partner Feedback

Total no. of feedback forms received	28		
Question	Answer 1 / No. of responses	Answer 2 / No. of responses	Answer 3 / No. of responses
How satisfied were you with the session?	<i>Excellent – 22</i>	<i>Good – 6</i>	<i>Average - 0</i>
How would you rate the quality in terms of delivery and content?	<i>Excellent - 21</i>	<i>Good - 7</i>	<i>Average – 0</i>

The session was very well received and proved to be both informative and engaging. Enough time was dedicated to explaining the different European programs and activities, sharing concrete examples from past participants, and answering a variety of questions. Participants showed a high level of interest throughout, actively listening and engaging in discussions.

Several attendees expressed excitement about the possibility of taking part in European projects themselves, highlighting how the session not only provided useful information but also sparked motivation and inspiration. Overall, the session ran smoothly, with a clear structure and a good balance between presentation, practical examples, and interaction. It successfully combined learning with inspiration, leaving participants both informed and eager to explore future opportunities.

Participants were asked two further question to evaluate their experience:



Write 3 adjectives that describe your experience	What knowledge and skills did you acquire during this session?
• Positive, engaging, enlightening • Challenging, interesting, informative • Useful, practical, inspiring • Useful, motivating, stimulating • Clear, inspiring, enriching • Energetic, practical, fun • Enriching, interactive, positive • Motivating, positive, clear • Dynamic, instructive, interesting • Motivating, interesting, organized • Inspiring, practical, motivating • Engaging, light, educational • Engaging, enlightening, productive • Informative, inspiring, pleasant • Interesting, instructive, practical • Informative, dynamic, stimulating • Positive, clear, fun • Motivating, instructive, engaging • Inspiring, enlightening, motivating • Educational, brief, useful • Educational, enriching, inspiring • Clear, objective, interesting • Engaging, educational, direct • Dynamic, interesting, enriching • Interactive, educational, positive • Motivating, educational, exciting • Positive, informative, fast • Informative, clear, motivating	• European Programs • How ESC promotes collaboration • Entrepreneurship in practice • SWOT analysis applied to a business idea • Programs for youth mobility • Erasmus+ and other opportunities • Building a good network of contacts • The impact of ESC • Opportunities as EYE and as ESC • Strategies for international opportunities and how to apply • European programs and opportunities • EYE and Volunteering • European opportunities and programs • ESC, EYE • How to apply for European projects • Importance of networking • I learned to identify opportunities that really interest me • I gained confidence to participate in international projects • Tips on how to participate in the EYE program • European opportunities • ESC and how I can participate in charity and volunteering projects • It became very clear how the selection criteria work. • More motivated and inspired to participate in European initiatives • Planning participation in European programs • Simple strategies for Erasmus+ program applications • European Solidarity Corps and how to participate • How to apply for international projects



TRAINING SESSIONS



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3. Training Sessions

3.1. Malta Employers' Association

Title	Project Development for Business Enhance Schemes
Date	20/10/2025
Duration	09:00 – 12:00 (3 hrs)
Venue	MEA Conference Room, South Street, Valletta, Malta.
Target Group/s	MEA Members (employers)
No. Registered	22
No. Attended	16
No. of feedback form received	13
How did you promote the upcoming session?	Mailshot

Scope of the Session

The EU Helpdesk at Malta Employers organised its first Training Session on Project Development for Business Enhance Schemes.

This hands-on session aimed to strengthen the capacity of MEA's members to successfully apply for EU-funded projects, with a particular focus on the Business Enhance Programme.

The training was intended for members who are interested in or planning to apply for these schemes. Participants gained practical insights into the entire project development process, from initial preparation to submitting a strong application.

Implementation

A mailshot invite was sent to all MEA Members. The mailshot represents the main communication tool for MEA to reach members. Initial registration numbers were expected to be low (unlike the Information Session which went up to 200 registrants). Reason being that this time it was a physical event, it was made clear who the intended audience is (for members who are interested in or planning to apply for these schemes) and they were informed that participation is limited and those who register must attend.

The Session was held physically at the Malta Employers' premises in South Street, Valletta, in order to facilitate communication and collaboration. In fact, the session included both formal learning as well as groupwork. Participation in this event was limited. Ultimately, a total of 16 individuals attended. Catering was also provided to participants.

During the Session the 'SME Enhance' funding opportunity was used as a case study. Participants were taught what to look for in the call's Guidance Notes as well as how to create one of the supporting documents requested.

The session included two Group Work activities, one which involved an element of competition between groups and one which sought to showcase their understanding of the project development process.

Ultimately, participants seemed very attentive – asking a lot of questions and took the group work seriously

Partner Feedback

Total no of responses	13	
Question	Answer 1 / No. of responses	Answer 2 / No. of responses
Did today's session reach your expectations?	Yes - 13	No - 0
How would you rate the quality in terms of delivery and content?	Excellent - 11	Good - 2
How would you rate the quality in terms of your overall experience?	Excellent - 10	Good - 3

Feedback was very positive. The Session reached everyone's expectations. And on a Likert Scale, all respondents selected good and excellent to rate the delivery, content and their overall experience.



3.2. CCIF

Title	Unlocking Opportunities for Third Country Nationals – TCN Training Event
Date	01/11/2025
Duration	3 hours
Venue	Indian Community Centre, Luqa
Target Group/s	Ground TCNs (Third Country Nationals)
No. Registered	12
No. Attended	12
No. of feedback form received	10
How did you promote the upcoming session?	Mailshot

Scope of the Session

The “Unlocking Opportunities for Third Country Nationals” training event was successfully held on 1st November 2025 at the Indian Community Centre in Luqa. The session aimed to educate and empower TCNs about the project’s objectives, available support services, and essential skills such as proposal writing, to facilitate their integration into Malta’s entrepreneurial and employment landscape.

The objectives of the session were:

- To raise awareness among TCNs about the project’s aims and support mechanisms.
- To introduce participants to the EU Helpdesk concept and its services.
- To develop participants’ capacity in proposal writing as a vital skill for accessing funding.
- To foster networking among TCNs and relevant stakeholders.

The event attracted 12 participants, comprising TCNs interested in entrepreneurship, migrant workers, and community representatives. The turnout indicated strong interest and engagement from the target community.

Implementation

The session commenced with a warm welcome from the organizers, outlining the event’s purpose and the importance of supporting TCN entrepreneurs.

Participants were briefed on the project’s goals to enhance access to EU funding and the establishment of the EU Helpdesk in Malta. The presentation covered the services offered, including funding guidance, application assistance, and capacity building.

Proposal Writing Workshop



A significant part of the training focused on proposal writing. Participants were introduced to:

- The fundamentals of a successful project proposal
- Structuring proposals effectively
- Common pitfalls to avoid
- Practical tips for writing clear, compelling applications

This hands-on segment aimed to equip participants with the skills necessary to develop their own proposals for funding opportunities.

Partner Feedback

Total no. of feedback forms received	10		
Question	Answer 1 / No. of responses	Answer 2 / No. of responses	Answer 3 / No. of responses
Did the session reach your expectations?	Yes - 10	No - 0	
How satisfied were you with the session?	Excellent – 8	Good – 2	Average - 0
How would you rate the quality in terms of delivery and content?	Excellent - 9	Good - 1	Average – 0

Outcomes and Feedback

- Participants demonstrated increased understanding of EU funding processes.
- Many expressed confidence in their ability to prepare basic proposals.
- Feedback highlighted the value of practical exercises and interactive discussions.
- Suggestions for future sessions included more in-depth proposal development and one-on-one coaching.

Challenges and Recommendations

- Some participants required additional guidance on specific application procedures.
- Future events should incorporate follow-up support and mentorship to sustain momentum.
- Enhanced collaboration with community organizations can broaden outreach.





3.3. Check-In

Title	Unlock your potential
Date	09/10/2025
Duration	2 hours 30 minutes
Venue	Escola Profissional de Hotelaria e Turismo do Chiado - Lisboa, Portugal
Target Group/s	High school students, youth workers, early-stage entrepreneurs, undergraduate students interested in actively engaging in European projects
No. Registered	33
No. Attended	27
No. of feedback form received	27
How did you promote the upcoming session?	Poster (physical) + WhatsApp Groups

Scope of the Session

The main objective of the session was to help participants develop practical skills for designing, managing, and implementing European initiatives. The focus was on understanding the application process, building international partnerships, and learning how to navigate the different stages of project management.

Through group work and case studies, participants were encouraged to apply theoretical knowledge to real-life scenarios, gaining hands-on experience in planning and executing European projects. The session aimed to foster collaboration, problem-solving, and creative thinking, while also providing concrete tools and strategies to increase the success of future initiatives.

By the end of the session, participants were expected to have a clearer understanding of how to turn project ideas into actionable plans, improve teamwork and partnership skills, and feel more confident in participating in or leading European programs.

The session combined practical exercises, interactive learning, and collaborative discussion to create a dynamic and engaging learning experience.

Implementation

The session began with an introduction to the association Check-In and its work within the Erasmus+ framework, providing an overview of ongoing projects and the support offered to participants in engaging with European initiatives.

The discussion then moved to a detailed analysis of Erasmus+ KA1 projects, including Youth Exchanges (YE) and Training Courses (TC), covering all relevant details such as objectives, target groups, development phases, and budget considerations. Participants

also explored the different stages of project planning and implementation, gaining a clear understanding of how to structure a successful European project.

The session then shifted to a practical, hands-on phase. Each participant identified a local need or challenge to address and wrote it on a post-it, representing something useful for their community. These ideas were presented individually and placed on a board for everyone to see.

New groups were formed, and each group selected one of the proposed challenges to work on. Participants then developed a project concept step by step, applying the knowledge and tools discussed earlier in the session. At the end, each group presented their project to the rest of the participants, showcasing their planning, creativity, and collaborative efforts.

The session combined theoretical insights with practical exercises, fostering teamwork, problem-solving, and active engagement, while giving participants hands-on experience in designing and implementing European initiatives.

Partner Feedback

Total no. of feedback forms received	27		
Question	Answer 1 / No. of responses	Answer 2 / No. of responses	Answer 3 / No. of responses
How satisfied were you with the session?	<i>Excellent – 19</i>	<i>Good – 8</i>	<i>Average - 0</i>
How would you rate participation and engagement?	<i>Excellent – 14</i>	<i>Good – 13</i>	<i>Average - 0</i>
How would you rate the quality in terms of presentation and content?	<i>Excellent - 18</i>	<i>Good - 9</i>	<i>Average – 0</i>

The session was highly engaging and proved to be very insightful, offering a balanced combination of theoretical knowledge and practical exercises. It was particularly valuable to see all the steps involved in developing a project, helping participants understand the reasons behind its creation and the key guidelines to follow in order to design a successful initiative.



The presentation of each project by the groups was also an important element of the session. It provided an opportunity for participants to share their ideas with the audience, practice public speaking, and receive feedback in a supportive environment.

The session was well-structured and effective, combining learning, hands-on experience, and communication practice. It successfully encouraged reflection, collaboration, and the development of skills essential for managing European projects.

Participants were asked two further question to evaluate their experience:

Write 3 adjectives that describe your experience	What knowledge and skills did you acquire during this session?
• Educational, practical, stimulating • Enriching, interesting, practical • Energetic, educational, engaging • Instructive, light, motivating • Inspiring, interested, well-organized • Positive, enriching, light • Dynamic, inspiring, fun • Engaging, dynamic, positive • Informative, practical, motivating • Energetic, instructive, productive • Inspiring, dynamic, educational • Engaging, informative, fun • Useful, inspiring, different • Engaging, clear, motivating • Inspiring, interactive, fast • Enriching, fast, fun • Instructive, motivating, positive • Innovative, interesting, inspiring • Engaging, practical, inspiring • Dynamic, educational, positive • Motivating, practical, clear • Positive, interactive, useful • Inspiring, engaging, practical • Dynamic, informative, stimulating • Positive, interactive, fast • Clear, motivating, interesting • Useful, inspiring, pleasant	• Analysis and application of case studies • Planning initiatives and considering the impact of each • Motivation to develop activities and projects • Motivation to start new projects • Development of European projects • Communication in international contexts • Evaluation of different initiatives • Organization and presentation of ideas • Collaboration and division of tasks • Practical implementation of initiatives • All stages of the application process • Creation of international partnerships • Vision on European cooperation • Best practices for successful applications • Essential steps for applications • Transforming ideas into concrete actions • The importance of the planning phase • All parts of the project • I discovered new ways to work as a team • New ideas for international projects • I learned how to plan the steps of European projects • Teamwork and Project Management: Real-world and practical examples • Useful tools for planning and all stages • Project success criteria • Project management and group dynamics • Tips for preparing effective applications



4. Conclusion

The implementation of Information and Training Sessions across Malta and Portugal has proven to be highly successful and instrumental in validating the concept and value of the newly established EU Helpdesks. Across all six sessions, a total of 190 participants were reached, representing diverse target groups including employers, third country nationals, students, youth workers and aspiring entrepreneurs. The sessions effectively contributed to the objectives of the Unlock project by raising awareness, strengthening knowledge, and building practical skills related to EU and local funding opportunities.

The Information Sessions demonstrated strong levels of interest and engagement, particularly evident through high attendance rates and subsequent follow-ups. Malta Employers' session alone resulted in multiple companies contacting the EU Helpdesk for tailored assistance. CCIF successfully reached its niche target group of migrant entrepreneurs, emphasising inclusion and capacity building. Check-In's sessions proved particularly impactful among youth and early-stage entrepreneurs, fostering motivation and awareness of European programmes.

The Training Sessions provided deeper capacity-building opportunities. Participants developed or enhanced practical skills such as project development, proposal writing, project management and partnership building. Feedback collected across partners confirmed that the sessions met or exceeded participant expectations, with 100% of respondents rating them as good or excellent in quality, delivery and relevance. Interactive methodologies, including group work, case studies, and hands-on proposal development, contributed to high satisfaction and sustained engagement.

Insights gained from participant feedback highlight a strong interest in ongoing support, including 1-to-1 meetings. These findings confirm both the demand and the relevance of the EU Helpdesks as an accessible and practical support structure.

Overall, the pilot phase of the Information and Training Sessions successfully demonstrated that the EU Helpdesks' initiative is both needed and effective. It has already begun to facilitate access to funding opportunities, empower a diverse range of potential applicants, and build the foundation for a sustainable support service. The positive outcomes recorded reinforce the importance of continuing to develop and promote the Helpdesks, expanding their reach, and maintaining ongoing engagement with stakeholders to maximise the long-term impact of the Unlock project.