

Documenting Outputs and Results

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Interreg



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Documenting Outputs and Results

Rationale

Robust documentation of output and result achievements is important:

- To **capture the impact** of the project on stakeholders in the NPA area (transnational added value).
- To **justify** the use of ERDF and ERDF equivalent funding (accountability, value-for-money).
- To allow for a **wider promotion** of the project's outputs and results on regional, national, and European level.
- To **increase the uptake** of outputs and thereby the project's impact

Documenting Outputs and Results

Reporting

- Projects have described outputs and results in their **applications**, together with output and result indicators.
- Projects are expected to report on the achievement of output and result indicators through **project reports**. Only whole units, no fractions!
- For **each counted output or result**, documentation needs to be provided in line with the minimum documentation requirements for the relevant indicator, based on their **definitions**, see Programme Manual Annexes 6.1 and 6.2.
- Besides this, projects will also be asked to describe their impact, through a **typology of impacts**, and a stakeholder **testimonial and/or story** demonstrating the project's impacts.

Documenting Outputs and Results



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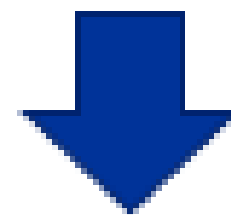
Expectations

- Documentation is to be delivered as a package, not many separate elements. Under development: **factsheet template** to make it easier to report, and easier to share.
- Output and result indicators form **groups**. At the end of the project, documentation per group of indicators. For example, jointly developed solutions (output) is connected to solutions taken up by organisations (result).
- Impacts reported should be **achieved**, not potential/expected impacts.
- All documentation must comply with **publicity requirements, GDPR**, and **open access of results** (free to use by the NPA without license).

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Example

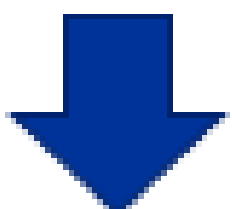
Output		
Example	Indicator	Documentation outlining
Decision-making tool for local authorities to improve disaster risk prevention in case of extreme weather.	Jointly developed solutions - achievement 1 solution	<ul style="list-style-type: none">• Solution clearly developed jointly• New solution or adaptation• Purpose and target groups• Functionality and delivery format• How stakeholder needs were incorporated• Indications of actions needed for it to be taken up or to be upscaled



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Example

Result		
Example	Indicator	Documentation outlining
Local authorities implementing the decision-making tool	Solutions taken up or up-scaled by organisations - achievement 1 solution	<ul style="list-style-type: none">• Organisation(s) taking up or upscaling the solution• Documentation of uptake/ upscaling by adopting organisation(s), e.g. strategy, action plan.• Clear that uptake/ upscaling took place during project or within one year after project completion



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Example

Impact		
Example	Typology of impacts	Documentation
<ul style="list-style-type: none">Decision-making tool saved adopting organisation time and money.Decision-making tool improved response to extreme weather events.Adopting organisation changed its approach towards disaster risk prevention overall.	<p>Tangible impacts achieved:</p> <ul style="list-style-type: none">Time savingsCost savingsRisk reduction <p>Intangible impacts achieved:</p> <ul style="list-style-type: none">Increased institutional capacityPolicy influence	<ul style="list-style-type: none">Stakeholder/ end user testimonial <p>And/or:</p> <ul style="list-style-type: none">Story demonstrating project impact