

REPORTING PACKAGE

Online webinar, 14th June 2023

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Project Report Package

More like an envelope really...

- No mandatory attachments
- All guidance in one place
- All in Jems (nearly)

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Project Report Package

1. Project Report Offline Template
2. Communication Checklist (1st report only)
3. Output, Results Documentation
4. Impact Documentation

With the support of

- Programme Manual
- Jems User manual

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1. Project Report Offline template

Information and instructions to complete the project report

- Overview of what is expected
 - Contains instructions and guidance on the information and data to be provided
 - The format expected
-
- Available in Word and PDF

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**PROJECT REPORT
(Offline template)**

A.1 Project progress report identification

Project ID number	Pre-filled from AF
Project acronym	Pre-filled from AF
Name of the lead partner organisation (original language or English language)	Pre-filled from AF
Project report number	Automatically generated
Reporting period start date	DD.MM.YYYY
Reporting period end date	DD.MM.YYYY

A.2 Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, and be interesting and understandable for non-specialists.

[2500 characters]

We are looking for a concise description of the project's progress in terms of the activities, outputs and deliverables delivered in this reporting period, and the results overall.

The description should be coherent with the activities and expenses listed in other parts of this Project Report.

2. Communication Checklist

To keep track of communication requirements

- For Communication Managers
- Online form on SurveyMonkey
- Overview of what is expected
- For the programme to receive essential data
- To collect feedback from you on the templates and guidance (*temporary*)
- Submit between now and the 1st report

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Interreg NPA Project Communication Checklist & Feedback

This is a checklist designed to assist project communication managers in keeping track of the progress towards the Interreg NPA communication requirements. At the same time, it is an opportunity for the programme to collect your feedback and suggestions about the communication guidance and templates so far prepared.

The checklist will help you have an overview on your project progress in communication. Your feedback will help us improve and simplify the work of the future project communication managers!

Please complete one checklist per project, for this reason your answers will not be anonymous. You will have to complete the form in one go, it should take approximately 10 minutes. You can download a pdf of the questions [here](#).

We kindly ask you to submit your finished checklist at the latest with the 1st project report.

Thank you very much for your help!
The JS team

PS. If you like to have the Programme Manual chapter about Communication open in a separate tab, just right-click [here](#).

3. Output and Results Documentation

To report on the achievement of output and result indicators

- Minimum documentation requirements
- Optional documentation requirements
- For each indicator in the project
- Factsheet template under development
- Submit when an achievement can be reported

Documentation of outputs

Output documentation	RCO 83 - Strategies and action plans jointly developed	RCO 84 - Pilot actions developed jointly and implemented in projects	RCO 87 - Organisations cooperating across borders	RCO 116 - Jointly developed solutions	RCO 04 - Enterprises with non-financial support	RCO 05 - New enterprises supported	RCO 10 - Enterprises cooperating with research institutions	RCO 14 - Public institutions supported to develop digital services, products and processes
Joint development	✓	✓		✓				
Strategy or action plan	✓							
Purpose	✓	✓		✓				✓
Target area / community	✓	✓		✓				✓
Stakeholder involvement/ needs	✓	✓		✓				✓
Methodology		✓						
Timing		✓					✓	
Outcome and conclusions		✓						
Partnership agreement			✓					
New or adaptation/ upgrade				✓				✓
Functionality / delivery format				✓				✓
Steps needed for uptake				✓				
Enterprises (name, unique ID, size)					✓	✓	✓	
Nature of non-financial support					✓	✓		
Enterprise is new (<3 years) or spin-off						✓		
Research institutes (name, unique ID)							✓	
Nature of joint research project							✓	
Public institutions (name)								✓

4. Documentation of Impacts

To tell the story of the project

- In progress
- Based on Typology report & testimonials
- To capture impacts and help further use of results after the project
- Possibly online templates pre-filled with information from Jems

Guidance and templates

<https://npa-pm.scrollhelp.site/ProgrammeManual/>

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Interreg NPA Programme Manual

Interreg NPAJemsJems User Manual

Overview of Changes

1. Introduction to the Interreg NPA

2. How to Develop a Project

3. How to Apply

4. How to implement

5. Where to find guidance

6. Annexes

Download Centre

Application templates and guidance

Communication guidance and templates

Reporting templates and guidance

Frequently Asked Questions

Interreg NPA Programme Manual

This manual is targeted at applicants and project managers.
It contains the essential information needed for developing and implementing an NPA project.

Overview of Changes

1. Introduction to the Interreg NPA

2. How to Develop a Project

3. How to Apply

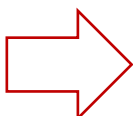
4. How to implement

5. Where to find guidance

6. Annexes

Download Centre

Frequently Asked Questions



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PARTNER REPORT (Offline template)

A.1 Partner progress report identification

Project ID number

Project acronym

Name of the lead partner organisation (original language or English language)

Project partner – name of organisation

Partner report number

Reporting period start date

Reporting period end date

Reporting period

A.2 Summary of partner's work in this reporting period

Please describe your progress in this reporting period and how other partners' activities, outputs and deliverables in this reporting period have contributed to the overall project objectives and results.

The description should be coherent with the activities and expenses listed in other parts of this Partner Report.

Maximum 2,000 characters.

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PROJECT REPORT
(Offline template)

A.1 Project progress report identification

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Project acronym

Name of the lead partner organisation (original language or English language)

Project report number

Reporting period start date

Reporting period end date

A.2 Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, and be interesting and understandable for non-specialists.

[2500 characters]

We are looking for a concise description of the project's progress in terms of the activities, outputs and deliverables delivered in this reporting period, and the results overall.

The description should be coherent with the activities and expenses listed in other parts of this Project Report.