

**Interreg  
Europe**



European Union | European Regional Development Fund

# Reporting made easy: Documenting your activities & achievements

9 April 2019 | Lead Partner Seminar, Brussels



# Contents

1. Introduction
2. Reporting your activities
3. Reporting your results
4. Final recommendations

# INTRODUCTION



# Activity & result monitoring



Why ?

- To make sure the project is on the track (*activities*)
- To check whether its objectives are achieved (*results*)
- To demonstrate the project's / programme success and usefulness

# Activity & result monitoring



## How's it carried out?

- mainly through **progress reports**
- through project website, publications & good practices
- through regular contacts with JS





# Reporting: basic principles

- Same template for phase 1 and phase 2:  
certain sections are adapted according to the phase
- Two parts to reporting achievements:
  1. Insight into project implementation
  2. Insight into project results
- In **phase 1**, projects can already **report on results**

# REPORTING YOUR ACTIVITIES



# Part 1 : implementation



Insight into project implementation:

- Overview of day-to-day project implementation
- **Consolidated** information
- Two sections: overview and report against work plan





# iOLF : Implementation overview



The screenshot shows the iOLF implementation overview interface. At the top, there is a header with the Interreg Europe logo, the European Union flag, and project details: PG100017 SIE, Title: SME Internationalisation Exchange, and Control Number: 6c3cf77d52820cd0fe646d38bc2145ca. A user profile for Jason Martinez is visible in the top right corner. Below the header, there is a navigation bar with a 'Home' button and a breadcrumb trail: '1. Implementation overview'. A status bar shows progress: '1. Implementation overview' (checked), '1.3 Activities' (warning), '2. Results/Policy instruments' (checked), '3. Finance' (warning), 'Contact details' (warning), and 'Lead partner declaration' (warning). Below the status bar, there is a 'Check' button and a 'Version 1' dropdown menu. The main content area is titled '1. Insight into project's implementation' and contains a sub-section '1.1 Overview'. The text under '1.1 Overview' describes the exchange of experience process (phase 1) or monitoring the action plan implementation (phase 2). It states that during the first semester of project activity, partners have established local stakeholder groups in their respective regions. It also mentions that the first study visit took place in July and was the first opportunity for the partnership to meet to exchange experience and best practice. The text concludes that the local stakeholder groups in each region have all agreed to work to similar terms of reference in order to ensure that they are fully engaged in the learning process throughout the SIE project. At the bottom right of the text area, it indicates '1,961 / 2,000 characters'. Below the text area, there is a question: 'Is the policy learning process progressing as initially planned? Do the partners learn from each other and is there any difficulty encountered in this regards during the reporting period?' and a partial answer: 'So far, the policy learning process has broadly progressed as we envisaged in the initial application form. Project partners have engaged with and met with local stakeholders in each region to explain the aims and objectives of the SIE project and to ensure that colleagues are committed to participating in the SIE project.'



## 1. Implementation overview



### 1.1 Overview

- **Exchange of experience process (Phase 1) /  
Monitoring of action plan (Phase 2)**

involvement of partners

policy learning process / difficulties

stakeholder involvement in this process / all regions?

participation in Policy Learning Platform

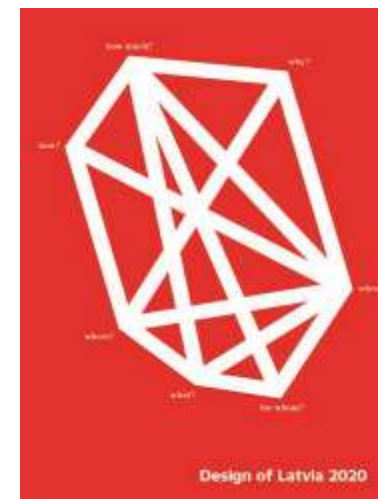


## 1. Implementation overview




### 1.2 Storytelling


What are you particularly proud of in this reporting period?



# iOLF :Activities



Interreg Europe  PGI00017 SIE  
Title : SME Internationalisation Exchange  
Control Number : 6c3c77d52820cd09e640d38bc2145ca [Unload](#) PR 1

Jason Martinez  Account settings

Dashboard | My Projects | Users






Home > 1.3 Activities > 1.3 Work plan

Status ✓ 1. Implementation overview ! 1.3 Activities ✓ 2. Results/Policy instruments ! 3. Finance ! Contact details Lead partner declaration

[Save](#) [Check](#) Version 1 ▾

## 1.3 Work plan

### 1.3.1 Main outputs






Output indicators	Current period	Achieved so far (cumulative)	Target
Number of policy learning events organised 	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="55"/>
Number of good practices identified 	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="7"/>
Number of people with increased professional capacity due to their participation in interregional cooperation activities 	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="21"/>
Number of action plans developed 	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="7"/>
<input type="text" value="Please provide a link to the action plans available on project website"/>			
Number of appearances in media (e.g. press) 	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="7"/>
<input type="text" value="Please gather all media appearances of the project on your project website and provide the link to the respective library folder"/>			
Average number of sessions at the project pages per reporting period	<input type="text" value="59"/>	<input type="text" value="59"/>	<input type="text" value="300"/>

## ! 1.3 Activities



### 1.3 Work plan

- Overview of output indicators (six indicators only)

Output indicators
Number of policy learning events organised 
Number of good practices identified 
Number of people with increased professional capacity due to their participation in interregional cooperation activities 
Number of action plans developed 
Please provide a link to the action plans available on project website.
Number of appearances in media (e.g. press) 
Please gather all media appearances of the project on your project website and provide the link to the respective library folder.
Average number of sessions at the project pages per reporting period

## ! 1.3 Activities



# Outputs: points of attention (I)

### **N° of policy learning events organised**

- back-to-back events counted as one
- include stakeholder group meetings

### **N° of good practices identified**

- upload on project website by end of phase 1

### **N° of people with increased capacity**

- include active members of stakeholder groups
- do not include advisory partners
- programme provides methodology and survey template
- to be reported in the *last semester of phase 1 only*

# ! 1.3 Activities



## Good practices from Interreg projects and beyond



### Share your good practices

Are you the owner of an inspiring solution to improve regional policies?

[Submit a good practice](#)



# Outputs: points of attention (II)

## **N° of action plans**

- to be submitted early to JS (ideally at mid-term review meeting)
- to be finalised and reported *in the last semester of phase 1*

## **N° of appearances in media and press**

- only consider 'earned' media coverage (not paid)
- use google spreadsheet and library folder to keep track

## **Average n° of sessions at the project pages per...**

- consolidated statistics provided in google spreadsheet



## ! 1.3 Activities




# Activities reporting per semester

- Progress made compared to initial plans described in the application form

Activities of the current reporting period as originally planned

Main outputs of the current reporting period as originally planned

Activities which took place during the reporting period 

Describe in detail the activities related to

a) Exchange of experience

b) Communication and dissemination

c) Project management

## ! 1.3 Activities



**Ensure consistency** of the information provided.

Each figure reported needs to be justified:

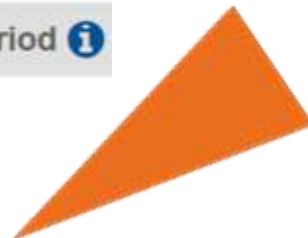
- either through description of activities in the report
- or through further information from project website

Output indicators	Current period	Achieved so far (cumulative)	Target
Number of policy learning events organised 	7	7	55

### Activities which took place during the reporting period

Describe in detail the activities related to

a) Exchange of experience



## ! 1.3 Activities



### **In case of minor changes from original plans**

(application form):

- describe the change, and the reason for the change
- clarify any consequences on project implementation (e.g. on finance)
- describe solution(s) proposed to face problems / how to catch-up with delays

#### Changes from the original plans

Describe and justify any changes from the original work plan and, in case of delays, outline the solutions found to catch up with the foreseen time plan.

# Time for questions



# REPORTING YOUR RESULTS



## Part 2: results

Organised per policy instrument

Distinction between

- **‘policy development’**: work in progress
- **‘policy change’**: direct result of exchange of experience
- **‘territorial effect’**: longer term results (mainly relevant in phase 2)





PGI00017 SIE

Title : SME Internationalisation Exchange  
Control Number : 6c3cf77d52820cd0fe646d38bc2145ca

Unload

PR 1

Jason Martinez  
Account settings

Dashboard | My Projects | Users

Home > 2 Results/Policy instruments > 2.1 Main results

Status: ✓ 1. Implementation overview ! 1.3 Activities ✓ 2. Results/Policy instruments ! 3. Finance ! Contact details Lead partner declaration

Version 1

2.1 Main results ✓ 2.2 Policy instruments ✓ 2.3 Other achievements

## 2. Insight into project's results

### 2.1 Overview of main results

Result indicators	Current period	Achieved so far (cumulative)	Target
Number of Growth & Jobs and/or ETC programmes where measures inspired by the cooperation were implemented in the field tackled by the project.	1	1	6
Amount (EUR) of Structural Funds (from Growth & Jobs and/ or ETC) influenced by the project in the field tackled by the project.	0.00	0.00	30,947,000
Number of other regional policy instruments, where measures inspired by the cooperation were implemented in the field tackled by the project.	0	0	1
Amount (EUR) of other funds influenced by the project in the field tackled by the project.	0.00	0.00	2,800,000



PGI00017 SIE

Title : SME Internationalisation Exchange  
AF Control Number : 6c3cf77d52820cd0fe646d38bc2145ca  
PR Control Number : 4e6e7c8b8eea3223e0ea92cac2458c41

PR 1

Unload

Verena Priem  
Account settings

V4.2.2

Dashboard | Projects | Users

Home > Progress report > 2. Results/Policy instruments > 2.2 Policy instruments

Status ✓ 1. Implementation overview ✓ 1.3 Activities ✓ 2. Results/Policy instruments ✓ 3. Finance ✓ Annexes ✓ Contact details LP declaration

Version 3  Lock editing for PPs  Reopen editing for PPs

2.1 Main results ✓ 2.2 Policy instruments ✓ 2.3 Other achievements

### 2.2 Results per policy instrument ?

Number	Name	Structural funds link	Responsible Body Name	PI addressed by partner(s)	First policy change reported in..
<span>✓</span> 1	South East Local Enterprise Partnership ESIF ERDF Programme Strategy (part of 2014UK16RFOP001)	Yes	Kent County Council	PP1 Kent County Council (UK)	N/A
<span>✓</span> 2	Molise Region ERDF & ESF Operational Programme (2014IT16M2OP001)	Yes	Molise Region	PP2 Molise Region (IT)	N/A
<span>✓</span> 3	Operational Programme Enterprise and Innovation for competitiveness (2014CZ16RFOP001)	Yes	Ministry of Industry & Trade	PP3 Ústí Region (CZ)	N/A
<span>✓</span> 4	Operational Programme Niedersachsen ERDF/ESF 2014-2020 (2014DE16M2OP001)	Yes	Investment and Business Development Bank Lower Saxony - NBank	PP4 Investment and Business Development Bank Lower Saxony - NBank (DE)	N/A




## ! 2. Results/Policy instruments



# Information per policy instrument

## A. General features (including geographical scope)

General Features	
Is this policy instrument a Structural Funds operational programme?	Yes ▼
Is this policy instrument a European Territorial Cooperation programme?	Please select ▼
Please indicate the geographical coverage of this policy instrument. 	Country: Please select
	NUTS 1 level: Please select country first
	NUTS 2 level: Please select NUTS 1 first
	NUTS 3 level: Please select NUTS 2 first

## ! 2. Results/Policy instruments



# Information per policy instrument

## B. Action plan development (phase 1) / action plan implementation (phase 2)

### Action plan development

Please describe the progress made in the elaboration / implementation of the action plan for this policy instrument.

During the current period an initial drafting of Actions for the Action Plan has started and a general framework has been set.

126 / 3,000 characters

## ! 2. Results/Policy instruments



### Policy change (I)

Direct results from exchange of experience process

- Was the instrument influenced by the project, and how?
  - If not, report on policy development in progress

Policy change					
Has the project succeeded in influencing this policy instrument?	<input type="text" value="No"/>				
If no, could you report on any interesting policy development (even though no policy change was achieved yet)?	<input type="text"/>				
If applicable, please estimate the amount of funding influenced by the project.	<table><thead><tr><th>Current period (EUR)</th><th>Cumulative (EUR)</th></tr></thead><tbody><tr><td><input type="text" value="0.00"/></td><td><input type="text" value="0.00"/></td></tr></tbody></table>	Current period (EUR)	Cumulative (EUR)	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Current period (EUR)	Cumulative (EUR)				
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				
Please explain how the above amount was estimated.	<input type="text"/>				



## Points of attention

Policy change can be reported only when **policy instrument has been successfully influenced**

- implementation of new projects
- change in the management of the instrument
- change in the content of the instrument



## Points of attention

### Details needed for each policy change:

- **What** is the change?  
E.g. new call launched, new measure introduced in the OP, new monitoring system
- **How** is it linked to the project?  
Source of inspiration e.g. good practice, thematic workshop, study visits
- **How** was it achieved?

## ! 2. Results/Policy instruments



### Policy change (II)

- estimate funding influenced (only if clear)

#### Policy change

Has the project succeeded in influencing this policy instrument?

Yes

If yes, please describe the nature of the change and how the project has contributed to this change.

If applicable, please estimate the amount of funding influenced by the project.

Please explain how the above amount was estimated.

Current period  
(EUR)

0.00

Cumulative (EUR)

0.00

## ! 2. Results/Policy instruments



### D. Territorial effect (mainly for phase 2)

- concrete effect of the change on the territory
- longer term results
- additional performance indicators can be defined

#### Territorial Effect

If possible, please describe the impact in the territory (e.g. beneficiaries concerned, results achieved in terms of increased competitiveness or cleaner environment).

In case this influence can be reflected through indicators, please complete the following section.

Self-defined performance indicator

## ! 2. Results/Policy instruments



# Report on policy instruments is decentralised

**Policy Instrument Progress**  [Open policy instrument report](#)

Report	Period	Status	Last change
--------	--------	--------	-------------

[Home](#) > Report on policy instruments

✓ [Report on policy instruments](#)

Version 3 [Attach To Valid Project Version](#)

**Report on policy instruments for PR 1, 01/04/2016 - 30/09/2016** 

Number	Name	Structural funds link	Responsible Body Name	PI addressed by partner(s)	First policy change reported in...
✓1	Piano Strutturale Provinciale Di Potenza (in English Language "Provincial Territorial Coordination Master Plan (TCP)", Internet Link: <a href="http://psp.provincia.potenza.it/">http://psp.provincia.potenza.it/</a> )	No	Province of Potenza	PP1 Province of Potenza (IT)	N/A
✓2	Regional Operative Program ERDF Basilicata 2014-2020 (EN) Programma operative FESR Basilicata 2014-2020 (IT) Ref. <a href="http://www.pofesr.basilicata.it/fesr2014-20">http://www.pofesr.basilicata.it/fesr2014-20</a>	Yes	Basilicata Region	PP2 Basilicata Region (IT)	N/A
✓3	North Region Operational Program (2014-2020) - Norte2020 Energy efficiency in public infrastructures of local administration <a href="http://norte2020.pt/programa/apresentacao">http://norte2020.pt/programa/apresentacao</a>	Yes	Management Authority of the North Region Operational Program (2014-2020)	PP3 Municipality of Vila Nova de Gaia (PT)	N/A



## ! 2. Results/Policy instruments



Possibility to report any **other achievements** / spin-offs

Interreg Europe  
European Union | European Regional Development Fund

PGI00017 SIE  
Title : SME Internationalisation Exchange  
AF Control Number : 6c3cf77d52820cd0fe646d38bc2145ca  
PR Control Number : 4e6e7c8b8eea3223edea92cac2458c41

PR 1

Unload

Verena Priem  
Account settings

V 4.2.2

Dashboard | My Projects | Users

Home > Progress report > 2. Results/Policy instruments > 2.3 Other achievements

Status  1. Implementation overview  1.3 Activities  2. Results/Policy instruments  3. Finance  Annexes  Contact details LP declaration

Save Check Version 3

2.1 Main results  2.2 Policy Instruments  2.3 Other achievements

### 2.3 Other achievements

Beyond the above policy impact, are there any unexpected achievements of the project?

Not so far.

11 / 3,000 characters

**Time for  
questions**



# FINAL RECOMMENDATIONS



# Recommendations (I)



Ensure:

- the report is **self-explanatory**
- the report is **understandable**
  - Role of the LP to 'digest', summarise and quality control the information coming from partners
- the report does not simply repeat the information from application form

## Recommendations (II)



Ensure:

- **consistency** between output indicators, activities and project website
- a clear link between **activities** and **finance** reporting  
e.g. external expertise can be linked to described activities

# Conclusions: dos and don'ts



- be **proactive**: do not wait for the progress report to inform the JS on important issues
- be **aware of the timeline** of the progress report: do not wait for the last minute to prepare it



Let's build a nice and constructive collaboration!



**Eilish O'Loughlin**  
Interreg Europe Policy Officer

0:06 / 6:18

**Project reporting video series**  
Interreg Europe • 1/4 videos

- 1 Reporting, part 1 - Principles  
Interreg Europe
- 2 Reporting, part 2 - Implementation overview  
Interreg Europe
- 3 Reporting, part 3 - Activities  
Interreg Europe
- 4 Reporting, part 4 - Results  
Interreg Europe

## Video tutorials available online

Interreg Europe homepage > Projects > Implement a project > Tutorials & webinars

**Time for  
questions**







# Thank you

[www.interregeurope.eu](http://www.interregeurope.eu)





## **Interreg Europe secretariat**

**Les Arcuriales, Entrée D, 5e étage  
45 rue de Tournai, 59000 Lille, France**

**[info@interregeurope.eu](mailto:info@interregeurope.eu)  
[www.interregeurope.eu](http://www.interregeurope.eu)**



**interregeurope**