Project Achievement Report

Welcome to the project achievement reporting tool!

Typology system
The typology system is intended to provide Territorial Cooperation Programme stakeholders and EU policy makers with an overview of the achievements of the European Territorial Cooperation programmes. In order to establish a bigger picture, each project is asked to provide information on its most important achievement. Data is gathered from projects that are financed by the cross-border, transnational and inter-regional programmes.

Reporting is based on project self-assessment, with a possible follow-up check by programme authorities. The strength of this approach is that projects know best what they have achieved and how. Because we are aiming at an EU level, for this exercise you are encouraged to set aside for a moment the existing project indicators and instead to look at your project with fresh eyes to identify the one most important achievement delivered. If your project is not finished yet, please report about one achievement that will be delivered by the end of project implementation, according to your plan.

Technical guidance
In this section you can find technical guidance on how to fill in the report. You can access the report form by clicking on the “new report” button.

Please provide all data required on the form. You will need approximately twenty minutes to fill in the report provided you have information ready. It is possible to save an incomplete form and return back to it later. If you would like to prepare prior to entering your data, you may access the report in PDF version here.

Two buttons at the bottom of each page allow you to navigate between the pages. Each version of the report will be saved when you press the “submit” button on the last page of the form. They can be accessed again on the bottom of this page. As the document will not be saved automatically, please remember to submit your report each time you make a change or a correction.

Once finalised, please press the “lock” button. This is the way the system will notify us that this is your final version of the report, which you have sent to the programme. Please note: the system will not allow you to lock the report in case of missing data.

You can create and save a PDF version of the report, with your answers, by clicking on the PDF icon next to report, on the first page.

Please do not hesitate to contact your Programme Secretariat for advice and assistance while filling in the report. Contact details are available on the Programme website.

Thank you for your contribution!
1. Project ID

1.1 Please select your programme

1.2 Project acronym - Please use the same project acronym as used in programme system (application form, subsidy contract, etc).

1.3 Project status

☐ Ongoing - this report is not part of the final project report
☐ Finished - in the stage of submitting the final report

2. The achievement

2.1 The achievement description

Please identify only 1 main achievement which you consider to be the most important outcome of your project.

This achievement may be modest and local or it may have implications for a particular programme area, or for the whole of Europe, depending on the size and scope of the project. Any type of achievement is equally valuable as every project counts and intends on changing the situation, for the better, in the cooperation area.

When describing the achievement please take into account the following:

• Achievement is the most significant and immediate advantage of carrying out the project activities.
• Achievement is the change the project is aiming to achieve.
• Achievement is or will be delivered by the end of the project.
• Achievement is specific for a given project.
• Achievement is written in a form of a result, not an objective.
• Achievement is simple and understandable so it is clear to users not familiar with the project topic.
• The achievement description is a maximum 200 characters long.


Click [here](#) to find many examples of all types of achievement descriptions to be used as guidance. Any similarities with your own achievement are coincidental.

2.2 Achievement target group

Which are the main target groups that might benefit from this achievement?

| Individual citizens |  
|--------------------|---|
| Private sector     |   |
| Non-governmental organisations |   |
| Public sector      |   |
| Educational institutions |   |

If possible, please specify which specific target groups these might be (e.g. bilingual elementary schools, environmental experts, etc.).
2.3 Type of achievement
Please choose one type of achievement, where it best fits in.

☐ New knowledge or analysis
Achievements, such as studies and analysis, where the main purpose is to develop new knowledge regarding the programme area as a framework for further cooperation.

☐ New ways of working
Change or significant improvement of working methods, skills, practices, procedures and structures. For example:
- guidelines, strategies, tool kits and studies where these are used by relevant stakeholders and have produced changes in practices;
- establishing clusters or new legal entities. These should be operational, have a long-term joint mission, and will continue working together after the funding period.

☐ Changes to policy or public behaviour
Changes to policies, such as new or amended laws, regulations. Also, changes of public behaviour, where project targets public opinion.

☐ Investment or infrastructure
This group of achievements is focused on delivery of tangible outcomes, which are usually classified as infrastructure or investment.

☐ Product or service
This group of achievements is focused on delivery of concrete outcomes, such as new services or products.

☐ Community integration
Mainly for cross-border programmes. Achievements on the local community level with the main purpose of integrating communities on both sides of the border and strengthening personal contacts. This type of achievement will be delivered by projects dealing with cultural and social issues, establishing contacts with people in neighbouring regions.

2.4 Theme of achievement
Please select only 1 theme, which the achievement contributes to. It may happen that the achievement is relevant for more than one theme, but only one, primary theme should be selected.

| Economic development | ☐ |
| Environment          | ☐ |
| Quality of life      | ☐ |
| Accessibility        | ☐ |
3. Value of cooperation

Cooperation is, of course, a vital element in territorial cooperation programmes. Therefore, the following fields try to capture the added value of the cooperation when implementing the project activities leading to the achievement. Thus, the information in the following fields should be filled in according to how the achievement was delivered, and not for the project as a whole. You are asked to provide an objective self-assessment respecting the unique characteristics of your achievement, project and partnership. There are no right or wrong answers. Different projects have different ways of delivering.

3.1 Cooperation status

Using a scale from 1-4 (1 means to a minor degree, 4 means to a large degree), please answer the following questions.

<table>
<thead>
<tr>
<th>Does the project build on an already cooperating/existing partnership (in Interreg or on this theme)?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>To what extent is the cooperation important for this achievement (added value)?</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Will implementation of these activities continue after this project?</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

3.2 Benefits of cooperation for this achievement

Cooperation, as a process, can have different effects on partner organisations. Any relationship, including those in territorial cooperation, needs time to develop. So some partnerships may still be at the stage of building trust, while others - with longer a history of cooperation - may be working jointly on delivering strategic results.

Consider what have been additional effects of the cooperation for your partnership when working on the identified achievement and choose a maximum three effects.

- **Awareness - raising**
  The project partners in neighbouring regions/countries are more aware of cooperation possibilities and project results.

- **Extended networks**
  Long-term networks were created within and/or outside the partnership, which will be used in future cooperation.

- **Confidence and trust building**
  Partner organisations trust each other and have additional confidence in working together in future.

- **Knowledge transfer**
  Changes in the knowledge and/or performance of partners occurred due to the knowledge transfer within the partnership.

- **Capacity building**
  Abilities, skills and behaviour of individuals were strengthened and institutional structures and processes improved.

- **Development of new ideas and solutions**
  Cooperation resulted in identification of new ideas for future cooperation and revealed initially unforeseen solutions.

- **Commitment to new / additional actions**
The partnership agreed to work together on certain issues and it will take action beyond the approved funding period.

☐ Cost savings
The achievement costs per partner were lower than if each partner would implement it by himself, despite the additional costs for project management. This includes also saving of any other resources which can eventually be expressed as cost savings - i.e. time and human resource savings as well.

☐ Other - please specify

If possible please also specify these effects (describe what exactly happened or will happen based on the achievement delivered).

3.4 Geographical impact
The aim of the projects is to bring change to the programme areas. Some changes are small or local while others may extend beyond the programme area. The extent of the impact depends on:

a) what the project objectives are (to improve quality of life in neighbouring municipalities or to change public behaviour within the entire programme area); and

b) who will benefit from it (are project results relevant only to the target groups in the partner regions or will there be wider impact within the involved regions, countries or even the whole EU?).

Please indicate the most extensive geographical impact of your achievement.

<table>
<thead>
<tr>
<th>Partner level</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional level</td>
<td>☐</td>
</tr>
<tr>
<td>National level</td>
<td>☐</td>
</tr>
<tr>
<td>Programme level</td>
<td>☐</td>
</tr>
<tr>
<td>EU level</td>
<td>☐</td>
</tr>
<tr>
<td>It is not yet possible to know</td>
<td>☐</td>
</tr>
</tbody>
</table>

3.5 Transferability of achievement

Would it be possible to transfer this achievement to other organisations / regions / countries outside current partnership?

☐ Yes

☐ Yes, but only to some extent (in some cases, preconditions are fulfilled or the achievement is adapted to the area/organisation)

☐ No, but this achievement could inspire others (the achievement could give ideas of what might or might not be possible to do in certain cases)

☐ Not at all, it was not meant to (the achievement solved a local/regional problem and it is not possible to transfer it to other regions/countries)

Please explain who can potentially transfer this achievement (indicate the target groups).