

## Reporting on achievement of project outputs – version 2.0.

*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 	 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 evidence are listed in the tables below.

Please note that only one document can be uploaded in the Attachment section so in case the evidence for certain project output consists of several documents, make a zip file and upload it as a single document. Maximum attachment size is 10 MB. Furthermore, when a photo collection is a part of an evidence (e.g. for a tool/product/service developed, facilities/sites developed/improved etc.), please include them all in one document, accompanied with appropriate description of photos and related project output.

**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***

<b>Programme output indicator</b>	<b>Evidence examples</b>	<b>Remarks</b>
Number of jointly developed and/or implemented tools and services that enable better quality of health and/or social care services	<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>	
Number of participants in joint education and training schemes on health and/or social care	<ul style="list-style-type: none"> <li>- list of participants in excel format</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> </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</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.

	<ul style="list-style-type: none"> <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>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>Population covered with improved health and/or social services or facilities</p>	<ul style="list-style-type: none"> <li>- record of users of improved health/social care services within the project (extract/snapshot from a database)</li> <li>- signature list</li> <li>- list of users of improved health/social care services in excel format</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. 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
<p>Surface area of habitats supported in order to attain a better conservation status (ha)</p>	<ul style="list-style-type: none"> <li>- list of areas and calculation in hectares covered by project</li> </ul>	<p>Please note that only areas directly supported by the project activities can be</p>

	<p>activities resulting in improving conservation status</p> <ul style="list-style-type: none"> <li>- documents/maps/screenshots confirming implementation of project activities resulting in improving conservation status</li> </ul>	<p>reported within this indicator.</p> <p>Areas indirectly supported by the project activities can be stated in the narrative part of Project Progress/Final Report, but cannot be counted as achievement of project output.</p>
<p>Area covered by improved emergency preparedness and risk prevention systems (km<sup>2</sup>)</p>	<ul style="list-style-type: none"> <li>- list of areas and calculation in km<sup>2</sup> covered by project activities resulting in improving preparedness and risk prevention systems</li> <li>- documents/maps/screenshots confirming implementation of project activities resulting in improving preparedness and risk prevention systems</li> </ul>	<p>Please note that only areas directly supported by the project activities can be reported within this indicator.</p> <p>Areas indirectly supported by the project activities can be stated in the narrative part of Project Progress/Final Report, but cannot be counted as achievement of project output.</p>
<p>Population benefiting from flood protection measures</p>	<ul style="list-style-type: none"> <li>- documents/maps confirming implementation of flood protection measures</li> <li>- calculation showing the number of persons benefiting from implemented flood protection measures</li> </ul>	<p>Please note that the population living in the area where flood protection measures have been implemented by the project will be taken into account. However, total population of an area cannot be counted by default without appropriate evidence of project's effect on the population.</p> <p>Furthermore, a person benefiting from the implemented project activities related to the flood protection measures can be counted and reported <b>only once</b> within this indicator, regardless of how many flood protecting measures have been implemented within the project.</p>

**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 (e.g. in case of works statement signed by chief supervising engineer)</li> <li>- equipment certificate (e.g. certificates on testing and approval of equipment issued by authorized institution)</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 offers/products developed and/or implemented and promoted	<ul style="list-style-type: none"> <li>- documents confirming development and functionality of new touristic offers/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 providers with (international) certifications and standards	<ul style="list-style-type: none"> <li>- certificate/standard for tourism product/service obtained through project implementation</li> <li>- confirmation of attendance on standardised trainings/educations</li> <li>- list of participants confirming the number of tourism providers in excel format</li> </ul> <p>In case of force majeure<sup>2</sup>:</p>	<p>Please note that a tourism provider with obtained certification/standard can be counted and reported <b>only once</b> within this indicator, regardless of number of certifications/standards it obtained within the project.</p> <p>In case of force majeure, when trainings/educations</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.

	<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> <li>- certificate/standard for tourism product/service obtained through training/education</li> </ul>	<p>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 though 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>Number of tourism supporting facilities and/or tourism infrastructure developed and/or improved</p>	<ul style="list-style-type: none"> <li>- documents confirming development and/or improvement and functionality of new tourism supporting facilities and/or tourism infrastructure (e.g. permit/licence/decision/approval of relevant tourism authorities etc.)</li> <li>- photos of developed or improved tourism supporting facilities/infrastructure</li> <li>- photos of new equipment</li> </ul>	
<p>Number of sustainable management plans for cultural and natural heritage sites developed and/or implemented</p>	<ul style="list-style-type: none"> <li>- developed sustainable management plan</li> <li>- documents confirming implementation and usage of developed sustainable plan (e.g. signed memorandum of understanding, decision of relevant authority etc.)</li> </ul>	<p>Please note that developed management plan should enter into force or become legally binding during project implementation.</p>

<p>Number of participants trained in quality assurance, standardisation on cultural and natural heritage and destination management (Participants trained in order to improve capacities in the destination management and quality assurance system)</p>	<ul style="list-style-type: none"> <li>- list of participants in excel format</li> <li>- signature list</li> <li>- confirmation of attendance</li> <li>- certificate</li> </ul> <p>In case of force majeure<sup>3</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 though 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>Number of cultural and natural assets developed and/or improved</p>	<ul style="list-style-type: none"> <li>- documents confirming development and/or improvement and functionality of cultural and natural assets (e.g. permit/licence/decision/approval of relevant tourism authorities etc.)</li> </ul>	

<sup>3</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.

	<ul style="list-style-type: none"> <li>- photos of developed or improved cultural and natural assets</li> <li>- photos of new equipment, organised joint events etc.</li> </ul>	
--	---	--

**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***

Programme output indicator	Evidence examples	Remarks
Number of cross-border business clusters and/or networks developed and/or implemented	<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 business support institutions supported	<ul style="list-style-type: none"> <li>- documents confirming support to the business support institutions provided by the project (e.g. signed memorandum of understanding/decision/membership registration proof)</li> <li>- result of support received by the business support institutions (e.g. list/photos of new equipment, photos of improved facilities, documents confirming the development of new services, training programmes, etc.)</li> </ul>	
Number of laboratories and/or competence centres jointly used by the 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>	

<p>Number of enterprises and business support institutions cooperating with research institutions</p>	<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>	<p>Please note the cooperation between enterprises and research institutions has to be formalised and sustainable.</p>
---	---	--