Guidance on How to Report Outputs and Results

February, 2026

Table of Contents

Introduction

This Guidance document provides detailed information and practical instructions on how to report Project Outputs and Project Results for projects funded under the regular Calls for Proposals of the Danube Region Programme (DRP).

Project Outputs and Results contribute to the Programme's Output and Result Indicators, and their qualification and quantification follows specific principles, as outlined in the following chapters.

Correspondence of Output and Result Indicators

Output Indicator	Result Indicator
RCO 83: Strategies and action plans jointly developed	RCR 79: Joint strategies and action plans taken up by organisations
RCO 116: Jointly developed solutions	RCR 104: Solutions taken up or up-scaled by organisations
RCO 84: Pilot actions developed jointly and implemented in projects	ISI: Organisations with increased institutional capacity due to their participation in cooperation activities across borders
RCO 87: Organisations cooperating across borders	
RCO 82[1]: Participations in joint actions promoting gender equality, equal opportunities and social inclusion	RCR 85: Participations in joint actions across borders after project completion
RCO120[2]: Projects supporting cooperation across borders to develop urban-rural linkages	N/A

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[1] Relevant for SO3.1 and SO3.2 projects
[2] Relevant for SO4.2 projects

1.   Project Outputs

1.1 Jointly developed strategies and/ or action plans (~RCO 83)

What qualifies as "*Jointly developed strategy or action plan*":

- ✓ Strategies or action plans <u>jointly developed by the partners during the project implementation</u>

What DOES NOT qualify as "*Jointly developed strategy or action plan*":

- o The revision or update of existing strategies or action plans

- o Project management and communication-related strategies (e.g. project communication strategy, etc.)

- o Guidelines, policy recommendations, roadmaps, and other similar documents of strategic relevance, but not being strategy or action plan

Remember that a strategy:

- aims to establish a targeted, goal-oriented approach within a specific domain

- defines the common problems / challenges affecting the targeted area and its regions

- sets out clear medium- and long-term objectives, priorities and actions designed to achieve the planned goals, while reflecting the shared vision of the Danube Region in the specific field

- promotes policy integration across the Danube area in the targeted fields and serves as policy drivers at macro-regional level - positioned below the EU level but above the national level

Remember that an action plan:

- translates an existing jointly developed strategy into concrete actions

- outlines the sequence of steps to be taken and the activities to be carried out in order to ensure the successful implementation of the strategy

- includes a clear timeline, an indication of the required financial resources, and a definition of the actors responsible for implementation

Note what <u>jointly developed</u> strategy or action plan means:

- it implies the active involvement of partner organisations in the strategy development process

- it implies the engagement of relevant stakeholders, as the strategy or action plan should reflect their needs and priorities, thereby ensuring their sustainability and effective implementation in the future

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Quantification

Each jointly developed strategy and each jointly developed action plan are counted separately.

For instance, if the partners develop a strategy and one or more action plans are subsequently developed within the same project, they must be counted separately.

How to report strategies and action plans

When reporting strategies and action plans, the LP must upload the following documents in the Project Progress Report in Jems:

➢ The strategy or action plan itself (one pdf file for each)

➢ Output Factsheet (Annex C2 to the Project Implementation Manual)

➢ Output Quality Report (Annex C1 to the Project Implementation Manual)

Recommendation: the evidence file should reflect the attributes of a strategy or action plan as outlined above.

1.2   Jointly developed solutions (~RCO 116)

What qualifies as "*Jointly developed solution*":

✓ tools (e.g. analytical, monitoring, management, decision making tools, instruments), technologies (software, ICT solutions, platforms), methodologies, concepts, guidelines, processes, agreements, services etc., that <u>solve the common problem or challenge addressed by the project</u> and which <u>has been jointly developed and tested by the partners during the project implementation</u>

What DOES NOT qualify as "*Jointly developed solution*":

• Solutions that have not been tested through a pilot action organised during the project implementation

• Project management-related tools, like internal communication platforms, templates, etc.

Note what <u>jointly developed</u> solution means:

• It implies the active involvement of partner organisations in designing/ developing the solution and in its subsequent evaluation

Quantification

Each jointly developed solution is counted separately.

How to report solutions

When reporting solutions, the LP must upload the following documents in the Project Progress Report in Jems:

➢ Evidence of the solution itself (e.g. methodology, concept, guidelines, pictures, screenshots, as applicable)

➢ Output Factsheet (Annex C2 to the Project Implementation Manual)

➢ Output Quality Report (Annex C1 to the Project Implementation Manual)

1.3 Jointly developed pilot actions (~RCO 84)

What qualifies as "*Jointly developed pilot action*":

✓ Pilot actions <u>jointly developed by the partners and implemented during the project period with the aim to test or demonstrate the feasibility of a solution developed within the project</u>

What DOES NOT qualify as "*Jointly developed pilot action*":

• Project activities implemented in designated "pilot areas" that do not test or demonstrate the feasibility, applicability of a solution developed within the project

Remember that a pilot action:

• has an experimental nature

• may test innovative products, methodologies, or tools

• may demonstrate the application of existing products, methodologies, or tools within a specific territory or sector

• assesses the feasibility and effectiveness of procedures, new instruments, tools, experimentation processes, or the transfer of established practices

Note what <u>jointly developed</u> pilot action means:

• it implies the active involvement of partner organisations in its preparation. The concept and implementation details must be jointly developed by the partnership, even if the actual implementation takes place individually in certain partner regions.

Quantification

Each jointly developed pilot action is counted separately if it is implemented in different environments or tests different features of a tool or solution. However, if the same pilot action is repeated or replicated by different project partners in the same context, it should be counted as one pilot action.

How to report pilot actions

When reporting pilot actions, the LP must upload the following documents in the Project Progress Report in Jems:

- ➢ Evidence of the pilot actions implemented (including pictures, list of participants, etc. as applicable). **See also section 2.3 of this Guidance.**

- ➢ Output Factsheet (Annex C2 to the Project Implementation Manual)

- ➢ Output Quality Report (Annex C1 to the Project Implementation Manual)

1.4 Organisations cooperating across borders (~RCO 87)

What qualifies as "*Organisations cooperating across borders*":

- ✓ <u>Legal entities representing the Lead Partner, the Project Partners and the Associated Strategic Partners</u> formally cooperating in the supported project, as mentioned in the Application Form. If, during project implementation, a formal document is signed with third parties, these parties should also be counted under this indicator (e.g. when a Memorandum of Understanding is signed with stakeholders for cooperation in a specific field).

What DOES NOT qualify as *"Organisations cooperating across borders"*:

- • Organisations cooperating outside any signed contract, or formal document of cooperation.

Quantification

All legal entities representing the Lead Partner, the Project Partners, the Associated Strategic Partners and stakeholders part of signed agreements (only if applicable) shall be counted. In case of formal cooperation agreements/ MoUs, the LP shall count only organisations with legal personality and must avoid any double counting.

How to report organisations cooperating across borders

If, under this indicator, the project reports only the LP, PPs and ASPs, no supporting evidence is required. If a formal cooperation agreement or Memorandum of Understanding (MoU) is signed with stakeholders outside the partnership, the LP shall upload the relevant agreement or MoU as evidence. In all cases, the LP is not required to upload an Output Factsheet or an Output Quality Report.

The target value of this indicator may increase (e.g. new ASP involved in the project, formal cooperation agreements/ MoUs with different stakeholders) or decrease (e.g. PP withdrawal) during project implementation.

Note: Increased target value, because of new ASPs, is managed within a minor change while the decreased target value - within a major change.

The LP may update the target value of the indicator when changes occur and report accordingly, or at the end of the project.

1.5 Participations in joint actions promoting gender equality, equal opportunities and social inclusion (~RCO 82)

What qualifies as "*Participation in joint actions promoting gender equality, equal opportunities and social inclusion*":

- ✓ Participations in joint activities addressing horizontal principles (gender equality, equal opportunities and social inclusion)

- ✓ Joint actions could include, for instance, exchange activities or exchange visits (N.B. not public events!)

What DOES NOT qualify as "*Participation in joint actions promoting gender equality, equal opportunities and social inclusion*":

- o Participations in **public events** promoting gender equality, equal opportunities and social inclusion, even if organized in supported projects

Note what <u>joint</u> action means:

- • action organised with the involvement of the project partners, from the definition of the content to its practical implementation

Quantification

All persons attending a joint action shall be counted (based on attendance lists or other relevant means of verification).

How to report participations in joint actions promoting gender equality, equal opportunities and social inclusion

When reporting such participations, the LP must upload the following documents in the Project Progress Report in Jems:

- ➢ Evidence of the output (e.g. attendance lists etc.)

- ➢ Output Factsheet (Annex C2 to the Project Implementation Manual)

- ➢ Output Quality Report (Annex C1 to the Project Implementation Manual)

1.6 Projects supporting cooperation across borders to develop urban-rural linkages (~RCO 120)

What qualifies as "*Project supporting cooperation across borders to develop urban-rural linkages*":

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✓ Projects which aim, as a primary objective, to enhance the cooperation across borders between urban and rural areas

What DOES NOT qualify as "*Project supporting cooperation across borders to develop urban-rural linkages*":

o Projects that do not address the development of urban-rural linkages, by its general approach or via at least one project specific objective

Note what <u>rural-urban linkages</u> mean:

• It refers to measures that can improve both urban and rural livelihoods and environments

Quantification

Since the indicator counts the number of projects, the target/ achieved value will always be 1.

How to report projects supporting cooperation across borders to develop urban-rural linkages

Since this output refers to the project itself, the LP must only indicate 1 as value achieved.

2. Project Results

2.1 Joint strategies and action plans taken up by organisations (~RCR 79)

What qualifies as "*Strategy or action plan taken up by organisations*":

✓ Strategies or action plans <u>adopted and implemented by organisations</u> during project implementation or 3 months after its completion (by the submission of the last Project Progress Report).

Note what <u>taken up</u> means:

• The elaborated strategy or action plan is endorsed and adopted by its target group. The implementation of at least certain parts of the strategy/ action plan should already start during the project implementation or until the deadline for the submission of the final progress report (i.e. three months after the project end)

Note what <u>organisation involved in take-up</u> means:

• An organisation, which is part of the target group that is expected to adopt and implement the elaborated strategy / action plan. Such organisation may or may not be a direct participant (LP, PP, ASP) in the supported project.

Quantification

Each strategy or action plan taken up by at least one organisation shall be counted separately.

How to report strategies or action plans taken up by organisations

It is not required for the implementation of the strategy or action plan to be fully completed in order to count this project result. At the time of the last reporting (3 months after the project end), the LP must demonstrate that the implementation of the joint strategy or action plan <u>has effectively started</u>.

In the final Project Progress Report, the LP shall upload evidence of strategy/ action plan uptake (e.g. management strategy or other internal document of the adopting organisation) and provide (in the **Project Results** section/ *Describe progress achieved* field) a planned implementation timeframe of the strategy or action plan. This timetable should cover a period of at least one year after the end of the project.

2.2 Solutions taken up or up-scaled by organisations (~RCR 104)

What qualifies as "*Solution taken up or up-scaled by organisations*":

✓ A solution, other than legal or administrative solutions, that is developed by the supported project and is taken up or up-scaled during the implementation of the project or until the submission of the last Project Progress Report (3 months after the project end)

Note what <u>organisation involved in take-up</u> means:

- An organisation, which is part of the target group that is expected to adopt and apply the developed solution. Such organisation may or may not be a direct participant (LP, PP, ASP) in the supported project.

- An organisation that was not using the solution prior to the project, or an organisation that was already using it but will now extend the duration of its use or increase its scale.

Quantification

Each solution taken up by at least one organisation shall be counted separately.

How to report solutions taken up by organisations

The LP shall provide information on its adoption in the **Project Results** section, under the *Describe progress achieved* field. The LP shall also upload evidence of the uptake (e.g. management strategy or other internal documents of the adopting organisation) or provide other verification sources.

2.3 Organisations with increased institutional capacity due to their participation in cooperation activities across borders (~ISI)

What qualifies as "O*rganisation with increased institutional capacity due to the participation in cooperation activities across borders"*:

- ✓ An organisation that actively participated in cooperation activities of a project across borders and consequently increased their institutional capacity

- ✓ **When related to RCO 87 – *Organisations cooperating across borders*, the result refers to the LP, PPs and ASPs**

- ✓ **When related to RCO 84 - *Pilot actions developed jointly and implemented in projects*, the result refers to other organisations external to the project partnership**

Note what <u>institutional capacity</u> means:

- An organisation's ability to set and achieve its goals through adequate knowledge, skills, systems and institution structures. An organisation strengthens its institutional capacity by securing the necessary resources (whether human or technical) and by establishing effective organisational and governance structures that enable it to successfully perform its mandated tasks.

Note what <u>cooperation activity</u> means:

- A process of exchanging knowledge and experience among participants from multiple countries. This may take place, for example, through the testing of solutions, tools, innovative concepts, etc. developed by the project, through peer reviews, training activities, etc.. Such a process can lead to the formulation of joint objectives, shared commitments and coordinated actions to fulfil these commitments.

Quantification

All organisations that has undergone a learning process through project activities shall be counted. This implies more than one tangible exchange in which the organisation played an active role.

An organisation shall be counted only once per project, regardless of how many activities it was involved in or how many departments thereof were involved.

An organisation may be counted only if its increased institutional capacity relates to the thematic field of the project.

How to report organisation with increased institutional capacity due to the participation in cooperation activities across borders

For this project result, the LP shall upload, as attachments in the **Project Results** section of the PPR:

➢ All surveys filled in by the LP, PPs and ASPs, and, where applicable, by stakeholders who participated in the pilot actions implemented within the project (Annex C3 to the Project Implementation Manual)

➢ Annex C3.1 to the Project Implementation Manual that centralises the results of the surveys.

2.4 Participations in joint actions across borders after project completion (~RCR 85)

What qualifies as "*Participation in joint actions across borders after project completion*":

✓ Participations in joint actions across borders organised by all or some of the former Project Partners or ASP organisations before the submission of the last Project Progress Report (3 months after the project end) as a continuation of cooperation

Note what <u>joint action</u> means:

It may refer to exchange activities or exchange visits or training schemes organised with participants from at least three countries of the programme area.

Quantification

All persons attending a joint action across borders shall be counted (based on attendance lists or other relevant means of verification)

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How to report participations in joint actions across borders after project completion

Participations (i.e. number of persons attending a joint action across borders) are counted for each joint action organised on the basis of attendance lists or other relevant means of quantification. The evidence must be uploaded in Jems when reporting this indicator.