Reporting on results in EEA and Norway Grants 2014-2021

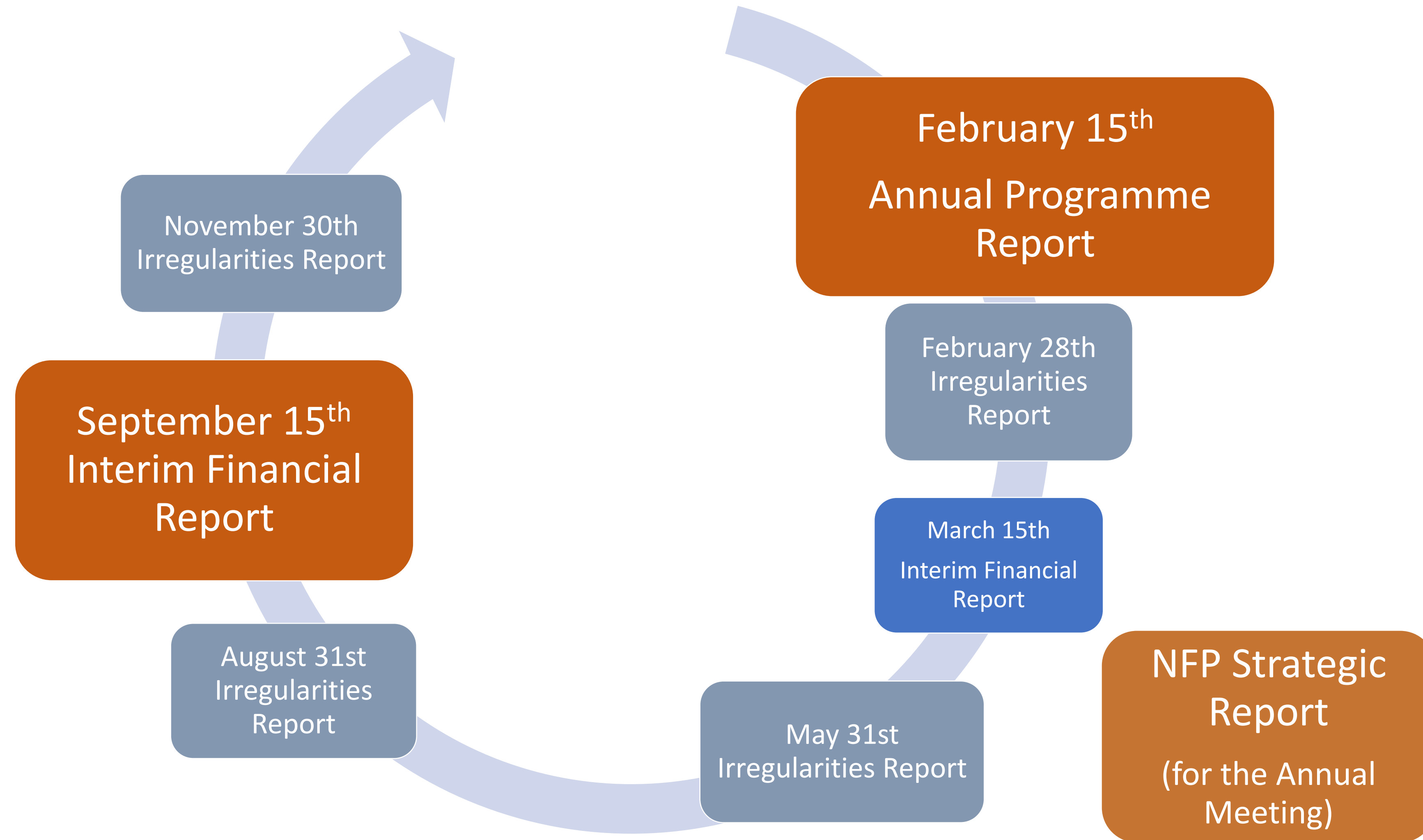Results and Evaluation Unit
Financial Mechanism Office

Riga, January 2020

Agenda

1. Results reporting framework:
   - Annual Programme Report - APR
   - (September) Interim Financial Report - IFR
   - Project-level information - PLI

2. Data collection from projects
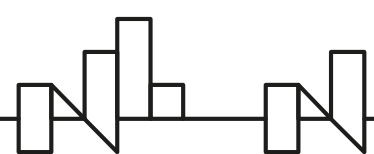
Reporting cycle – results reporting

November 30th
Irregularities Report

February 15th

Annual Programme
Report

September 15th
Interim Financial
Report

February 28th
Irregularities
Report

March 15th

Interim Financial
Report

August 31st
Irregularities
Report

May 31st
Irregularities Report

NFP Strategic
Report

(for the Annual
Meeting)

Source: Results Guideline, p. 40.
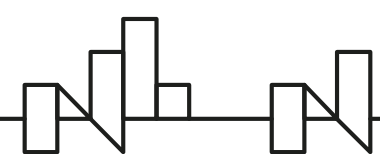
Annual Programme Report

When?	• Due 15 February, covers year 2019
What?	• Exec Summary • Implementation & Achievements • Annexes
How?	• Through GRACE - electronically
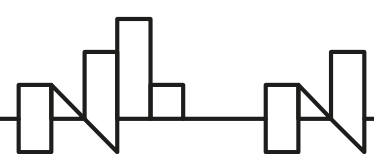
APR BG-CULTURE 2018 ☆ *Final*

| Details | Signatures | Versions | Workflows | Related Objects | Linked Documents | Audit Trail |

Programme
BG-CULTURE

⋮

Document
| 1.0 APR BG-CULTURE 2018

⋮

Classification
⌄ 8.19.75. Annual Programme Report

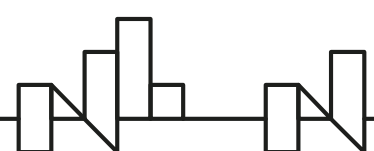— Version 1.0 (current version)

⤢ ⬇

| Preview | **Structured Data** |

| Main text | Annex 1: Updated results | Annex 2: Communication summary | Annex 3: Contracted projects | Annex 4: Risk management | Annex 5: Monitoring plan | Annex 6: Evaluation report |

⊞ ⊟

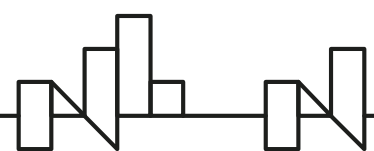■ A. Executive summary +

■ B. Performance +

■ C. Learning +

Executive Summary - narrative

- See the template annotations, 5 key points.

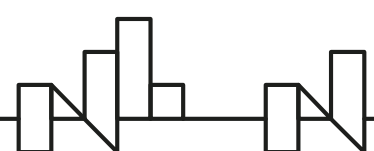- Stand alone summary 1.5 pages max

- Write it last

Results reporting

Section B2:

Applicable from the 2nd APR submitted

- In early years – analyse progress towards **outputs, including indicators**
- In later years – analyse progress towards **outcomes**.
- Include Bilateral results
- Illustrate your results with some examples.

Example – what do you think?

To halt the loss of biodiversity, the Programme focuses on the areas with highest biodiversity which are part of the EU Natura 2000 network. Four projects are in implementation focusing on improving unfavourable conservation status of 25 Natura habitat types and species. The projects are monitoring and surveying the species whose conservation status is unknown due to insufficient data.

This is expected to contribute to improved conservation status of 16 habitat types and species.

Information, education and awareness-raising activities were delivered to support the implementation of conservation activities previously described, to add value and achieve sustainability.
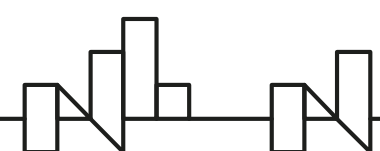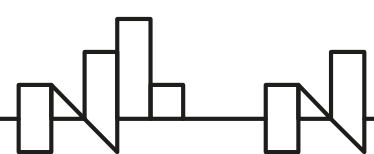
Lessons learned

Section C:

Are there any lessons learned so far? For example:

- From monitoring findings

- From calls

- Or the programme setting-up process

Achievements – structured data (Annex 1)

White cells are prepopulated; blue cells are editable

Latest status

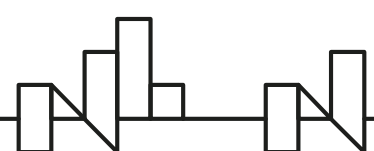|	Expected programme results	Indicators	Baseline values	Achievements previously reported	Achievements until end December 20xx	Target values
Outcome 1		Number of articles submitted to peer-review journals	0	1	**2**	5
Output 1.1		Number of researchers supported	0	12	**15**	36
Output 1.2						
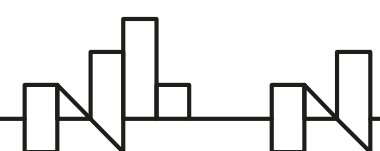
Annex 1 in G R A C E

Grants Administration and Collaboration Environment

Only activated for %

| Outcome 3: Improved system for the protection and prevention of domestic and gender-based violence							
Indicator	**Unit of measurement**	**Baseline**	**Achievements until end of previous reporting period**	**Achievements until end of December 2018**			**Target**
				Numerator	**Denominator**	**Value**	
Number of beneficiaries of services provided or improved	Number	0	-	-	-	86	200
Gender							
Female	-	-	-	-	-	85	-
Male	-	-	-	-	-	1	-
Not specified	-	-	-	-	-	0	-
Share of professionals in the national support network satisfied with the shared information system	Percentage	N/A	-	Reported 2020 and then annually			≥70%
Output 3.1: Domestic and gender-based violence prevention programmes supported							
Indicator	**Unit of measurement**	**Baseline**	**Achievements until end of previous reporting period**	**Achievements until end of December 2018**			**Target**
				Numerator	**Denominator**	**Value**	
Number of prevention programmes for domestic and gender-based violence supported	Number	0	-	-	-	3	5
Number of professionals trained in the prevention of domestic and gender-based violence	Number	0	-	-	-		20

Opens input for disaggregations

Overview of contracted projects (Annex 3)

- Relevant for programmes with contracted projects

- Prepopulated, but needs to be checked by PO/FO

- <u>POs/FOs to validate and correct or update</u> the project information if needed

Projects		#	# of donor project partners	Amount contracted (in €)	% of outcome budget contracted
Outcome 1	Pre-defined				
	Contracted through open calls				
	Contracted through small grant schemes				
	Total outcome 1				
Outcome 2	Pre-defined				
	Contracted through open calls				
	Contracted through small grant schemes				
	Total outcome 2				
Programme	Total				
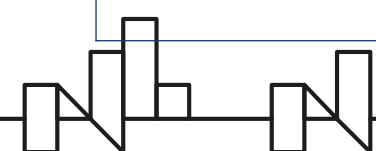
Overview of contracted projects (Annex 3)

- Prepopulated, but needs to be checked by PO
- PO/FO to validate and correct/ update PLI if needed

■ Annex 3: Overview of contracted projects

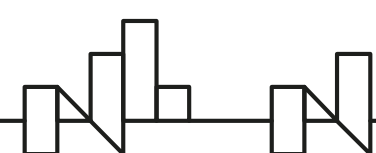Create/Update project level information from here

Table last updated on 23.10.2019 12:54 | Update with the latest data

Outcome	Projects	#	# of donor project partners	Amount contracted	% of outcome budget contracted
Outcome 1: Enhanced gender equal opportunities in the labour market	Pre-defined	0	0	€ 0	0.00 %
	Contracted through open calls	0	0	€ 0	0.00 %
	Contracted through small grants scheme	0	0	€ 0	0.00 %
	Total Outcome 1	**0**	**0**	**€ 0**	**0.00 %**
Outcome 2: Improved accountability systems for women's equal participation	Pre-defined	0	0	€ 0	0.00 %
	Contracted through open calls	0	0	€ 0	0.00 %
	Contracted through small grants scheme	0	0	€ 0	0.00 %
	Total Outcome 2	**0**	**0**	**€ 0**	**0.00 %**
Outcome 3: Improved system for the protection and prevention of domestic and gender-based violence	Pre-defined	0	0	€ 0	0.00 %
	Contracted through open calls	0	0	€ 0	0.00 %
	Contracted through small grants scheme	0	0	€ 0	0.00 %
	Total Outcome 3	**0**	**0**	**€ 0**	**0.00 %**
Programme	**Total**	**0**	**0**	**€ 0**	**0.00 %**

Risk assessment and response plan (Annex 4)

Programmatic risks

Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Previously-planned response	Actual response	Future response	Risk N/A?
									delete
									delete
									delete
+									
+									

Operational risks

| Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Previously-planned response	Actual response	Future response	Risk N/A?
									delete
									delete
									delete
+									
+									
		Likelihood	Consequence	Risk score					
OVERALL RISK OF THE PROGRAMME									

Risk assessment (Annex 4)

G R A C E | Grants Administration and Collaboration Environment

■ Annex 4: Risk management

Programmatic risks

Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Risk N/A?
Risk 1	Strengthening bilateral relations ▾	3 ▾	4 ▾	3.46	Transfer/Share ▾	☐
	Description of planned response	Response	Prefilled from second APR			
	Description of actual response					
	Planned future response					
Risk 2	Reducing social and economic disparities ▾	1 ▾	1 ▾	1.00	Mitigate ▾	☐
	Description of planned response	Response				
	Description of actual response					
	Planned future response					

Add new

Operational risks

Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Risk N/A?
Risk 3	Both objectives ▾	1 ▾	1 ▾	1.00	Accept ▾	☐
	Description of planned response	response				
	Description of actual response					
	Planned future response					

Add new

Overall risk of the programme

|	Likelihood	Consequence	Risk score
OVERALL RISK OF THE PROGRAMME	2 ▾	3 ▾	2.45

Annual Monitoring plan (Annex 5) - upload

| Project #	Project name	Monitoring action	Planned timing: Q1, Q2, Q3, Q4	Criteria for monitoring (especially for site visits)	Risk issue with the project (if applicable)	Comments	Contact details
0001	National – Disease prevention programme for communities at risk	Visit with project promoter in Capital City	Q2 – May	The project is vital to the success of the overall programme	The project is at financial risk and has management risks	Mr. xxx should be contacted in April to arrange meeting	Mr. xxx lives in the Capital with phone: 58-62-00-00-00
0002	Eastern Region of X: upgrade of local clinics	Regular monitoring of payment claims	Throughout 2018	No site visit envisaged in 2018	There is a low financial risk of local towns' budgets	None	None
0003	National – school fitness programmes for teenagers	Random site visit to 2 schools participating in project	Q4	Since this is a large and important programme for X, a minimum of 2 schools should be checked	No risks identified as yet: random monitoring	During Q3, select schools for monitoring	Project Manager is based in Y City
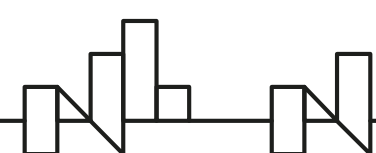
Evaluation report (Annex 6)

Only when an evaluation has been completed.

✓ Attach the full report

✓ APR Section C2: summary of the evaluation findings and follow up.
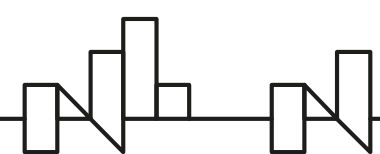
Evaluation Plan (Strategic Report)

- Overall Evaluation Plan submitted in the Strategic Report
- One evaluation per programme

- Discuss the draft plan with POs/FOs/DPPs

- Consider a mix of mid-term and ex-post evaluations
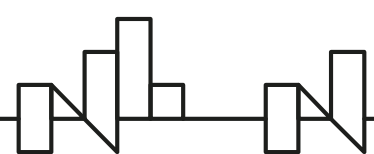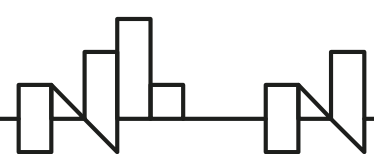
September Interim Financial Report

When?	•Due 15 September (cumulative to June)

What?	•Achievements for output indicators

How?	•Through GRACE - electronically

Achievements in Sept IFR –structured data

White cells are prepopulated; blue cells are editable

	Expected programme results	Indicators	Baseline values	Achievements previously reported	Achievements until end June 20XX	Target values
Outcome 1		Number of articles submitted to peer-review journals	0	1	3	5
Output 1.1		Number of researchers supported	0	12	20	36
Output 1.2						
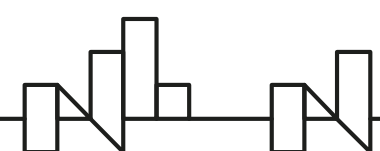
Questions?

Project-level information
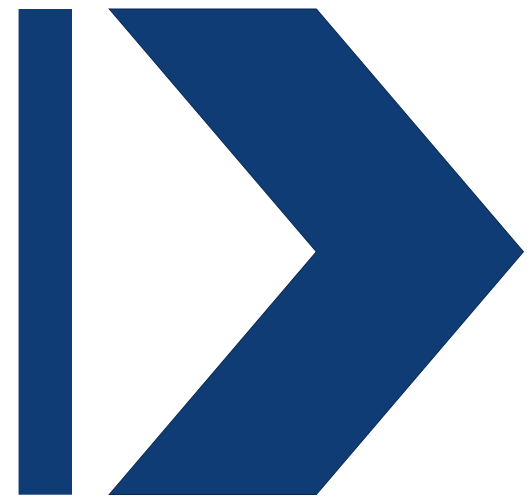
Start of project

- PLI template sent to all NFPs in recent months
  https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-project-level-information-template

End of project

- Results Reporting Guide
  https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-results-reporting-guide
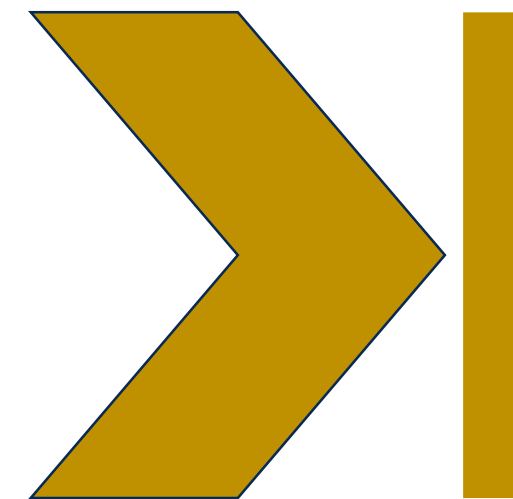
- You can register projects in Grace from January.
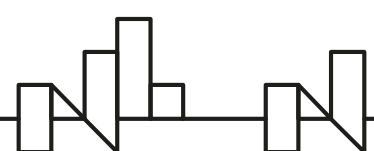
When to fill-in?
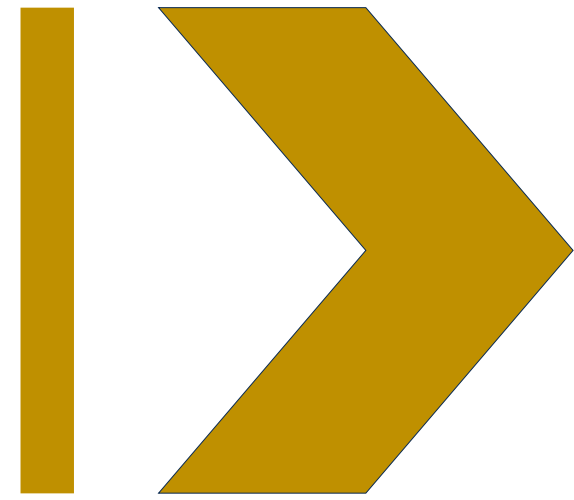
Start of project:

- Project summary – challenges the project addresses; ways it proposes to address; what it proposes to achieve
- Link to programme outcome, output, target groups, policy markers

End of project:

- Project results – challenges the project addressed; how it addressed them; what was achieved
- Best practice – tagging
- Bilateral results – multiple choice questions
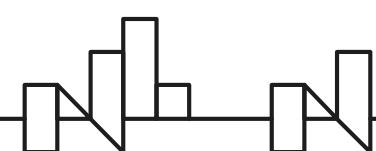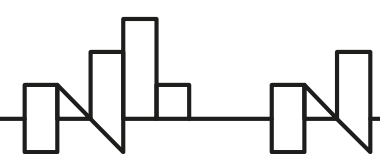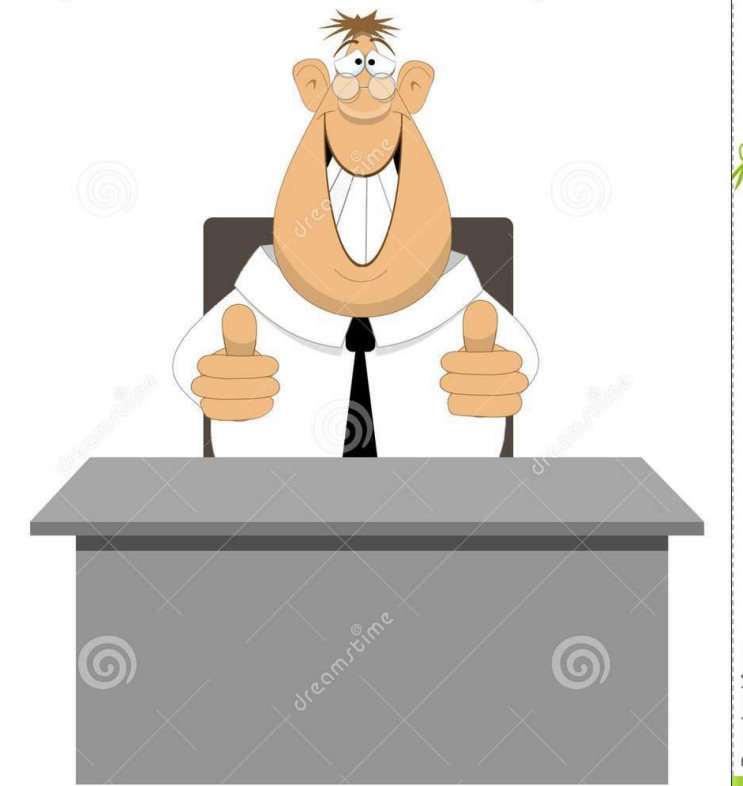
Why is the PLI important?

- **For Communications**: the project summaries will go on the project portal at eeagrants.org

- Source of key statistics to explain the Grants:
  - Donor project partners;
  - Policy markers
  - Target groups
  - Project grant
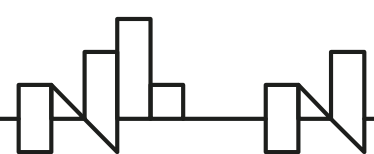
Project Level Information (PLI)

Let's look at the template together

(Handouts at each table)

Project identification

* Project title

Project internal ID

Beneficiary state

Bulgaria

Project URL

Financial Mechanism/s

EEA Grants   × ▾

Project details

Project grant

€

Project grant rate

%

Project level co-financing

€

Project eligible expenditure

€

Project promoter organisation
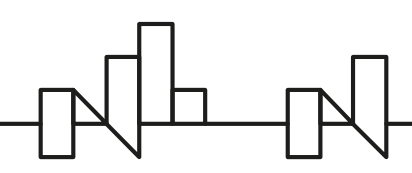
Select ▾

Implementation modality

Call ▾

* Call

Select ▾

Project promoter organisation

Select ▲

New organisation

No Results Found   Create New

Project content

Project promoter organisation

Select ▲

New organisation

No Results Found [Create New]

Project content

🏛 Create Organisation

* Organisation name	Local name	Short name

Phone number	Mobile number	Fax number

* Email address	Website	Main contact
		Select ▼

* Organisation type	* Organisation classification	* Address country
Organisation ▼	Government (Public Sector)	Select ▼

Address	Postal code	* City
		Select ▼

VAT number	Unique identifier	Consortium
		☐

Cancel   Save
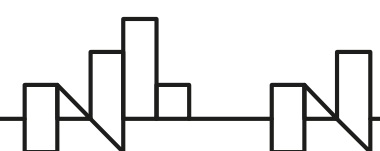
Project partners

Donor project partner country(s)   Donor project partner organisation(s)

☐ Iceland   -

☐ Liechtenstein   -
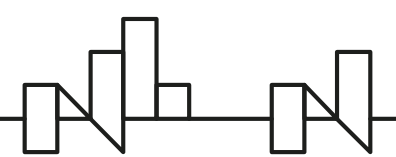
☑ Norway
                                                    [Select   ▼]

Are there any other partners involved in the project (Beneficiary State or international organisations)? ☐

─ Project content

⊞ ⊟ Project outcome(s)		
➕ PA14 Outcome 1	Cultural heritage management enhanced	☐
➕ PA14 Outcome 2	Access to arts and culture improved	☐
➕ PA14 Outcome 3	Awareness of arts and culture of ethnic and cultural minorities improved (Roma focus)	☐

Project description summary

1. Which situation or problem does the project aim to address?

2. How will the project address these challenges?

3. What does the project plan to achieve?

4. Who is expected to benefit from this project and how will they benefit?

5. For each (donor) project partner: what is the value added of the partnership?
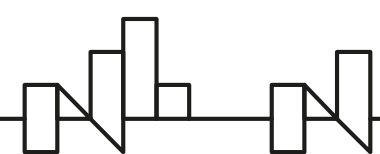
Sector code

| Select ▼ |

Sub sector code

| Select ▼ |

Project target group

○	End beneficiary	Intermediary (if any)
	No entries found	

| Add |

Policy Markers

Gender equality

| Select ▼ |

Roma inclusion and empowerment

| Select ▼ |

Social inclusion of vulnerable groups other than Roma

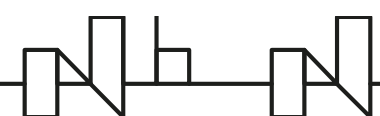| Select ▼ |

Anti discrimination

| Select ▼ |

Transparency and anti-corruption

| Select ▼ |

Project location

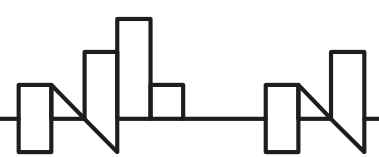| Select ▼ |

Project timeline

Project Signature Date

Project Eligibility Date

Cancel   Save

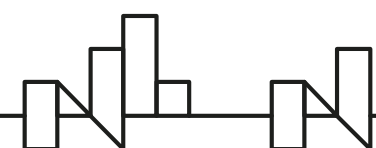# Data collection from projects – reporting system

PO/FO needs to establish a system for reporting key information by project promoters such as:

- *Key financial information*

- *Achievements relevant to the indicators in the Results Framework*

- *Information needed to address risks related to the programme*

- *The project contract should specify key reporting requirements*
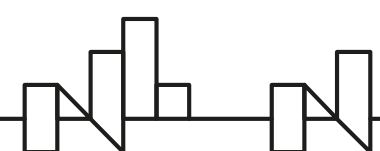
How to aggregate achievements from projects

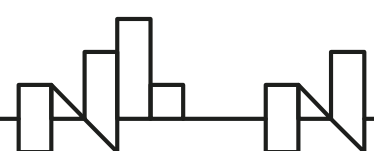| Indicator | Unit of measurement | 2020 | | | | | 2021 | | | | |
		Projects report to PO/FO				PO/FO reports to FMO	Projects report to PO/FO				PO/FO reports to FMO
		P001	P002	P003	P004	Total	P001	P002	P003	P004	Total
Number of beneficiaries of services provided	*Number*	1300	2300	0	1000	4600	1500	2800	580	1800	6680
Annual number of visitors to revitalised cultural heritage sites	*Annual number*		250	134		384		284	121		405
Share of target group favourable to gender equality	*Numerator*	789	360			1149	789	360		413	1562
	Denominator	1100	560			1660	1100	560		570	2230
	Percentage	71.73	64.29			69.22	71.73	64.29		72.46	70.04
Handbook on alternative sentencing published	*Binary*	No				No	Yes				Yes

Summary

Results reporting vehicles:

- Annual Programme Report

- September IFR

- Project-level information
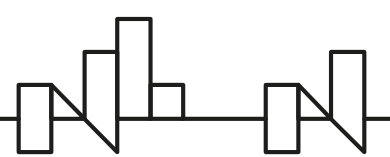
Results reporting includes:

- Structured data

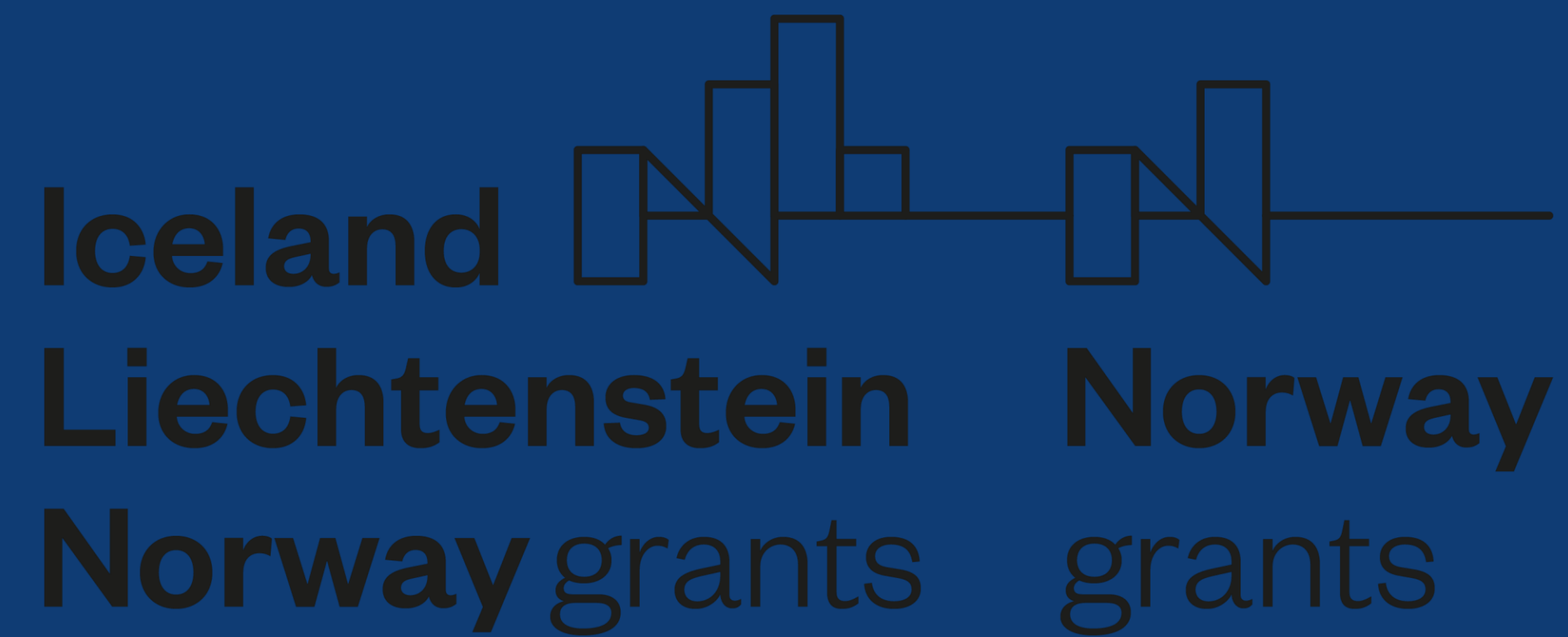- Qualitative analysis and assessment

Set up data collection system (from projects)

- Explicit link between projects and programme indicators
- Formalised through project contracts

Questions?

Iceland
Liechtenstein
Norway grants

Norway
grants

Thank you!