

**Interreg
Danube Region**



**Co-funded by
the European Union**

How to report on Outputs and Results in JEMS

Budapest, March 20, 2026

On-line

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Agenda

09.30 - 09.35	Welcome and introduction
09.35 - 10.50	<ul style="list-style-type: none">• Reporting Organisations cooperating across borders (RCO 87) & Organisations with increased institutional capacity due to their participation in cooperation activities across borders (ISI)• Reporting Pilot Actions (RCO84) & Organisations with increased institutional capacity due to their participation in cooperation activities across borders (ISI)• Reporting Jointly developed solutions (RCO 116) & Solutions taken up or up-scaled by organisations (RCR 104)• Q&A
10:50 - 11:30	<ul style="list-style-type: none">• Reporting Strategies and action plans jointly developed (RCO 83) & Joint strategies and action plans taken up by organisations (RCR 79)• Reporting Participations in joint actions promoting gender equality, equal opportunities and social inclusion (RCO 82) & Participations in joint actions across borders after project completion (RCR 85)• Reporting Projects supporting cooperation across borders to develop urban-rural linkages (RCO 120)• Q&A

Overview of the 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

RESULT

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

What qualifies as “Organisation 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**

RESULT

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

Note what institutional capacity 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 cooperation activity 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.

RESULT

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

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.

RESULT

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

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.
- All the documents must be uploaded at the moment when the result is finished and included in the progress report

OUTPUT

Mandatory indicator

Output Indicator

RCO 87 Organisations cooperating across borders

Must be reported in the **last reporting period**.

OUTPUT

RCO 87: Organisations cooperating across borders

What qualifies as “Organisations cooperating across borders”:

Legal entities representing the **Lead Partner, the Project Partners and the Associated Strategic Partners** formally cooperating in the supported project, as mentioned in the Application Form.

In case during project implementation **a formal document is signed with third parties** then those parties should also be counted under this indicator (e.g. a memorandum of understanding is signed with certain stakeholders for cooperating in a certain field).

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.

The LP shall only count organisations that have legal personality and avoid double counting.

OUTPUT

Organisations cooperating across borders (~RCO 87)

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.

OUTPUT

Jointly developed pilot actions (~RCO 84)

What qualifies as “Jointly developed pilot action”: □

- 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

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

Please note that **jointly developed** pilot action 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.

OUTPUT

Jointly developed pilot actions (~RCO 84)

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.

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:

LP must upload the following documents in the PPR in JEMS:

- Evidence of the pilot actions implemented (including pictures, list of participants, PPTs, etc.)
- Output Factsheet
- Output Quality Report

OUTPUT

Jointly developed solutions (~RCO 116)

What qualifies as "Jointly developed solution": □

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

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 communication platforms, management guidelines, templates, etc.

Please note that **jointly developed solution** implies the active involvement of partner organisations in designing/developing the solution and its subsequent evaluation.

OUTPUT

Jointly developed solutions (~RCO 116)

Quantification: □

Each jointly developed solution is counted separately.

How to report solutions:

LP must upload the following documents in the PPR in JEMS:

- Evidence of the solution itself (e.g. methodology, concept, guidelines, training programmes, pictures, screenshots, as applicable, etc.)
- Output Factsheet
- Output Quality Report

RESULT

Solutions taken up or upscaled 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) □

Please note what organisation involved in take-up 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 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.

RESULT

Solutions taken up or upscaled by organisations (~RCR 104)

Quantification: □

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

How to report solutions as taken up or upscaled:

- LP shall provide information on its adoption in the Project Results section, under the *Describe progress achieved* field.
- 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.

Joint solutions taken up by organisations means that the solution developed jointly by the partnership is adopted and applied by its target group (documented by the adopting organisations in, for instance, internal process, action plans etc.) already before, or until the submission of the final report (3 months from the end of project implementation). In case the solution is finalised at the end of the project and thus its uptake will happen after project finalisation, the lead partner shall provide, together with the last progress report a time plan for the uptake of the solution in practice (by organisations within the partnership and or outside the partnership).

OUTPUT

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

What qualifies as “Jointly developed strategy or action plan”: □

- Strategies or action plans jointly developed by the partners during the project implementation

What DOES NOT qualify as “Jointly developed strategy or action plan”:

- The revision or update of existing strategies or action plans
- Project management and communication-related strategies (e.g. project communication strategy, etc.)
- Guidelines, policy recommendations, roadmaps, and other similar documents of strategic relevance, but not being strategy or action plan.

OUTPUT

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



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

OUTPUT

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

Note what jointly developed 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



Quantification

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**.

OUTPUT

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

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

RESULT

RCR 79 Joint strategies and action plans **taken up by organisations**

What qualifies as “Strategy or action plan taken up by organisations”

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

Reporting Results in JEMS

RESULT

RCR 79 Joint strategies and action plans **taken up** by organisations

Note **what taken up 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. 3 months after the project end).

Note **what organisation involved in take-up 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.

Reporting Results in JEMS

RESULT

RCR 79 Joint strategies and action plans **taken up by organisations**

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 has **effectively started**. 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.

Output

RCO82 Participations in joint actions promoting gender equality, equal opportunities and social inclusion

Indicator applicable only to Priority 3 SOs 3.1 and 3.2

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.



Output

RCO82 Participations in joint actions promoting gender equality, equal opportunities and social inclusion

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

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

Note what **joint action** means: □ action organised with the involvement of the project partners, from the definition of the content to its practical implementation.

Output

RCO82 Participations in joint actions promoting gender equality, equal opportunities and social inclusion

Quantification

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

How to report

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)

How to report on indicators –RCO82 - RCR85

Result

RCR85 Participations in joint actions across borders after project completion

Indicator applicable only to Priority 3 SOs 3.1 and 3.2

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 joint action 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)

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.
- LP must provide in the last PPR (3 months after project end) a timetable justifying the result indicator fulfilment and in case the joint actions took place already LP shall provide evidence

Result indicator has to be realistically considered: maybe not all the participants in the study visits during project implementation will continue also after but only e.g. half or three quarters.

OUTPUT

Projects supporting cooperation across borders to develop urban-rural linkages (~RCO 120) **Applicable only to SO 4.2**

Output Indicator (upon project finalization)	Result Indicator
Projects supporting cooperation across borders to develop urban-rural linkages Target value - 1	No result indicator

The indicator counts the number of projects which aim, as a primary objective, to enhance the cooperation across borders between urban and rural areas.

The indicator should be counted by the project only if by general approach or at least one specific objective of the project is addressing the developing of urban-rural linkages.

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

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

- 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 rural-urban linkages mean: □

- It refers to measures that can **improve both urban and rural livelihoods** and environments.



Reporting - points of attention -1

The achievements of the project Specific Objectives, and outputs must be in line with the plans of the AF.

What to do in case of delays?

The description of problems must be clear and complete, and the adopted/proposed measures must be suitable to overcome the problems.

The electronic versions of the deliverables, outputs, completed in the period must be uploaded together with the related Quality Report(s) and Output Factsheet(s).

Reporting outputs - points of attention - 2

Outputs Shall be reported in the workplan under the relevant Output section.

Output, Output Factsheet and Output Quality Report shall be attached in one ZIP file.

Exception: In case of RCO 87 output indicator (cooperation), no Factsheet and no Quality Report is needed.

For Factsheets and Quality Reports please use the templates of the Implementation Manual for regular projects.

On the cover page of the Output itself, please use the proper numbering of your Output.

Reporting outputs - points of attention - 3

Solutions can only be reported as completed, in case the respective pilot actions are also finished.

Please do not include draft versions to the attachment of the Outputs.

Please use pdf format for Outputs, Factsheets and Quality Reports as well.

Please do not rename the Outputs – keep the original type (e.g. do not call a strategy a guideline in the end).

Please indicate the achieved target values only in case the Output is finalized.

Never leave the description section empty, even if the Output is due in a later reporting period.

Reporting results - points of attention - 4

Results can only be reported in case the respective Output is also completed.

Please note that the results are not identical with the Outputs.

Never leave the description section empty, even if the Result is due in a later reporting period.

Achieving results: can be realistic during the project implementation and also afterwards – 3 months after the project end.

Please describe in detail, how the uptake is being planned, what steps and concrete actions you are planning to do.

Thank you for your attention!

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