

PROJECT GUIDANCE

Indicator reporting

Version 2.0

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.

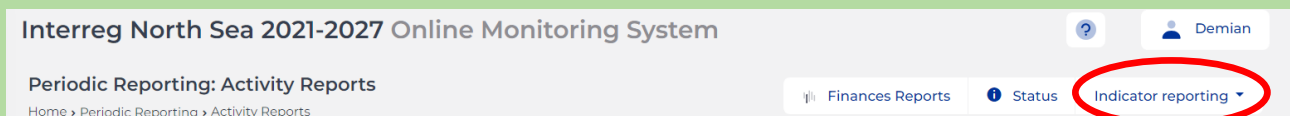
Where to report on indicators?

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.



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.



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

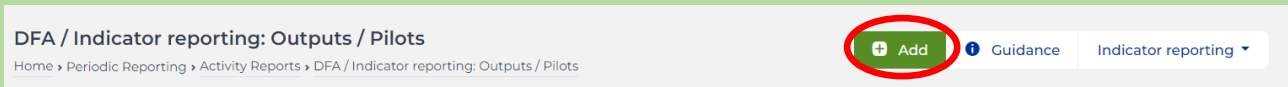
Outputs/ Pilots

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.

A form field labeled "Output Indicator *". To the right of the label is a dropdown menu with the text "Select an option" and a downward arrow. A red warning triangle icon is located to the right of the dropdown menu.

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

A form field labeled "Pilot action title *". To the right of the label is a text input box. A red warning triangle icon is located to the right of the input box.

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

A form field labeled "Status *". To the right of the label is a dropdown menu with the text "Select an option" and a downward arrow. The dropdown menu is open, showing two options: "Achieved" and "Not achieved". A red warning triangle icon is located to the right of the dropdown menu. Below the dropdown menu, there is a text input box with the label "Short description of the pilot" and the text "Latest progress and in case the output is achieved please provide a short description of the solution."A form field labeled "Status *". To the right of the label is a dropdown menu with the text "Select an option" and a downward arrow. A red warning triangle icon is located to the right of the dropdown menu. Below the dropdown menu, there is a text input box with the text "Please use 'not achieved' in case you are reporting on progress or if the development/implementation of the outputs is not achieved by the end of the project. Only use 'achieved' if pilot actions are fully developed and implemented."

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

Short description of the pilot

Latest progress and in case the output is achieved please provide a short description of the solution.




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

Country

Postal code

Select an option

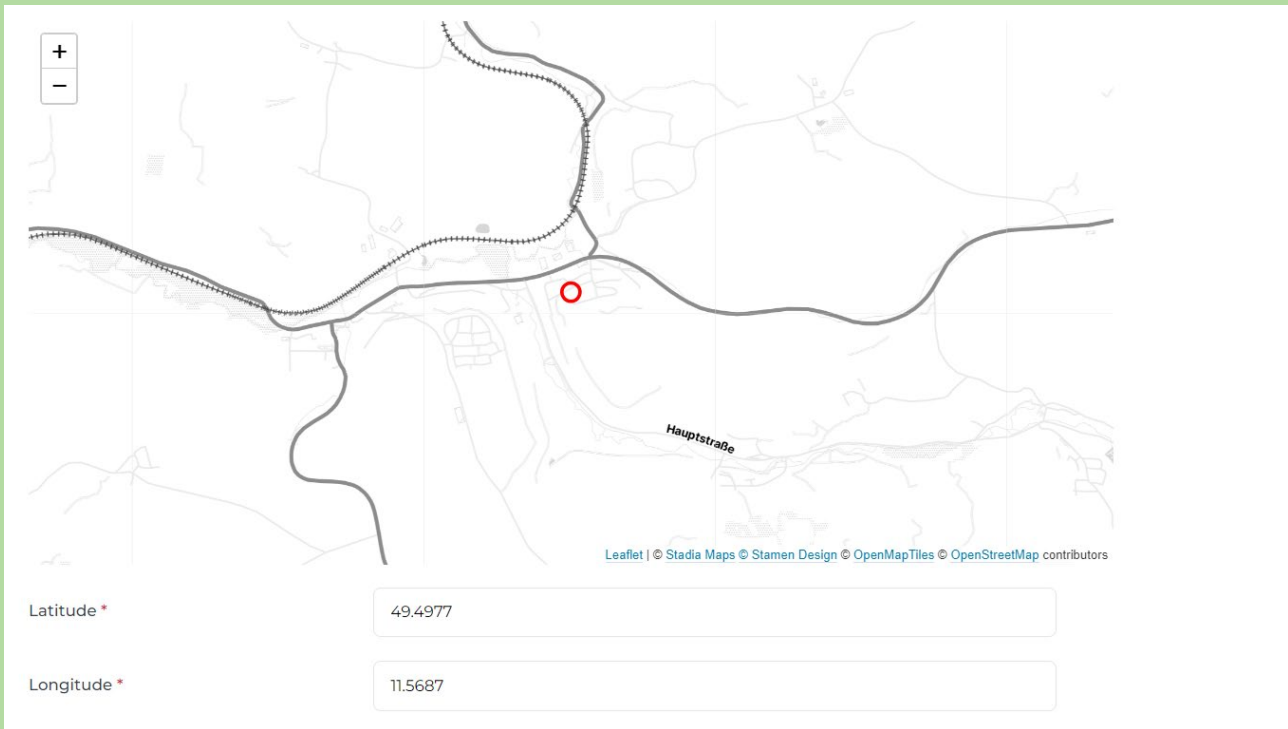
-  Belgium
-  Denmark
-  France

Postal code

Select the postal code

Please enter 2 or more characters

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



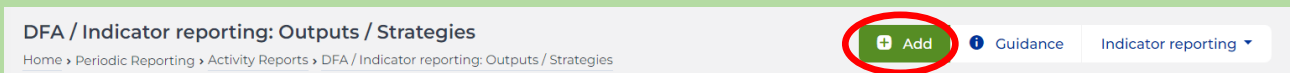
In case you are adding a pilot in the North Sea basin, please click on the map, and the system will provide you with the relevant latitude and longitude.

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 * 

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.

Status *


Short description of the strategy/ action plan

Latest progress and in case the output is achieved please provide a short description of its content

Select an option

Achieved















Not achieved



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

Short description of the strategy/ action plan *

Latest progress and in case the output is achieved please provide a short description of its content

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If relevant, upload evidence by clicking on the button available (here "Vælg fil").

Evidence

Upload a file

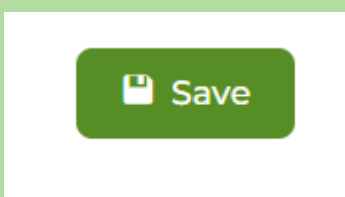
Vælg fil Der er ikke valgt nogen fil

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

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



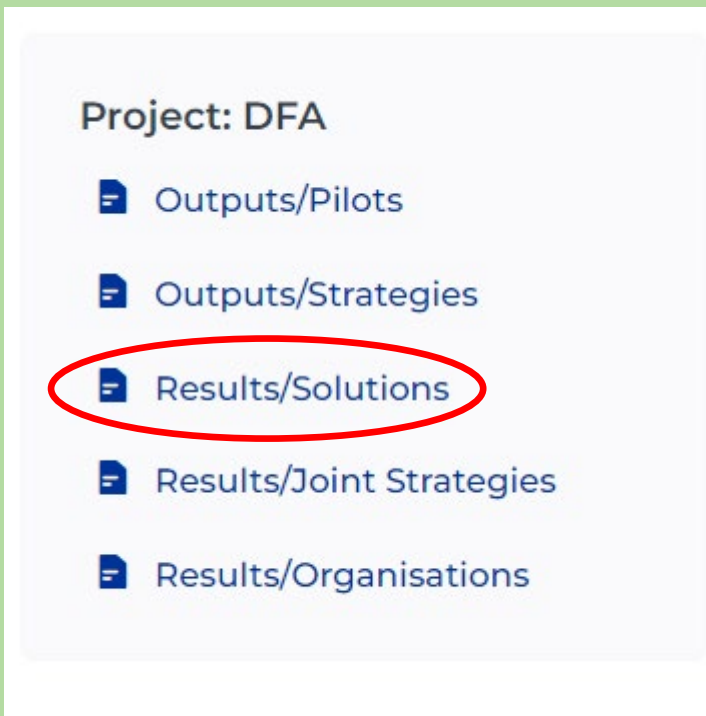
Press the "Save" button in the end.



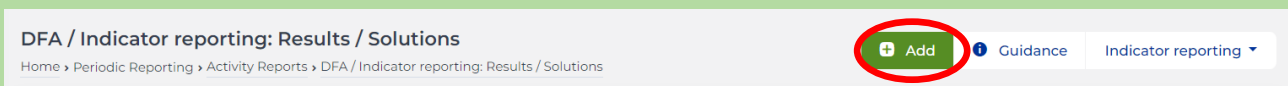
Reporting on result indicators

Results/ Solutions

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



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



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, consectetur 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

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

Attachment

Upload a file

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.

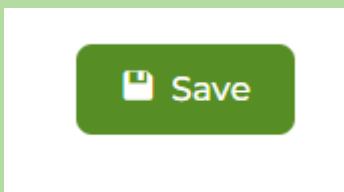
If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.

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.

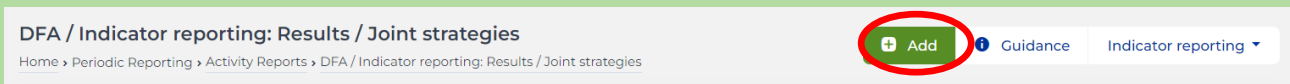


Results/ Joint Strategies

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



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



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 joining 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	<input type="text"/>
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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.

Please describe who has taken up the strategy/ action plan, how and what is the benefit of it. *

Limit of 500 characters

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

Attachment

Upload a file

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.

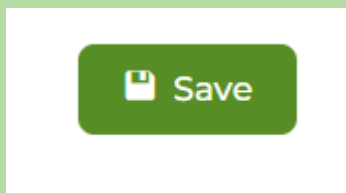
If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.

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

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

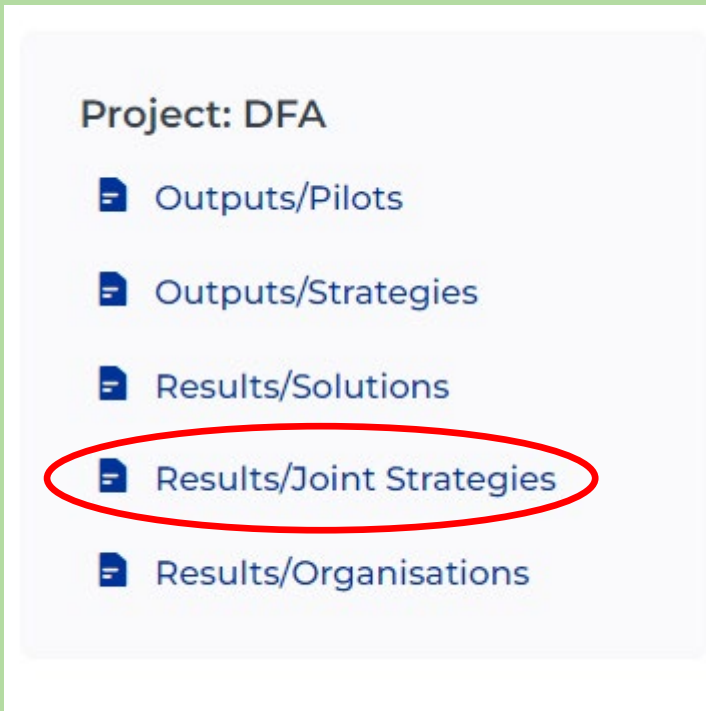


Press the "Save" button in the end.

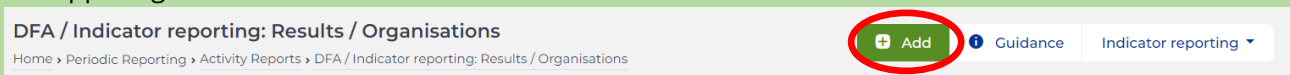


Results/ Organisations

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 *

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.

Type of organisation *	Select an option ▼
Country *	<input type="text"/>
Status of the organisation with increased capacity *	Local public authority
VAT number *	Large private company
Type of increased capacity *	Hospitals and medical centres
	Business support organisation
	Smaller medium-sized enterprise (SME)

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

Country *	Select an option ▼
Status of the organisation with increased capacity *	<input type="text"/>
VAT number *	Belgium
Type of increased capacity *	Denmark
	France
	Germany
	Netherlands
	Other

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.

Status of the organisation with increased capacity *	Select an option ▼
VAT number *	Project partner
Type of increased capacity *	Organisation external to the partnership

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

VAT number *	<input type="text"/>
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The type of increased institutional capacity must be defined per organisation by choosing one or multiple types of increased institutional capacity.

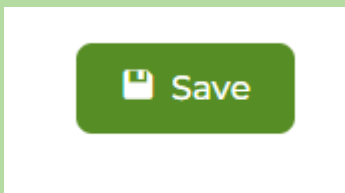
Type of increased capacity *

- Usage of new knowledge or skills
- Adoption of new tools
- Adoption of new procedures or workflows
- Change in the organisational structure
- Other

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 project managers 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 project manager will see an overview of all entries made by partners.

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

 	Strategies 2	test strategies	test	test	Not achieved	Not submitted yet	LeadBen Demian <input checked="" type="checkbox"/> OMS Apogee Test LB-Org
 	Strategies 1	test	test	test 1	Not achieved	Not submitted yet	LeadBen Demian <input checked="" type="checkbox"/> OMS Apogee Test LB-Org
 	Strategies 2	test	test	test	Achieved	Not submitted yet	LeadBen Demian <input checked="" type="checkbox"/> OMS Apogee Test LB-Org

The project manager has the possibility to edit entries by clicking the small pen icon.



Entries can also be deleted by clicking the little red cross but entries can only be deleted by the colleagues that have created the actual 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.

Project: DFA

Number / Level / Partner	Activity rep. locked	Finances rep. locked	Finances rep. approved by Controller	Finances rep. signed	Activity rep. signed by AS / submitted
 #2 Project	<input checked="" type="checkbox"/> No	Not started			<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No
 #2 Partner: Lead partner	<input checked="" type="checkbox"/> No	Not started	<input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No

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.

1. Report identification

2. Partnership agreement


3. Summary

4. Challenges

5. Work plan progress

6. Project Results

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

 Activities	Outputs	Investments
1 Activity 12	Pilot 1	3
	Strategies 1	5
	Strategies 2	3
		Investment A1

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
<input checked="" type="checkbox"/> Pilot actions developed jointly and implemented in projects Pilot 1	3	9	1	10	-7	Not entered
Comments						
<input checked="" type="checkbox"/> Strategies and action plans jointly developed Strategies 1	5	1	0	1	4	Not entered
Comments						
<input checked="" type="checkbox"/> 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".

⚠ 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](https://www.interregnorthsea.eu).

