



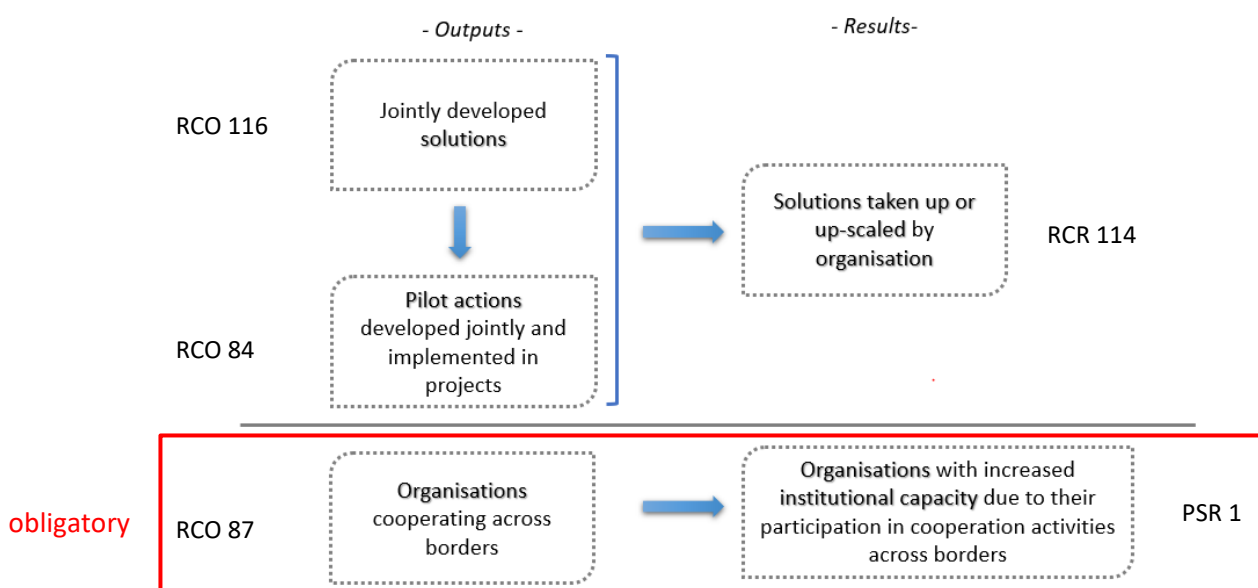
FACTSHEET

# Guidance on setting target values and reporting your achievements for the indicators – SMALL projects

Version 2.0 of 3 April 2024

- **Overview of indicators (for projects within Programme priorities 1-3):**

The chart below displays the indicators for small projects: output indicators on the left side, and corresponding result indicators on the right side. The codes next to the indicators refer to the “Indicators Fiche”<sup>1</sup> and the Programme document. **Only indicators within the red frame are obligatory for all small projects;** the other indicators apply if the small project plans to develop solutions and implement pilot activities.



<sup>1</sup> Annex 1, Table 2 to Commission Staff Working Document SWD (2021) 198 final, Performance, monitoring and evaluation of the European Regional Development Fund, the Cohesion Fund and the Just Transition Fund in 2021-2027



● **Definitions and guidance on target values setting and reporting**

Indicator RCO 84: Pilot actions developed jointly and implemented in projects	
<b>Definition</b>	This indicator counts the pilots developed and implemented by the projects. A pilot validates the usefulness of a solution, i.e. verifies whether the solution meets the needs of the ones who should use it regularly (target groups). A pilot involves project partners from at least three different countries. If the three partners do not participate in the implementation phase of the pilot, their involvement should be ensured in both the preparation and evaluation phases of the pilot.
<b>Guidance on setting target values in the application form</b>	<p><b>This indicator is not obligatory.</b></p> <p>If the small project plans pilot activities, the value of this indicator is filled in automatically, based on the number of pilots indicated in the application form, Part 5. Work Plan.</p> <p>Please note: if a solution is made up of different components, <b>testing the same component</b> in different locations or with different target groups would <b>correspond to only one pilot</b>. Instead, <b>testing the different components</b> in different locations or with different target groups would <b>correspond to more pilots</b> (equal to the number of components).</p>
<b>Guidance on reporting the final values and achievements in the final progress report</b>	<p><b>Number of implemented pilot actions:</b> should be entered manually.</p> <p>Under the column "Pilots", each implemented pilot should be named, e.g. a new application for sustainable transport tested in Lithuania, Denmark and Poland, and a reference to the Group of Activities, e.g. GoA 2.2 in which the pilot was implemented should be made.</p> <p><b>Achievements/ deviations:</b> The projects are expected to describe how the pilots implemented by the project validated the usefulness of the solutions, i.e. how the preparation of pilots, the actual testing of the solutions, their evaluation and adjustment were jointly organised and carried out. They should also report on how representatives of the selected target groups were actively involved in the pilot activities to test the usability of the solutions for their needs. This information should be provided for all pilots listed under the column "Pilots".</p> <p>If there are deviations from the estimated target value, the reason for this discrepancy should be explained.</p>

Indicator RCO 116: Jointly developed solutions	
<b>Definition</b>	This indicator counts the solutions contributing to solving the challenge identified by the project. Solutions are piloted during the project implementation. Projects may develop new solutions from scratch or modify/upscale existing solutions after the testing phase. ("Upscale" means e.g. to apply to a larger region, other cities or countries). Each solution is presented in an output.



<p><b>Guidance on setting target values in the application form</b></p>	<p><b>This indicator is not obligatory.</b></p> <p>If the small project plans solutions, the value of this indicator is filled in automatically, based on the number of solutions indicated in the application form Part 5. Work Plan.</p>
<p><b>Guidance on reporting the final values and achievements in the final progress report</b></p>	<p><b>Number of jointly developed solutions:</b> should be entered manually.</p> <p><b>Achievements/ deviations:</b> The projects are expected to describe how the solutions jointly developed during their implementation met the needs of the target groups and helped them in their daily work to better address the challenge identified by the project.</p> <p>If there are deviations from the estimated target value, the reason for this discrepancy should be explained.</p>

**Indicator 104: Solutions taken up or up-scaled by organisations**

<p><b>Definition</b></p>	<p>This indicator counts solutions that are used by at least one organisation within or outside the project partnership. The solution should be used either by an organisation that was not using it before the project or by an organisation that was already using it before the project and will now extend the planned duration or increase the scale.</p>
<p><b>Guidance on setting target values in the application form</b></p>	<p><b>This indicator is not obligatory.</b></p> <p>If the small project plans solutions, the value of this indicator is filled in automatically, based on the number of solutions indicated in the application form Part 5. Work Plan.</p>
<p><b>Guidance on reporting the final values and achievements in the final progress report</b></p>	<p><b>Number of solutions taken up or up-scaled by organisations:</b> should be entered manually.</p> <p><b>Achievements/ deviations:</b> The projects are expected to describe how concrete institutions or specific types of organisations representing the selected target groups within or outside the partnership took up or up-scaled each solution developed in the project, i.e. how the solution is being used in practice either by organisations that were not using it before the project or by organisations that were already using it before the project and now extended the planned duration or increased the scale.</p> <p>If there are deviations from the estimated target value, the reason for this discrepancy should be explained.</p>

**Indicator RCO 87: Organisations cooperating across borders**

<p><b>Definition</b></p>	<p>This indicator counts the project partners and associated organisations indicated in the project data. This includes any such organisations even if they drop out during the project. This excludes any such organisations that drop out before the project is contracted.</p>
--------------------------	---



<p><b>Guidance on setting target values in the application form</b></p>	<p>The value of this indicator is filled in automatically, based on the number of project partners and associated organisations listed in the application form partnership tables.</p>
<p><b>Guidance on reporting the final values and achievements in the final progress report</b></p>	<p><b>Number of organisations cooperating across borders:</b> should be entered manually.</p> <p><b>Achievements/ deviations:</b> The projects are expected to summarise how the project partners and associated organisations actively cooperated across borders during the project. They should also synthesise how the partners and associated organisations were involved in and supported the process of developing the project solutions/outputs.</p> <p>If there are deviations from the estimated target value in number of organisations cooperating across borders: project partners and associated organisations initially planned to be involved in the project, the reason for this discrepancy should be explained.</p>

<p><b>Indicator PSR 1: Organisations with increased institutional capacity due to their participation in cooperation activities across borders</b></p>	
<p><b>Definition</b></p>	<p>This indicator counts the project partners, associated organisations, and any organisations outside the partnership that actively participated in cooperation activities of a project across borders and consequently increased their institutional capacity.</p> <p>According to the Programme, the institutional capacity <b>is increased</b> when an organisation:</p> <ul style="list-style-type: none"> <li>- acquire new knowledge or skills</li> <li>- apply new tools,</li> <li>- implement new procedures or workflows,</li> <li>- change their organisational structure</li> </ul> <p>through active involvement in the project activities.</p> <p>An organisation’s institutional capacity <b>is not increased</b> through, for example:</p> <ul style="list-style-type: none"> <li>- attendance of its representative(s) in an information event,</li> <li>- receiving a mailing list for project newsletters,</li> <li>- consulting its representative(s) for the development of a training programme.</li> </ul>
<p><b>Guidance on setting target values in the application form</b></p>	<p>The value of this indicator should be entered manually in the application form.</p> <p>The projects should consider not only the project partners and associated organisations, but also organisations outside the partnership (these organisations should be in line with the target groups defined by the projects).</p>



	<p>In addition to the target value the projects need to explain in the application form how the institutional capacity of these organisations will be increased.</p>
<b>Guidance on reporting the final values and achievements in the final progress report</b>	<p>! In order to report on the achievements linked to this indicator, the projects should run a survey, addressing all project partners, associated organisations and any other representatives of the target groups that actively participated in the project activities, and therefore increased their institutional capacity. For more information, please check the “Guidance on reporting your achievements for the result indicator: Organisations with increased institutional capacity due to their participation in cooperation activities across borders (PSR1)”.</p> <p><b>Number of organisations with increased institutional capacity due to their participation in cooperation activities across borders:</b> should be entered manually.</p> <p>The projects should prepare the mandatory overview table presenting the responses received in the survey, considering all its fields.</p> <p>The Guidance on reporting achievements for PSR1 indicator and the templates for the survey and the overview table are available in the following link: <a href="https://interreg-baltic.eu/toolkit/reporting/#indicators">https://interreg-baltic.eu/toolkit/reporting/#indicators</a></p> <p><b>Summary of the survey (achievements/deviations):</b> Based on the overview table, the projects are expected to provide a brief summary outlining the outcomes of the survey. They should provide a brief overview of the number, origin and type of organisations (project partners, associated organisations as well as other organisations outside the partnership representing the project target groups) that took part in the survey and the response rate. They should present a short analysis of how the institutional capacity of the organisations involved has been increased (due to their active participation in the activities) helping them to better cope with the challenge identified by the project. The focus should be on the types of organisations that have mostly increased their institutional capacity and on highlighting what has been improved and in which aspects of their daily activities.</p> <p>If there are deviations from the estimated target value of organisations with increased institutional capacity, the reason for this discrepancy should be explained.</p>

### Reference documents:

- Guidance on reporting your achievements for the result indicator: Organisations with increased institutional capacity due to their participation in cooperation activities across borders (PSR1).
- Template for the survey on indicator PSR1
- Template for the overview table of the survey replies for the indicator PSR1