



Guidance note on indicators for the Final Report

Published 27 April 2020

BACKGROUND: On 1 May 2019 the joint secretariat issued a ['Best practice for output indicator monitoring'](#) guide to help projects with some of the aspects of output monitoring that they found challenging. In providing the guidance, the joint secretariat also wished to ensure that projects could back up the numbers behind the output target achievement they reported in their **progress reports**.

This guidance note has been prepared to ensure consistency and a unified approach among projects that are finalising their projects and are ready to submit their **final report**. More information about final reporting can be found [here](#).

OBJECTIVE: The main purpose of this guidance note is to communicate to projects the importance of including with their final report the data to support the achievement of their output targets by the end of the project lifetime. Requiring proper documentation of the projects' achievement of output indicator targets helps the North Sea Region Programme ensure the validity of the data they must send to the European Commission in the Programme's final report. It also brings projects' attention to the importance of data that might be required in an audit.

ACTION: When submitting the information regarding the achievement of your project's output targets, you must make sure that:

- the information behind the output targets is substantiated;
- no double-counting has taken place;
- you explain any over- or underachievement of your targets.

We ask that you upload to the final report a cumulative list of the pilots, organisations, etc. that substantiate the achievement of each of your five output targets. This can be attached in the annex section or attached directly to one of the outputs in the outputs table. We provide a template spreadsheet [here](#) that you could use for this purpose; you may already be using this or a similar document to update and upload information about progress toward output targets with each progress report. The form is not important to us, but the information contained within it is.

If you have any questions regarding this matter, please contact your project advisor.

The fact sheet about indicators can be found [here](#).