


## Reporting on achievement of project outputs (version 1.1)

*In order to facilitate and harmonize reporting on achievement of project outputs in time of COVID-19 outbreak, the document was revised. Changes for reporting on project outputs related to educational and training activities, which project partners may decide to carry out remotely, have been introduced in the document.*

In every Project Progress/Final Report, it is necessary to report information on project outputs:

- the value achieved in relevant reporting period,
- current level of achievement of the project output,
- attached evidence confirming the achievement of the reported value.

Achieved In This Report	Level Of Achievement	Attachment
<input type="text"/>	not started <input type="button" value="v"/>	 Upload
<input type="text"/>	not started	
<input type="text"/>	completed	
<input type="text"/>	proceeding according to work plan	
<input type="text"/>	behind schedule	
<input type="text"/>	ahead of schedule	

Reported value can be related to the achieved value where all the actions leading to project output have been implemented in full or to the achieved value where majority of activities leading to project output have been implemented, but some of the activities related to the project output are still ongoing.

Furthermore, achieved value of project output should be reported “in real time”, continuously during project implementation and in accordance with the actual implementation of activities leading to project output, i.e. certain achievement of project output should be reported even though total target value of project output hasn’t been achieved yet. However, in case of project outputs involving products, services, tools, systems or similar, one product/service/tool/system cannot be reported as partially achieved.

*For example, if a project envisaged developing 4 new tourism products and in the relevant reporting period one product was fully developed, one was partially developed, whereas remaining two are planned to be finalised in the following reporting period(s), in the respective Project Progress Report the following information should be stated:*

- *achieved value: 1 (only for the product fully developed – achieved value cannot be 1,5),*
- *level of achievement: “proceeding according to work plan”,*
- *attached relevant evidences: list of participants, confirmation of attendance etc.*

Level of achievement should be selected to describe current status of project output and progress reached by the end of the reporting period in relation to the project output achievement planned in the Application.

*Taking the example above, if the project planned to develop 4 new tourism products by 10/2020 and respective reporting period ends in 12/2020, selected level of achievement should be “behind*

schedule". In reporting period when all 4 products will have been fully developed, selected level of achievement will be "completed".

All achieved values reported within Project Progress/Final Report should be supported by the relevant evidence, clearly confirming accuracy and reliability of the reported value. Examples of appropriate evidences are listed in the tables below.

## **PA 1 Improving the quality of public social and health services in the programme area**

### ***SO 1.1 To improve the quality of facilities, services and skills in the area of public health and social care***

Programme output indicator	Evidence examples	Remarks
<p>Number of persons related to improving health care services and/or social care services trained</p>	<ul style="list-style-type: none"> <li>- list of participants</li> <li>- signature list</li> <li>- confirmation of attendance</li> <li>- certificate</li> </ul> <p>In case of force majeure<sup>1</sup>:</p> <ul style="list-style-type: none"> <li>- list of persons participating in live stream trainings/educations (full name and e-mail for each participant)</li> <li>- list of persons using recorded trainings/educations (full name and e-mail for each participant)</li> <li>- screenshots of training/education carried out</li> <li>- web analytics data of training/education carried out</li> </ul>	<p>Please note that a person trained/educated can be counted and reported <b>only once</b> within this indicator, regardless of number of trainings/educations he/she attended within the project.</p> <p>In case of force majeure, when trainings/educations can be carried out only remotely/<i>online</i>, please note that evidences must clearly show the exact number of trained/educated persons, taking into account that a person trained/educated can be counted and reported <b>only once</b>. In that respect, participation in live streaming trainings/educations (using live streaming platforms and/or applications, e.g. Zoom, Skype, Facebook, YouTube etc.) should be enabled only through registration of participants and/or by using a unique password created for each training/education session. Similarly, recorded</p>

<sup>1</sup> 'Force majeure' relates to an extraordinary and unforeseeable event or situation that is beyond the beneficiaries control and that makes implementation of the planned project activities excessively difficult or dangerous, such as Covid-19 outbreak.

		trainings/educations (uploaded on project/PPs' websites) should also be protected with a password and available only for registered/invited users.
Number of jointly developed tools and services that enable better quality of social and health care	<ul style="list-style-type: none"> <li>- documents confirming establishment and functionality of developed tools and/or services</li> <li>- photos of new equipment, improved health/social care centres and/or facilities</li> <li>- link/screenshots/web analytics data of developed ICT tools</li> </ul>	
Population covered with improved health services and/or social services or facilities	<ul style="list-style-type: none"> <li>- record of users of improved health/social care services within the project</li> <li>- signature list</li> </ul>	<p>Please note that a user of improved health/social care services can be counted and reported <b>only once</b> within this indicator, regardless of how many services or how many times he/she used certain service developed/improved within the project.</p> <p>Furthermore, total population of an area cannot be counted by default without appropriate evidence of project's effect on the population.</p>

**PA 2 Protecting the environment and biodiversity, improving risk prevention and promoting sustainable energy and energy efficiency**

***SO 2.1 To enforce integrated cross-border monitoring / management systems for key existing risks and environmental and biodiversity protection***

Programme output indicator	Evidence examples	Remarks
Number of jointly developed and/or operated monitoring systems	<ul style="list-style-type: none"> <li>- documents confirming establishment, functionality and operability of developed system (e.g. maps, action plans, signed memorandum of understanding, equipment certificate etc.)</li> <li>- website/link to developed e-platforms</li> <li>- photos of new equipment</li> </ul>	
Surface area of habitats supported in order to attain a better conservation status (ha)	<ul style="list-style-type: none"> <li>- list of areas and calculation in hectares covered by project activities resulting in improving conservation status</li> <li>- documents/maps/screenshots</li> </ul>	<p>Please note that only areas directly supported by the project activities can be reported within this indicator. Areas indirectly supported by</p>

	confirming implementation of project activities resulting in improving conservation status	the project activities can be stated in the narrative part of Project Progress/Final Report, but cannot be counted as achievement of project output.
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**SO 2.2 To promote the use of sustainable energy and energy efficiency**

Programme output indicator	Evidence examples	Remarks
Additional capacity of renewable energy production (MW)	<ul style="list-style-type: none"> <li>- technical documentation stating maximum capacity in MWs</li> <li>- equipment certificate</li> <li>- manufacturer's declaration</li> <li>- photos of equipment set up</li> </ul>	Please note that the maximum capacity of energy production should be reported within this indicator and not the energy that may be produced during project implementation.

**PA 3 Contribution to the development of tourism and preserving cultural and natural heritage**

**SO 3.1 To strengthen, diversify and integrate the cross-border tourism offer and better manage cultural and natural heritage assets**

Programme output indicator	Evidence examples	Remarks
Number of joint tourism products developed and promoted	<ul style="list-style-type: none"> <li>- documents confirming development and functionality of new touristic products/services/tools (e.g. permit/licence, signed memorandum of understanding etc.)</li> <li>- link/screenshots/ web analytics data of developed e-tools/e-services</li> <li>- photos of developed touristic products, organised joint events etc.</li> </ul>	Please note that the developed offer/product/service/tool needs to be promoted during project implementation.
Number of tourism supporting facilities and/or tourism infrastructure developed or improved	<ul style="list-style-type: none"> <li>- documents confirming development and/or improvement and functionality of new tourism supporting facilities and/or infrastructure (e.g. permit/licence/decision/approval of relevant tourism authorities etc.)</li> <li>- photos of developed or improved tourism supporting facilities/infrastructure</li> </ul>	

<p>Number of persons educated in quality assurance, standardisation on cultural and natural heritage and destination management</p>	<p>- photos of new equipment</p> <p>- list of participants - signature list - confirmation of attendance - certificate</p> <p>In case of force majeure<sup>2</sup>: - list of persons participating in live stream trainings/educations (full name and e-mail for each participant) - list of persons using recorded trainings/educations (full name and e-mail for each participant) - screenshots of training/education carried out - web analytics data of training/education carried out</p>	<p>Please note that a person trained/educated can be counted and reported <b>only once</b> within this indicator, regardless of number of trainings/educations he/she attended within the project.</p> <p>In case of force majeure, when trainings/educations can be carried out only remotely/<i>online</i>, please note that evidences must clearly show the exact number of trained/educated persons, taking into account that a person trained/educated can be counted and reported <b>only once</b>. In that respect, participation in live streaming trainings/educations (using live streaming platforms and/or applications, e.g. Zoom, Skype, Facebook, YouTube etc.) should be enabled only through registration of participants and/or by using a unique password created for each training/education session. Similarly, recorded trainings/educations (uploaded on project/PPs' websites) should also be protected with a password and available only for registered/invited users.</p>
<p>Increase in expected number of visitors to supported sites of cultural and natural heritage</p>	<p>- record of visitors to the sites supported by the project (e.g. tourist board database, tourism facilities database)</p>	<p>Please note that reported achieved value within this indicator needs to be in relation with the baseline value (number of visitors of the site to be supported within the project) defined during the preparation of the project.</p>

<sup>2</sup> 'Force majeure' relates to an extraordinary and unforeseeable event or situation that is beyond the beneficiaries control and that makes implementation of the planned project activities excessively difficult or dangerous, such as Covid-19 outbreak.

**PA 4 Enhancing competitiveness and developing business environment in the programme area**

***SO 4.1 To improve competitiveness of the programme area through strengthening cooperation between business support institutions, clusters, education and research organisations and entrepreneurs with aim to develop new products / services / patents / trademarks in the programme area***

<b>Programme output indicator</b>	<b>Evidence examples</b>	<b>Remarks</b>
Number of cross-border clusters or networks or other collaborative schemes including entrepreneurs established or improved	<ul style="list-style-type: none"> <li>- document confirming cluster establishment (e.g. registration act, statute etc.)</li> <li>- document confirming network establishment (e.g. memorandum of understanding)</li> <li>- website/link to established online network</li> <li>- photos/screenshots/ web analytics data of established online network</li> </ul>	Please note that the partnership within cross-border cluster or network should be legally formalised.
Number of laboratories and/or competence centres jointly used by entrepreneurs developed or improved	<ul style="list-style-type: none"> <li>- documents confirming development and functionality of new laboratories/competence centres</li> <li>- documents and/or photos confirming the improvement of existing laboratories/competence centres</li> <li>- photos of new equipment</li> </ul>	
Number of innovative technologies, processes, products and services introduced by the enterprises in the programme area	<ul style="list-style-type: none"> <li>- documents confirming development and functionality of new specialised services, technologies, processes and/or products introduced/used by the entrepreneurs</li> <li>- photos of new equipment</li> <li>- website/link/ web analytics data of developed online service/product</li> </ul>	
Number of enterprises cooperating with research institutions	<ul style="list-style-type: none"> <li>- documents confirming setting up cooperation between enterprises and research institutions (e.g. signed memorandum of understanding)</li> <li>- result of cooperation between enterprises and research institution set up (development of innovative technologies, processes, products and services etc.)</li> </ul>	Please note the cooperation between enterprises and research institutions has to be formalised.

