PROJECT GUIDANCE
Indicator reporting
Version 1.0

This guidance covers the procedure of reporting on indicators in indicator reporting module of the Online Monitoring System. The indicator reporting module is accessible at all times.
More information about the indicator set-up can be found in Fact Sheet 22.

Functions **directly involved** in reporting on indicators are as follows:
- **Partner managing users** – Will report on indicators on a regular basis.
- **Project managing user** – Will report on indicators on a regular basis. On top of that the project managing user is responsible for reviewing the reported information and making sure to include relevant information in the project level activity report.
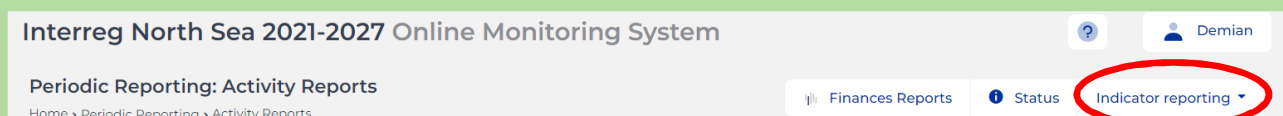
There are two ways of accessing the indicator reporting module.

1. All partner managing users and all project managing users can access the indicator reporting module by choosing it in the left hand menu in the Online Monitoring System.

PERIODIC REPORTING

- Activity Reports
- Indicator Reporting
- Finances Reports

2. All partner managing users and all project managing users can access the indicator reporting module in an open activity reporting round. There is a button called "Indicator reporting" in the upper right corner.

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Periodic Reporting: Activity Reports
Home › Periodic Reporting › Activity Reports   ᴵ�ᴵ Finances Reports   ⓘ Status   Indicator reporting ▾

How to use the indicator reporting module?

When you click on "indicator reporting" (see previous step) you will be directed to the indicator reporting menu.

The indicator reporting menu will provide you with an overview of all indicators that you have to report on.

There are two types of outputs (pilots and strategies) and three types of results (solutions, joint strategies and organisations).

Project: DFA

📄 Outputs/Pilots

📄 Outputs/Strategies

📄 Results/Solutions

📄 Results/Joint Strategies

📄 Results/Organisations

Reporting on output indicators

Outputs/ Pilots

If you want to report on pilots, please click on "Outputs/ Pilots".

Project: DFA

📄 Outputs/Pilots

📄 Outputs/Strategies

📄 Results/Solutions

📄 Results/Joint Strategies

📄 Results/Organisations

You will be able to report on a pilot if you click on "Add" in the upper right corner.

You will then be able to report by filling out different sections.

You have to choose the pilot you want to report on from a drop down menu. The drop-down menu is linked with information from the application form. Hence, the indicators from the application form will be visible in the drop-down menu.

You will be asked to provide a "pilot action title".

You have to report if the pilot has been "achieved" or "not achieved".
Please pay close attention to the help text.

Provide a short description of the pilot and follow the help text.

Choose the country the pilot is implemented in from the drop-down menu and put in the respective postal code.


The pilot location will automatically show on the map and also the latitude and longitude will be filled out automatically.

| Latitude *	49.4977
Longitude *	11.5687
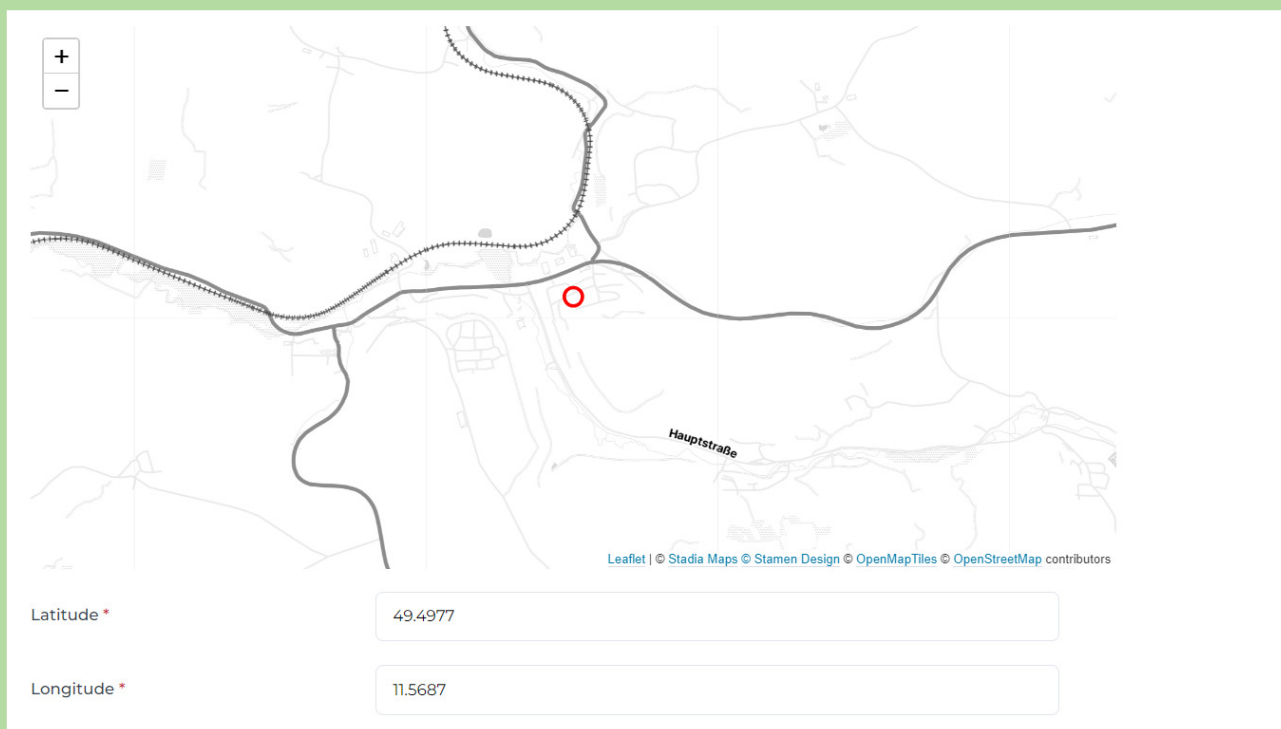
In case you are adding a pilot in the North Sea basin, please click on the map, and the system will provide you with the relevant latitude and longitude.

Outputs/ Strategies and action plans

If you want to report on strategies and action plans, please click on "Outputs/ Strategies".
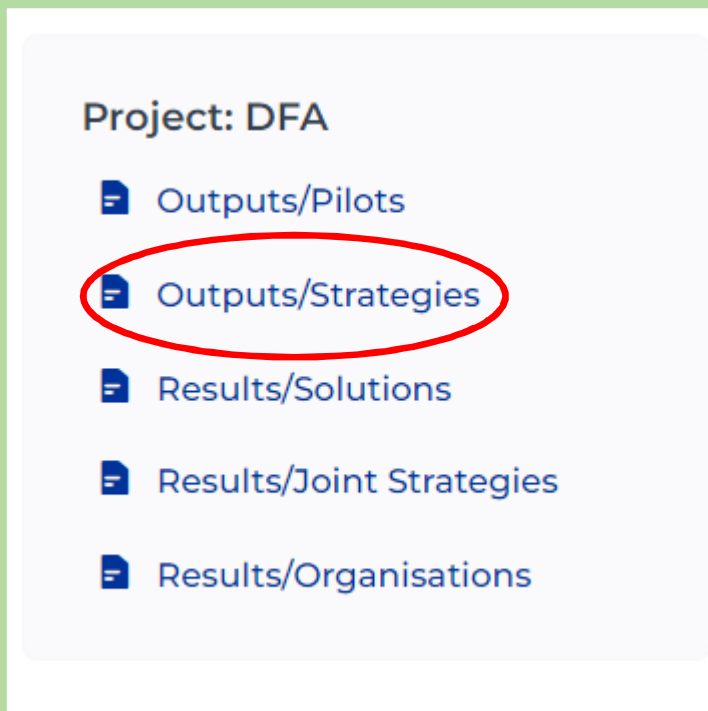
You will be able to report on a strategy or action plan if you click on "Add" in the upper right corner.
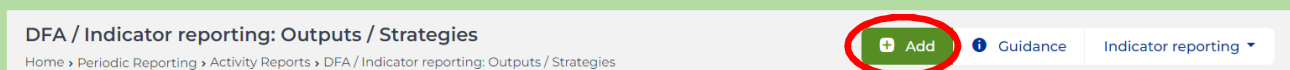
You will then be able to report by filling out different sections.

You have to choose the strategy or action plan you want to report on from a drop down menu. The drop-down menu is linked with information from the application form. Hence, the indicators from the application form will be visible in the drop-down menu.

Output Indicator *	Select an option	⚠

You will be asked to provide a "Title of the strategy/ action plan".
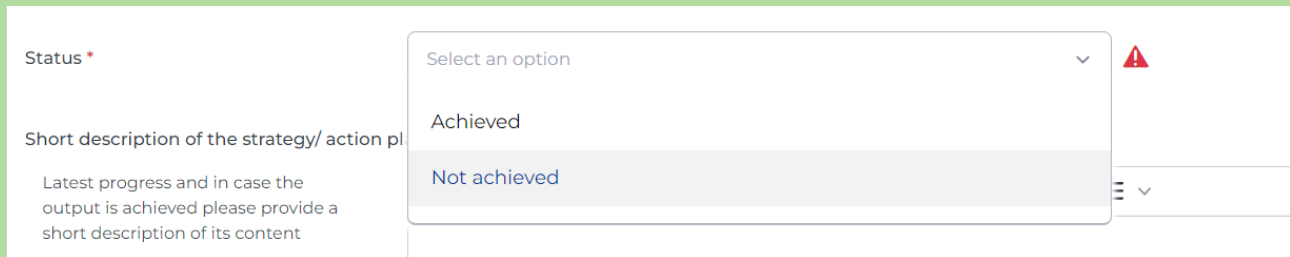
Title of the strategy/action plan *		⚠

On top of that also provide the "Authors of the strategy/ action plan".

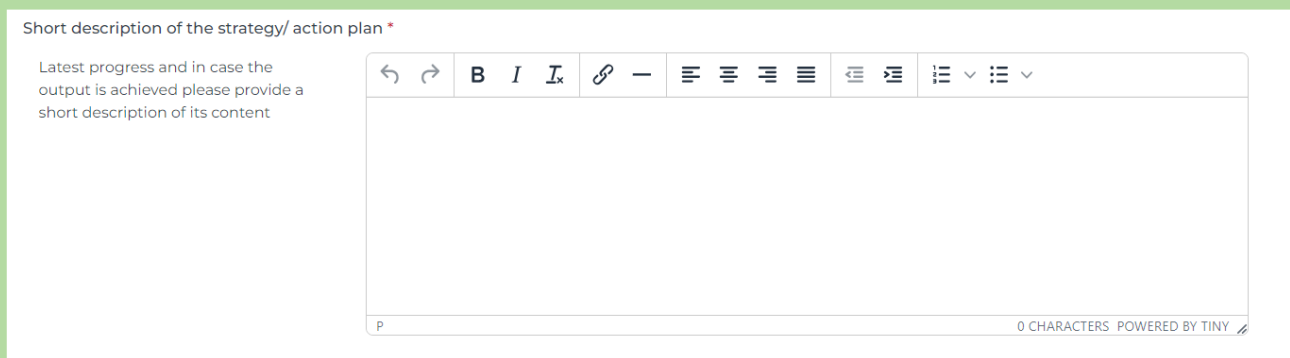| Authors of the strategy/action plan *		⚠

You have to report if the strategy or action plan has been "achieved" or "not achieved".

Choose "not achieved" if you only want to report on progress or if the strategy/ action plan is not achieved by the end of the project lifetime.
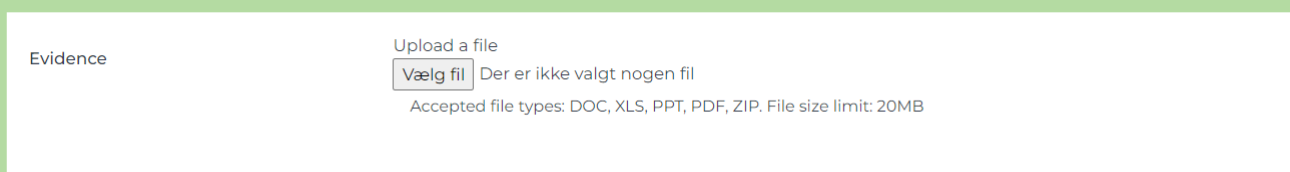Only choose "achieved" if a strategy/ action plan has been fully achieved.

Provide a short description of the strategy or action plan and follow the help text.

If relevant, upload evidence by clicking on the button available (here "Vælg fil").
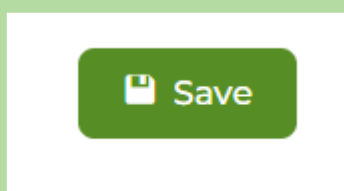
By filling out all fields, the warning signs will be removed.

Press the "Save" button in the end.

Reporting on result indicators

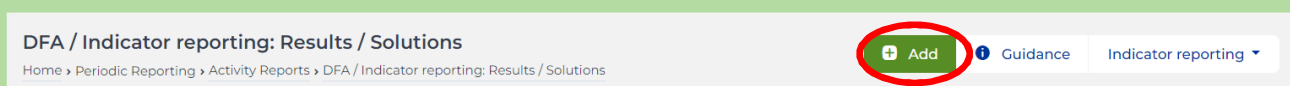## Results/ Solutions

If you want to report on solutions being taken up, please click on "Results/ Solutions".
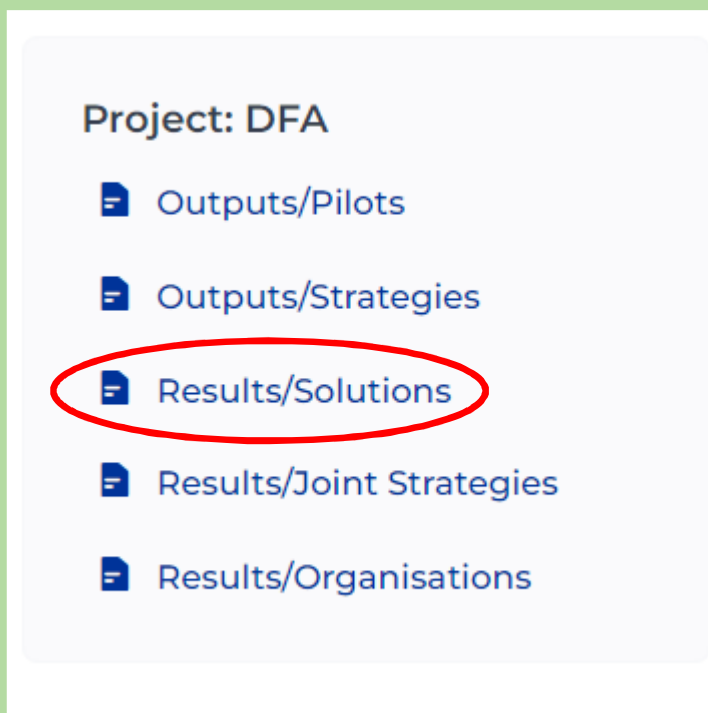
Project: DFA

- Outputs/Pilots
- Outputs/Strategies
- Results/Solutions
- Results/Joint Strategies
- Results/Organisations

You will be able to report on a solution if you click on "Add" in the upper right corner.

DFA / Indicator reporting: Results / Solutions
Home › Periodic Reporting › Activity Reports › DFA / Indicator reporting: Results / Solutions

Add   Guidance   Indicator reporting ▾

You will be able to see the description and the target of your solution result indicator. This is taken from the application form.

Result Indicator	Solutions taken up or up-scaled by organisations Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec.nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec.
Result target	3

It is on you to report the number of solutions that have been taken up.

Achieved in this period

On top of that a description must be provided about who has taken up the solution, how and what is the benefit of the solution being taken up.

Please describe who has taken up the solution, how and what is the benefit of it. *

Limit of 500 characters

P   0 CHARACTERS POWERED BY TINY

You can upload an attachment by clicking on the button available (here "Vælg fil").

Attachment

Upload a file
Vælg fil Der er ikke valgt nogen fil

The attachments for the result indicators (which you define yourself in the application) should demonstrate and give evidence to the progress made.

If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.

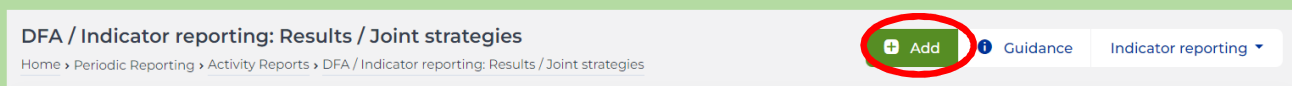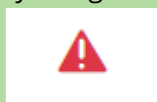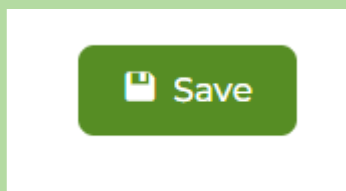Accepted file types: DOC, XLS, PPT, PDF, ZIP. File size limit: 20MB

By filling out all fields, the warning signs will be removed.

Press the "Save" button in the end.

Save

Results/ Joint Strategies

If you want to report on joint strategies or action plans being taken up, please click on "Results/ Joint Strategies".
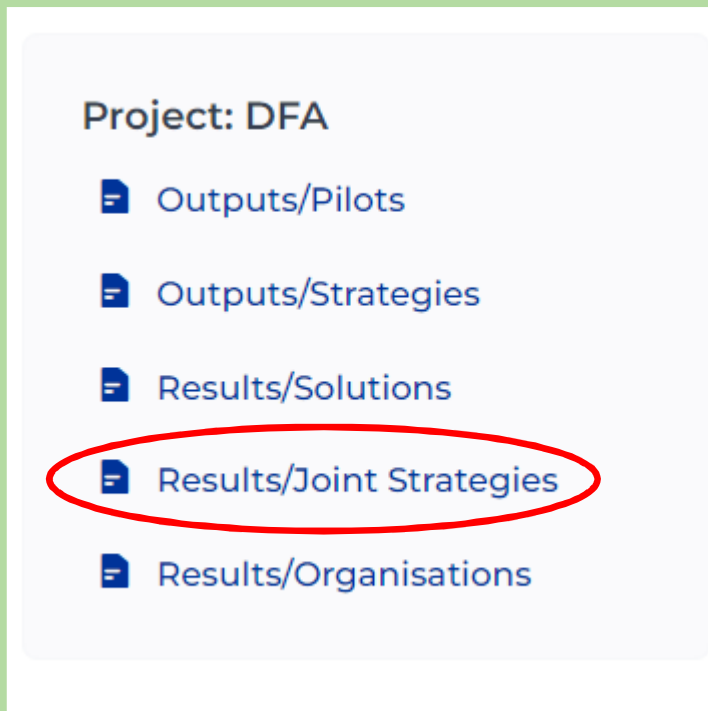
Project: DFA

📄 Outputs/Pilots

📄 Outputs/Strategies

📄 Results/Solutions

📄 Results/Joint Strategies

📄 Results/Organisations

You will be able to report on a solution if you click on "Add" in the upper right corner.

DFA / Indicator reporting: Results / Joint strategies
Home › Periodic Reporting › Activity Reports › DFA / Indicator reporting: Results / Joint strategies

➕ Add   ℹ Guidance   Indicator reporting ▾

You will be able to see the description and the target of your strategies/ action plans result indicator. This is taken from the application form.

Result Indicator	Joint strategies and action plans taken up by organisations some joing strategies
Result target	2

It is on you to report the number of strategies or action plans that have been taken up.

Achieved in this period

On top of that a description must be provided about who has taken up the strategy or action plan, how and what is the benefit of the strategy/ action plan being taken up.

You can upload an attachment by clicking on the button available (here "Vælg fil").

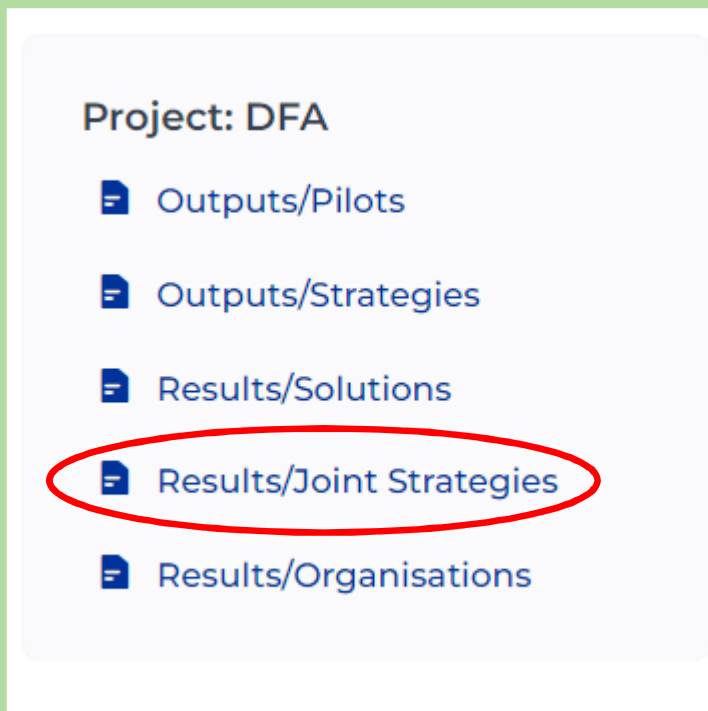By filling out all fields, the warning signs will be removed.
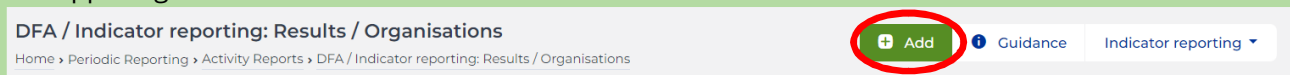

Press the "Save" button in the end.

Results/ Organisations

If you want to report on organisations with increased institutional capacity, please click on "Results/ Organisations".

You will be able to report on an organisation with increased institutional capacity if you click on "Add" in the upper right corner.

You will then be able to report by filling out different sections. As a basis you need to use the survey that you can find in the annex to Fact Sheet 22.

Choose the name of the reporting partner from a drop down menu.

Name of reporting partner *	Select an option ⌄

Put in the name of the organisation that has increased their institutional capacity.

Name of organisation with increased capacity *	

The type of organisation with increased institutional capacity must be chosen from a drop-down menu.

Also the country must be chosen form a drop-down menu.

It must be defined if the organisation with increased capacity is an internal or an external organisation to the partnership. If the organisation is internal, choose "Project partner" and if the organisation is external, choose "Organisation external to the partnership" from the drop-down menu.

Fill in the respective VAT number for the organisation with increased institutional capacity.

The type of increased institutional capacity must be defined per organisation by choosing one or multiple types of increased institutional capacity.

By filling out all fields, the warning signs will be removed.

Press the "Save" button in the end.
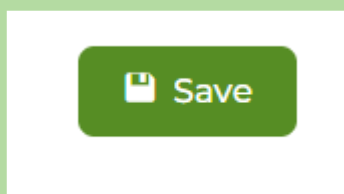
How to include information from the indicator reporting module into the report?

It is the lead partners task to review the reported information and make sure to include relevant information in the project level activity report.

This can be done by accessing the indicator reporting module in the same way as described above under "Where to report on indicators?".

The lead partner will see an overview of all entries made by partners.

The following screenshot is an example of entries listed for strategies/ action plans.

The lead partner has the possibility to edit entries by clicking the small pen icon.

The lead partner has the possibility to delete entries by clicking the little red cross, for example in case of double-entries.

The reviewing process must be carried out before the listed entries will be included in the project level report by going to the project level activity report.
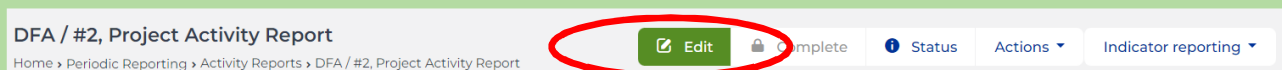
The project level activity report can be accessed by clicking on the button "Activity report" in the left hand menu.

The project level activity report can be opened by clicking on the respective project level activity report.

The project level activity report must be in edit mode by clicking on the button "Edit" in the upper right corner.

Go to "Work plan progress" to include relevant information on outputs in the project level activity report.

You can access the activity section by clicking on the small pen icon.

Under 5.3 (this is an example of a regular project) you will be able to update the output indicators with information that has been entered into the indicator reporting module. You have to use the button "Update now".

5.3 Progress to date on outputs

	Output Indicator/Title	Target	Prev.	Current	Total	Remng.	Status / Attachment
✏	Pilot actions developed jointly and implemented in projects Pilot 1	3	9	1	10	-7	Not entered
	Comments						
✏	Strategies and action plans jointly developed Strategies 1	5	1	0	1	4	Not entered
	Comments						
✏	Strategies and action plans jointly developed Strategies 2	3	3	2	5	-2	Not entered
	Comments						

⚠ There are updated data reported in Indicator reporting. Please click the button to refresh the table. **↻ Update now**

Go to "Project results" to include relevant information on results in the project level activity report.

1. Report identification

2. Partnership agreement

3. Summary

4. Challenges

5. Work plan progress

6. Project Results

Right below the overview of result indicators you will be able to update the output indicators with information that has been entered into the indicator reporting module. You have to use the button "Update now".

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⚠ There are updated data reported in Indicator reporting. Please click the button to refresh the table. ↻ Update now

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at **interregnorthsea.eu**.