



FACTSHEET

Guidance on reporting your achievements for the result indicator: Organisations with increased institutional capacity due to their participation in cooperation activities across borders (PSR1)

Version 2.0 of 20 November 2024

INTRODUCTION

You are working hard to make a difference in the operation of organisations across the region that share common challenges. One way to measure your success in reaching this goal is through the set of indicators that you selected to contribute to when submitting your application form. The target values you set when starting your project were your estimation. The final progress report is the time to report on your actual achievements. For the result indicator “Organisations with increased institutional capacity (PSR1) due to their participation in cooperation activities across borders”, we ask you to analyse the change your project brought to the involved organisations, through a survey. This factsheet will give you all the necessary guidance on collecting input to determine the achieved value of this result indicator.

Interreg Baltic Sea Region Managing Authority/ Joint Secretariat

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● **What is institutional capacity?**

Institutional capacity is defined as an organisation's ability to set and achieve goals through knowledge, skills, systems and institutions. An organisation increases its institutional capacity by securing the resources (human or technical) and structures (organisational or governance) it needs to perform its mandated tasks better.

Your project entails a learning experience for the actively involved organisations. For example, the learning experience is successful when the daily operation of these organisations is improved through:

- the use of new knowledge or skills
- the adoption of new tools
- the practical application of new procedures or workflows
- the update of the organisational structure

leading to the increase of their institutional capacity.

To make it even more clear, an organisation doesn't increase its institutional capacity if, for example, one or more of its representatives merely/only:

- attended an information event
- was/ were part of a mailing list for project newsletters
- was/ were consulted for the development of a training programme

● **Whom does this indicator concern?**

During the project implementation, several organisations actively participated in your activities, influenced the development of the outputs, got to know how these outputs work in practice, how they could be used to improve their daily operation and ideally took them up or adjusted them to their needs. These organisations were:

- the project partners,
- the associated organisations and
- any other organisations representing your target groups.

Due to their participation in the transnational activities of your project, they have increased their institutional capacity.

You have provided information about these organisations in the application form under the section dedicated to indicators.



● How do you get their feedback?

As soon as the organisations you targeted have taken an active part in your project activities, we ask you to investigate if and how your project has increased their institutional capacity. You are not alone in this task! We have prepared a simple survey to help you collect this valuable input. **Please note** that responses to this survey are the only way to collect the necessary feedback from all actively involved organisations and report on the achievements of PSR1 indicator in the final progress report. As the lead partner, you will use this survey to seek responses from the whole partnership, both project partners and associated organisations including your own organisation. We also ask you to request input from organisations outside the partnership that you worked actively with through the project's activities.

You are free to either distribute the word file format of the survey or use any digital tool to run the survey. It is up to you what channels you use to send the survey out. You may also adjust the introductory note as you wish, but please do not change the survey as such. You may also decide to translate the survey into local languages if this is necessary.

The lead partner is responsible for:

- spreading the survey and gathering the results
- collating the responses in an overview table and providing it to the MA/JS
- preparing a summary of the survey's outcome, including achievements and deviations. This information needs to be provided with the final progress report.

● When do you need to approach your target organisations?

Now that you know whom you need to contact and how you will get their feedback, it is time to plan the process. Keeping in mind that you are expected to report on the achieved value with the final progress report, it is advisable to launch the survey as soon as the targeted organisations have actively taken part in your project and thus initiate the process of increasing their institutional capacity. Active involvement could mean for example taking part:

- in the development of the project's deliverables/outputs or
- in the piloting and evaluation of the proposed solutions or
- in a series of events where the project showcases the solution to the target groups and thus learn how to use it in their own organisations or
- in the activities through which the project trains and guides an organisation to use the solution in its context.

Starting the gathering of feedback early, will give you enough time to collect all the responses, create an overview table, and prepare a brief analysis of the results (more about this in the next section). It is a process that involves numerous organisations both inside and outside your partnership, so plan well ahead for the steps you need to take.



● How do you report about your achievements?

In BAMOS+, there is a section dedicated to the indicators that is accessible with the final progress report.

Use the space to fill in the final values and achievements/ possible deviations for the indicators you selected to contribute to with your project.

For the result indicator “Organisations with increased institutional capacity due to their participation in cooperation activities across borders” (PSR1):

- fill in the **achieved value** for the indicator. This should be equal to the number of organisations that answered “yes” to the second question of the survey (Did the institutional capacity of your organisation increase as a result of involvement in this project?). The Achievement ratio is calculated automatically.
- prepare a **summary** (3,000 characters in total) outlining the outcomes of the survey. Provide a brief overview of the number, origin and type of organisations (PPs, AOs as well as other organisations outside the partnership) that took part in the survey and the response rate of the survey. Based on the results of the survey, outline the increased institutional capacity achieved by the organisations actively participating in the project. If there are deviations from the estimated target value, please explain the reason for this discrepancy.

The following screenshot is taken from the final progress report section 3. Indicators, and shows the information that you need to fill in while reporting on the result indicator PSR1.

Indicators	Total target value in number	Measurement unit	Reported value in number Guide	Achievement ratio	Increased institutional capacity	
PSR 1 - Organisations with increased institutional capacity due to their participation in cooperation activities across borders	30	Number of organisations	<input type="text"/> <i>To be filled in with the final progress report</i>	<input type="text"/>	Project partners and associated organisations	<i>Information taken from the Application Form</i>
					Other organisations	<i>Information taken from the Application Form</i>
Summary of the survey (achievements/deviations) Guide						
<i>To be filled in with the final progress report</i>						

87 / 3,000 characters

To facilitate the analysis of the survey results and to document the replies you received from the targeted organisations, please use the **overview table** template (excel file) we prepared for you to include all filled-in fields per questionnaire. This table should be sent to the MA/JS via the BAMOS+ messaging centre just after the final progress report is submitted.



Reference documents:

- Template for the survey
- Template for the overview table of the survey replies

both available under <https://interreg-baltic.eu/toolkit/reporting/#indicators>

Contact:

Your project officer for further clarifications and advice, if needed!