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Core indicators 2014-2021

Guidance document for programmes financed
under the EEA and Norway Grants 2014-2021



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List of acronyms

BS	Beneficiary State
APR	Annual Programme Report
CO ₂	Carbon Dioxide
CoE	Council of Europe
CSO	Civil Society Organisation
DPP	Donor Programme Partner
dpp	donor project partner
DS	Donor State
EEA	European Economic Area
EUR	Euro
FMO	Financial Mechanism Office
FO	Fund Operator
IFR	Interim Financial Report
GHG	Greenhouse Gases
MoU	Memorandum of Understanding
NGO	Non-Governmental Organisation
NFP	National Focal Points
PA	Programme Area
PO	Programme Operator
PP	Project Promoters
SME	Small and medium sized enterprises
UAM	Unaccompanied asylum-seeking minors

List of Core Indicators for FM 14-21

Core Outcome Indicators

#	Indicator name	Disaggregation Categories
1	Number of jobs created	Gender, Age
2	Number of new products/technologies developed	
3	Number of registered applications for Intellectual Property Protection	
4	Number of articles submitted to peer-reviewed publications	
5	Share of target group favourable to gender equality	Gender, Roma
6	Number of beneficiaries of services provided or improved	Gender, Roma
7	Number of Roma reached by empowerment measures	Gender
8	Number of children and youth reached, at risk of early-school leaving	Gender, Roma
9	Number of young people aged 15-29 completing vocational education or work-based learning	Gender, Roma
10	Estimated annual CO2 emissions reductions	
11	Number of people engaged in civil society organisation activities	Gender, Roma
12	Number of unaccompanied asylum-seeking minors receiving services	Gender
13	Annual number of cases of domestic and gender-based violence officially reported	Gender
14	Number of national policies and laws influenced	
15	Awareness of EEA and Norway Grants	

Core Output Indicators

16	Number of SMEs supported	
17	Number of researchers supported	Gender
18	Number of professional staff trained	Gender, Roma
19	Number of awareness raising campaigns carried out	

20	Number of civil society organisations directly funded	Working with Roma
21	Number of apprentices supported	Gender, Roma

Bilateral outcome indicators

22	Level of trust between cooperating entities in Beneficiary States and Donor States	Beneficiary State, Donor State
23	Level of satisfaction with the partnership	Beneficiary State, Donor State
24	Share of cooperating organisations that apply the knowledge acquired from bilateral partnership	Beneficiary State, Donor State
25	Number of joint articles submitted to peer-reviewed publications	Donor State
26	Number of jointly registered applications for Intellectual Property Protection	Donor State
27	Number of joint applications for further funding	Donor State
28	Number of joint initiatives in a Beneficiary State or a Donor State, beyond the scope of the programme	Donor State
29	Number of letters of intent on future collaboration	Donor State

Bilateral output indicators

30	Number of training courses co-organised by donor state and beneficiary state entities	
31	Number of students from beneficiary states in exchanges	Gender, Donor State
32	Number of staff from beneficiary states in exchanges	Gender, Donor State
33	Number of students from donor states in exchanges	Gender, Donor State
34	Number of staff from donor states in exchanges	Gender, Donor State
35	Number of projects involving cooperation with a donor project partner	Donor State
36	Number of international networks where partners from Beneficiary States and Donor States participate together	

I. Objectives and scope of the Indicator Guidance Document

This document provides guidance for Core output and outcome indicators (including Bilateral indicators) for the EEA and Norway Grants 2014-2021. It is intended to support the stakeholders involved in developing or managing EEA or Norway Grants funded Programmes – principally those programmes which are bound by the EEA and Norway Grants Regulations. Stakeholders include National Focal Points (NFP), Programme Operators (POs), Fund Operators (FOs), Project Promoters (PPs), and the Financial Mechanism Office (FMO).

The aim of this Guidance document is to operationalise the use of the EEA and Norway Grants 2014-2021 Core indicators and ensure consistency in the methods of collection, calculation of the achievements, reporting and aggregation of data among all 15 Beneficiary States and across all Programmes.

Core indicators measure aggregated results for specific areas of high political interest for donors. A core indicator can be sector-specific or cut across sectors. A core indicator must be applied to all programmes where it is relevant to use.

In addition to the detailed definitions for the Core indicators, guidance is provided on the mode of data collection and analysis, setting baseline and target values, frequency of reporting and data aggregation at various levels. In the case of indicators where data is to be collected through surveys, further guidance on the content of the surveys and suggested templates are provided (in the Annexes) to ensure a common approach.

This Core Indicator Guidance is closely linked to the established monitoring procedures under the EEA and Norway Grants 2014-2021. It should be read in conjunction with the [EEA Grants Regulation](#) and [Norway Grants Regulation](#), the [Results Guideline](#), and the Results Reporting Guide. The Regulations and the Results Guideline take precedence over this guidance in case of any inconsistencies.

II. Topics covered in this Guidance and reporting of indicators

For each indicator, the following information is provided in this Guidance:

Definition	Provides full definition of the indicator as used by the FMO
Unit of measurement	The unit in which the indicator is expressed, e.g. "Number", "Percentage", "Scale (1-7)"
Who should collect the data	Indicates the entity/institution that should collect data and report on the indicator
Source of verification	Primary source of data on the indicator values. This data should be available if required, for example, for monitoring purposes, but does not need to be reported to the FMO.
Data collection and analysis	Provides recommendations on how the data is to be collected and analysed, in most cases by the PO or, where applicable, the FO.
Frequency of reporting	How often the indicator should be reported. This can be semi-annually (APRs and September IFRs), annually (APR), start point-endpoint of the programme, or may be another frequency of reporting as set out in the Programme Agreement for each programme.
Method of calculating the indicator values (baseline, achievement, and target)	<p>Describes how the baseline, achievement and target values should be established, for each indicator. For all output indicators the baseline value should be set to '0'. Guidance on how the baseline year should be established is also provided. Target value is usually established based on the guidance provided in the Results Guideline, allocated budgets and programme objectives.</p> <p>Guidance is provided on the reporting of disaggregated data, for example disaggregation based on gender, age group, Roma. Disaggregation only applies to the achievement values of certain indicators. Specific guidance is provided per indicator.</p> <p>For indicators where the baseline value is "0" or "N/A", the baseline year is always "N/A" – meaning <i>Not Applicable</i>.</p> <p>For indicators where the baseline value is "TBD" (<i>To Be Determined</i>), the baseline year is the year in which the (first) baseline data is collected (e.g. once the projects are contracted; once the first baseline survey is conducted). In these cases, an actual baseline value will need to replace "TBD."</p>

Reporting of core indicators:

The achievement values for all indicators shall be reported directly into the FMO's monitoring and information system, usually via the Annual Programme Reports (APRs) or September Interim Financial Reports (IFRs). The baseline, target and achievement values for each indicator should be provided in the agreed unit of measurement.

Core indicators use one of the following units of measurement¹:

- Number
- Annual number
- Percentage
- Scale

Number:

The unit of measurement "Number" is used when the indicator reflects the count of all instances of a specific variable. For all core indicators expressed as numbers, baselines are set to zero.

When reporting indicators expressed in numbers, the total cumulative achievement until the end of the reporting year should be provided. For example, if 25 people are trained in 2018 and 50 people are trained in 2019, then reporting for calendar year 2019 should state that 75 people have been trained.

For this unit of measurement, targets represent the *expected cumulative achievement* over the entire duration of the programme period.

Please see the example below.

	Baseline	Annual Achievements		Annual Reporting		Target
	2017	In 2018	In 2019	By end 2018	By end 2019	2024
Number of professionals trained	0	25	50	25	75 (25+50)	300

Annual number:

When reporting achievement for indicators expressed in annual numbers, only the achievement for the reporting year should be provided.

For this unit of measurement, targets represent the expected achievement *in the final year* of programme implementation.

	Baseline (2017)	Achievement 2018	Achievements...	Target (2024)
Annual number of domestic and gender-based violence cases officially reported	700	710	725, 756, etc.	800

¹ A unit of measurement is a standard unit by means of which a quantity or quality of the measured variable is expressed.

Percentage:

A percentage is a ratio of two values expressed as a fraction of 100. The difference between the target and baseline values communicates the direction of change (e.g. having target lower than the baseline in case of a decrease). When reporting achievements for indicators expressed as percentage, both the numerator and the denominator should be reported (see figure to the right). For the indicator “Share of target group favourable to gender equality,” the total number of people that comprise the target group is the denominator, while the number of people favourable to gender equality (within the same target group) is the numerator.

Formula:

$$\frac{2}{4} = 50\%$$

N D P

where,
N = Numerator, D = Denominator, P = Percentage

Reporting the numerator and the denominator is not required for baseline and targets.

Scale:

The unit of measurement “Scale” is used when the value of an indicator is a number on a defined range. For example, the bilateral outcome indicator “Level of satisfaction with the partnership” is expressed as a number on a scale of 1 to 7, meaning that all the possible values of this indicator must be within this range.

Each number on the scale can be mapped to a qualitative description. For example:

No satisfaction	Very low level of satisfaction	Low level of satisfaction	Medium level of satisfaction	Medium to high level of satisfaction	High level of satisfaction	Very high level of satisfaction
1-1.4	1.5-2.4	2.5-3.4	3.5-4.4	4.5-5.4	5.5-6.4	6.5-7

The scale for the relevant core indicators is pre-set to 1-7. When reporting on indicators expressed as a scale, the achievement value will be the aggregate average of the survey responses for the reporting period. The baseline value will be determined by a survey at the start of the implementation period and the target value should be set to minimum 4.5 or an increase compared to baseline value if the latter exceeds 4.5.

Decimalisation:

In cases where the achievement, baseline or target value is not a whole number, up to 2 digits following the decimal mark may be reported. The EEA and Norway Grants use the dot (“.”) as a decimal mark – not the comma (“,”).

Reporting period

The reporting period for the September Interim Financial Report (IFR) is from the start of programme implementation **until end June** of the year in which the IFR is submitted. The reporting period for the Annual Programme Report (APR) is from the start of programme implementation **until end December** of the previous calendar year.

For example:

	Achievements		Reporting	
	Up until 30 June 2019	From 01 Jul-31 Dec 2019	September IFR 2019	APR submitted in 2020 (covering 2019)
Number of professionals trained	13	6	13	19 (13+6)

List of Programme Areas supported as defined in the 'Blue Book'²:

1. Business Development, Innovation and SMEs
2. Research
3. Education, Scholarships, Apprenticeships and Youth Entrepreneurship
4. Work-life balance
5. Social Dialogue - Decent work
6. European Public Health challenges
7. Roma inclusion and empowerment
8. Children and Youth at risk
9. Youth participation in the Labour Market
10. Local Development and Poverty reduction
11. Environment and Ecosystems
12. Renewable Energy
13. Climate Change
14. Cultural heritage
15. Civil Society
16. Good governance
17. Human Rights
18. Asylum and migration
19. Correctional services
20. Police Cooperation
21. Rule of Law
22. Domestic and gender-based Violence
23. Disaster Prevention

Regional Funds: a new feature of the EEA and Norway Grants 2014-2021 is the establishment of regional funds to tackle youth unemployment (€65.5 million) and promote regional cooperation (€34.5 million).

² The Blue Book in PDF version can be downloaded from: <https://eeagrants.org/Who-we-are/How-we-work/Priorities-for-the-EEA-and-Norway-Grants-2014-2021-consulted-and-finalised/Priority-sectors-and-programme-areas-EEA-and-Norway-Grants-2014-2021>

III. Core Outcome Indicators

01. Number of jobs created

(May apply to the following [Programme areas \(PA\)](#): 1, 9, 10, 12, 14, 15, 18, and other relevant PAs and Regional Funds)*

Definition:

Additional jobs (positions) created in an organisation targeted by the programme. A job should be permanent, full-time equivalent and paid. To be treated as permanent, a job should have a life expectancy of at least one year.

** This indicator is used in those programmes/outcomes where job creation is wholly or partly the stated aim of the intervention supported via the Grants.*

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Payroll records, employment or commercial contracts/agreements

Data collection and analysis:

Programme/Fund Operators collect data provided by the Project Promoters on additional job positions created. The PO/FO collects this data at the end of each project and reports it to the FMO on an annual basis, based on the aggregated data **from the projects that were completed during the reporting year**.

Data should be collected and retained allowing for the following disaggregations:

Additional job position	Gender*		Age*	
	M	F	Young adult (18-29),	Adult (30+)
Additional job position 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional job position n	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total				

*boxes should be marked.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value for a programme is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). The programme objective, planned numbers of new job positions and financial resource allocated could also guide establishment of the target value.

Achievements data is reported as the sum of the additional jobs created during the implementation period (compared to the number of jobs at the start of the implementation period) that can plausibly be attributed to the EEA and Norway Grants support. Part-time jobs are converted to full-time equivalent jobs on a pro rata basis with employment over 30 hours/week treated as full time. If the information is not available, two part-time jobs should be considered as equivalent to one full-time job. If recurring seasonal jobs are created (e.g. in the tourism/cultural heritage sectors), they should be included on a pro rata basis: a 3-month job becomes 0.25 of a full-time equivalent job. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

How Project Promoters calculate their achievements (example)

Start of (project) implementation

Total number of jobs in existence	19
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Jobs by gender

Male (number)	Female (number)	Total
8	11	19

Jobs by age

Young adults (18-29), number	Adults (30 +), number	Total
14	5	19

End of (project) implementation

Total number of jobs in existence	24
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Jobs by gender

Male (number)	Female (number)	Total
10	14	24

Jobs by age

Young adults (18-29), number	Adults (30 +), number	Total
15	9	24

Project Promoters report the following to the PO/FO (example)

Total additional jobs created	5	
By gender (additional jobs)	Male: 2	Female: 3
By age (additional jobs)	Young adults: 1	Adults: 4

02. Number of new products/technologies developed (May apply to the following PA: 1, 2, other relevant)
Definition: A single product (good or service) or single technology developed or significantly improved as a result of EEA and Norway Grants 2014-2021 support.
Unit of measurement: Number
Who should collect the data: Project Promoters; Programme/Fund Operators.
Source of verification: Project Promoters' records
Data collection and analysis: Programme/Fund Operators, on the basis of the Project Promoters' reports, collect information/documents on the number of new or significantly improved products or technologies developed as a result of EEA and Norway Grants 2014-2021 support.
Frequency of reporting: Annually (in the APR)
Method of calculating the indicator values (baseline, targets and achievements): <u>Baseline value</u> is '0'. Baseline year is 'N/A'. <u>Target value</u> is to be established based on the Results Guideline (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and objectives set as well the experience from the previous programming period (if applicable) could also guide establishment of the target value. <u>Achievements data</u> is reported in terms of numbers of new or significantly improved products and technologies developed. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

03. Number of registered applications for Intellectual Property Protection (May apply to the following PA: 1, 2 or other relevant PA)
Definition: A single application for registration of copyright, industrial design, trademark, patent or community design. The application should be made by a Project Promoter, or project partners, to a National Patent Office (of a Beneficiary State and/or a Donor State), or European Patent Office, or third countries' Patent Offices.
Unit of measurement: Number
Who should collect the data: Project Promoters; Programme/Fund Operators.
Source of verification: Copies of filed application(s); Registration acknowledgement from relevant Patent Office
Data collection and analysis: Programme/Fund Operators, on the basis of the Project Promoters' reports, collect information/documents on the number of filed applications for registration of copyright, industrial design, trademark, patent or community design developed as a result of EEA and Norway Grants 2014-2021 support. <i>This indicator includes the following Bilateral outcome indicator 5 "Number of jointly registered applications for Intellectual Property Protection". The bilateral indicator is presented separately. However, the joint applications are included in the total number of applications.</i>
Frequency of reporting: Annually (in the APR)
Method of calculating the indicator values (baseline, targets and achievements): <u>Baseline value</u> is '0'. Baseline year is 'N/A'. <u>Target value</u> is to be established based on the Results Guideline (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and objectives set, as well as the experience from the previous programming period (if such exists) could also guide establishment of the target value. <u>Achievements data</u> is reported in numbers based on the unique filed applications for registration of copyright, industrial design, trademark, patent or community design. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

04. Number of articles submitted to peer-reviewed publications (May apply to the following PA: 2, Regional Fund or other relevant PA)
Definition: A single article submitted for publication in a peer-reviewed publication/journal. The article should be a direct result from the work done with the support of the EEA and Norway Grants 2014-2021. If submitted to several journals, the article is counted only once.
Unit of measurement: Number
Who should collect the data: Project Promoters; Programme/Fund Operators.
Source of verification: Proof of submission
Data collection and analysis: Programme/Fund Operators, on the basis of the Project Promoters' reports, collect information/documents on the articles developed and submitted to peer-reviewed publications.
Frequency of reporting: Annually (in the APR)
Method of calculating the indicator values (baseline, targets and achievements): <u>Baseline value</u> is '0'. Baseline year is 'N/A'. <u>Target value</u> is to be established based on the Results Guideline (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value. <u>Achievements data</u> is reported in numbers based on the single articles submitted for publication in a peer-reviewed journal. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year. <i>This indicator includes the following Bilateral outcome indicator N4 'Number of joint articles submitted to peer-reviewed publications'. The bilateral indicator is presented separately; however the joint peer-reviewed articles are included in the total number of the peer-reviewed articles.</i>

05. Share of target group favourable to gender equality

(May apply to the following PA: 4, 5, 10, 15, Regional Fund, other relevant)

Definition:

Percentage of the target group (those people whose attitudes the intervention aimed to change) with a favourable attitude to gender equality. The target group may be direct project participants, or in the case of wider campaigns, a segment of society targeted by the campaign. A sample of the target group may be used if the group is too large to survey all.

Unit of measurement:

Percentage

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Survey results

Data collection and analysis:

Survey among the target group is to be carried out by the Project Promoters based on a standard, anonymous survey questionnaire ([Annex 1](#)). It is up to the Project Promoter to decide how the information should be collected, for example in person, by telephone with the support of Computer-assisted telephone interviewing (CATI) or some other way. Two surveys are to be carried out - at the project start and at project completion.

Data should be collected and retained for the programme period so that it is available in the following disaggregations:

- Gender: male or female
- Self-identification: Roma (where possible)

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is the percentage of the identified target group(s) with a favourable attitude to gender equality, when the projects begin. The baseline is calculated on the basis of the surveys carried out by Project Promoters at the start of each project. Until the first baseline survey is conducted, the baseline value should be recorded as "TBD" (To Be Determined).

Baseline year is the year in which the first surveys are carried out – this should be the year in which the first project contracts are signed.

Target value is to be set taking into account the baseline situation and with a view to increase the percent of the target group who are favourable to gender equality, i.e. the target should be higher than the baseline.

Achievements data is reported on the basis of the figures collected at the end of each relevant project and submitted to the PO in the projects' final reports. The PO should report the aggregated total of the numerator values and of the denominator values, where:

Numerator = total number of respondents favourable to gender equality.

Denominator = total number of respondents.

Formula:

$$\frac{\text{N}}{\text{D}} = \text{P}$$

(2) → N
(4) → D

= (50%) → P

where,
N = Numerator, D = Denominator, P = Percentage

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender		Total
Male (number)	Female (number)	(number)

Self-identification		Total
Roma (number)	Other (number)	(number)

06. Number of beneficiaries of services provided or improved

(May apply to the following PA: 6, 7, 8, 9,10, 15, 18, 22, other PAs supporting service provision)

Definition:

A single direct beneficiary of services provided – these may be new, existing or improved services. This includes individuals who benefited from any kind of service (social services, health services, etc.) which has been provided with support from the EEA and Norway Grants 2014-2021. For instance, improved medical services provided with new equipment, hotlines on gender-based violence, legal advice or counselling services, day care services, reintegration services for ex-inmates, informal education, and women's shelters.

Double counting of participants in training should be avoided. Participants in training should be included in [Core Output Indicator 3](#) (if relevant).

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters records

Data collection and analysis:

Programme/Fund Operators, on the basis of the Project Promoters' reports, collect information/documents on the number of direct beneficiaries (individuals) who benefited from services provided with the support of EEA and Norway Grants. Each individual who benefited from services provided with the support of the EEA and Norway Grants 2014-2021 should be reported with an anonymous code set up by the Project Promoter. An individual may receive more than one service.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code of the beneficiary	Service(s) Provided	Gender*		Self-identification*	
		M	F	Roma	Other
Code 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code n		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the individuals who benefited from services provided with the support of EEA and Norway Grants. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year. Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender		Total (number)
Male (number)	Female (number)	

Self-identification		Total (number)
Roma (number)	Non-Roma (number)	

07. Number of Roma reached by empowerment measures

(May apply to the following PA: 3, 6,7,8,9,10,14,15,21,22 or other relevant PAs)

Definition:

A Roma person (adult or child) reached by empowerment measures. Empowerment measures include (but are not limited to): facilitating access to/promoting fundamental rights (**excluding service provision, such as health service or formal education**); stimulating participation in decision making; learning Romani or majority language; participating in cultural activities aimed at showcasing or appreciating Roma culture; learning advocacy techniques; increasing employability or livelihood opportunities (**excluding formal education**); and specifically empowering Roma women and girls to assert their rights.

Double counting with service provision should be **strictly avoided**. Roma beneficiaries of services should be included in the Core Indicator "Number of beneficiaries of services provided or improved," which is disaggregated for Roma.

Unit of measurement:

Number

Who should collect the data:

Programme/Fund Operators; Project Promoters

Source of verification:

Project Promoters records;

Attendance sheets

Data collection and analysis:

Programme and Fund Operators, based on data provided in the Project Promoters' reports, collect information on the direct participants in supported activities and where relevant or applicable, a survey of the target group during project implementation regarding whether they have been reached by empowerment activities.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the individuals who participate directly in projects. They shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations:

Gender		Total (number)
Male (number)	Female (number)	

08. Number of children and youth reached, at risk of early-school leaving

(May apply to the following PA: 3, 6, 8, 9, 15 or other relevant PAs)

Definition:

A single child or youth (individuals aged up to 18) who takes part in measures/initiatives aimed at prevention of early school-leaving, supported by the EEA and Norway Grants 2014-2021.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters' records;

Attendance sheets

Data collection and analysis:

Programme/Fund Operators, on the basis of the Project Promoters' reports, collect information/documents on single persons aged up to 18 that took part in any initiative aimed at prevention of early school leaving. Children/Youth at risk of early school leaving are to be defined by the PO/FO on a case by case basis depending on the situation in each Beneficiary State. Definition could include numerous risk factors such as exposure to poverty, social exclusion, discrimination of any kind i.e. children/youth minorities/immigrants, living below the poverty line in the respective Beneficiary State.

Each individual (child/youth) should be reported with an anonymous code set up by the Project Promoter. Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code	Gender*		Self-identification*	
	M	F	Roma	Other
Code 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code n	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the children or youths who took part in measures/initiatives aimed at prevention of early school-leaving. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender		Total (number)	Self-identification		Total (number)
Male (number)	Female (number)		Roma (number)	Other (number)	

09. Number of young people aged 15-29 completing vocational education or work-based learning

(May apply to the following PA: 3,9, Regional Fund or other relevant PAs)

Definition:

Individuals aged 15 to 29 who completed [vocational education and training](#) or [work-based learning](#), supported through the EEA and Norway Grants 2014-2021.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters' records;

Vocational institutions' records;

Partner employers' records

Data collection and analysis:

Programme/Fund Operators, on the basis of the Project Promoters' reports, collect information/documents on persons engaged in vocational education or work-based learning. Each individual engaged in vocational education or work-based learning should be reported with an anonymous code set up by the Project Promoter.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code	Gender*		Self-identification **	
	M	F	Roma	Other
Code 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code n	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked

** Self-identification may be via a survey, where appropriate.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the individuals aged 15 to 29 years completing vocational education and training or work-based learning. The individuals should be reported only once they completed the vocational education and training or work-based learning. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Gender		Total (number)	Self-identification		Total (number)
Male (number)	Female (number)		Roma (number)	Other (number)	

10. Estimated annual CO₂ emissions reductions

(May apply to the following PA: 1, 11, 12, 13, other relevant)

Definition:

Total estimated reduction in greenhouse gas emissions (CO₂ and CO₂ equivalents of other greenhouse gases) due to EEA and Norway Grants 2014-2021 support.

Unit of measurement:

Annual number (Ton of CO₂ equivalent per year)

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Energy audit reports;

Energy certificates

Data collection and analysis:

Programme/Fund Operators collect data on the estimated CO₂ emissions per supported project, before project start, during implementation and at completion. The estimated values are based on Project Promoters' reports/energy audits/other credible source. The data should be expressed in tons of CO₂ emissions equivalents per year. Some verification of estimated results may be required.

In case of **renewable energy production**, the target estimate is based on the expected amount of primary energy produced by supported facilities in an average year of production. Renewable energy production should replace non-renewable energy production. GHG impact of non-renewable energy is estimated through the Beneficiary State's total GHG emissions per unit of non-renewable energy production.

In case of **energy saving measures**, the target estimate is based on the expected amount of primary energy saved in a given year as a result of the project. GHG impact of non-renewable energy is estimated through the Beneficiary State's total GHG emissions per unit of non-renewable energy production.³

In both cases, all emissions of greenhouse gases (GHG) should be converted to CO₂ equivalents. The CO₂ emissions and the equivalents reductions should be estimated by energy auditors or based on energy audit certificates or other estimate as applicable, which follow established national methodologies for calculation of GHG emissions and their reporting to the EU or internationally agreed standards.

The methodologies applied should be explained and the source of data should be provided, at the project application stage and also in the final project report.⁴ The emissions factors to be utilised for estimating the reductions for different types of projects must be based on internationally agreed standards. Documentation such as an energy audit or an energy certificate justifying the proposed measures, including estimated renewable energy production and/or energy savings and corresponding CO₂ emission reductions will, unless otherwise agreed in the programme agreement, be required when submitting the project proposal. Funding for energy audits and energy monitoring may be made available through the relevant programmes.

In case of **support to SMEs and large enterprises**, an energy audit is preferred to establish the estimated CO₂ emissions reductions. However, estimates of CO₂ emissions **from a credible source**, where there has been no energy audit may be accepted for SMEs. This could be for example estimates based on energy bills.

³ Based on [ERDF/Cohesion Fund guidance– EC, Guidance document on monitoring and evaluation, concepts and recommendations, 2014](#)

⁴ See for example ENOVA's 2016 and 2017 Annual Reports:

2016: https://www.enova.no/download/?objectPath=upload_images/FC2EA1EF24B24532B5435E1F9EE84380.pdf

2017: https://www.enova.no/download/?objectPath=upload_images/747470B662F74E6B9E3A41E04B9B3663.pdf

Verification of results: in the case of support to renewable energy and energy saving measures, the PO or a competent body (commissioned by the PO) will be required to carry out appropriate verification of estimated results. For large enterprises/SMEs receiving a significant amount of funding to carry out energy savings measures, the FMO may require that an energy audit is carried out at the end of the project or other appropriate point. Funding may be made available for energy audits through the relevant programmes.

Frequency of reporting:

Annually in the APR, or as stated in the Programme Agreement. Supplementary results information, including contracted values (as opposed to achieved values), shall be included the APR.

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value at programme level is set at 0. This allows for ease of reporting and clarity of target values. However, the programmes will need to establish a baseline value *for each project* prior to support from the Grants at project selection stage. This should be done on the basis of information provided by the Project Promoters on the CO₂ emissions status before project implementation, as reflected in the energy audits/certificates or other documentation as applicable. The baseline value for individual projects does not need to be reported to the FMO.

Baseline year (at programme level) is 'N/A'.

Target value at programme level will be a positive integer, i.e. the sum of estimated annual emissions reductions from supported projects. The target is to be established based on the amount of funding available and the type of interventions planned to reduce CO₂ emissions. When estimating the target value for energy efficiency measures, the following grant amount should be used as a basis: max 150 EUR per ton of CO₂ emissions equivalents reduced/avoided.

Achievements data is reported as the **annual** estimated CO₂ emissions reductions, based on the figures submitted in the project promoters' reports. The unit of measurement is tonnes of CO₂ eq. per year.

11. Number of people engaged in civil society organisation activities

(May apply to the following PA: 6,7,8,9,10, 11, 14, 15, 17, 19, 22, other relevant PAs, Regional Fund)

Definition:

Individuals who are involved with [CSO/NGO](#) activities. These individuals could be a direct target group for projects aiming to increase civic engagement, or volunteers, external experts, trainers or lecturers. Their involvement with CSO/NGO activities shall have been supported by or is a result of EEA and Norway Grants 2014-2021 support. Any kind of support by the EEA and Norway Grants 2014-2021 (including travel cost, subsistence, fees, etc.) is acceptable with exception of salary costs. Permanent Project Promoters/Project partners' staff shall **NOT** be counted.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters' records;

Attendance sheets;

Petition signatures

Data collection and analysis:

Programme/Fund Operators, based on Project Promoters' reports, collect data on the number of individuals engaged in CSOs/NGOs activities, where their involvement is supported by or is result of the EEA and Norway Grants 2014-2021. If an individual participates in more than one CSO activity, he/she should be counted each time. Each individual should be reported with an anonymous code set up by the Project Promoter. Permanent Project Promoter/project partner staff numbers are NOT included.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code	Gender*		Self-identification *	
	M	F	Roma	Other
Code 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code n	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator value (baseline and targets):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the individuals who are involved with/engaged in CSOs'/NGOs' activities. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender		Total (number)
Male (number)	Female (number)	

Self-identification		Total (number)
Roma (number)	Other (number)	

12. Number of unaccompanied asylum-seeking minors receiving services

(May apply to the following PA: 18, 15, other relevant PAs)

Definition:

Unaccompanied asylum-seeking minors (UAM) who benefit from housing/accommodation, health, education, legal, social, language or similar service, funded under the EEA and/or Norway Grants. An unaccompanied minor asylum seeker is a person under the age of 18 years, who comes without his/her parents or others with parental responsibility and applies for protection (asylum). In those programmes which also apply the Core Indicator “Number of beneficiaries of services provided or improved”, the “Number of unaccompanied asylum-seeking minors receiving services” will be a subset of this.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Project Promoters' records

Data collection and analysis:

Programme/Fund Operators, based on Project Promoters' reports, collect data on the total number, gender and age of the unaccompanied asylum-seeking minors. Information on the type of services provided could be included in the APR.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code	Gender*		Age (completed years)
	M	F	
Code 1	<input type="checkbox"/>	<input type="checkbox"/>	
Code n	<input type="checkbox"/>	<input type="checkbox"/>	

*boxes should be marked.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the unaccompanied minors who received services during the programme implementation period. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender		Total number of all UAMs
Total number of male UAMs	Total number of female UAMs	

13. Annual number of cases of domestic and gender-based violence officially reported

(May apply to the following PA: 15, 20, 22, other relevant PAs)

Definition:

Reported cases of [domestic and gender based violence](#) in the geographical areas of the relevant intervention funded under the EEA and/or Norway Grants. Cases should have been reported to the police.

Unit of measurement:

Annual number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Official police records

Data collection and analysis:

Programme/Fund Operators, based on Project Promoters' reports, collect and aggregate data on number of cases officially reported in the intervention areas. If two or more projects carry out an intervention in the same geographical area, the PO/FO needs to make sure that data is not double counted when reported to the FMO. In order to avoid double counting, Project Promoters should submit data (to the PO/FO) on reported cases of domestic and gender-based violence per police jurisdiction the project operated in.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is the value for the year in which the first project contracts are signed. Baseline values derive from the geographical area(s) of the planned interventions (projects) – this means that the baseline will not be known until the projects are selected. The baseline data will need to be updated until all relevant projects are selected.

Target value is to be established taking into account the baseline situation, as well as the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in **annual** numbers based on the officially reported cases of domestic and gender-based violence in the geographical areas of the relevant interventions (projects).

Data should be reported to the FMO with the following disaggregations (where this data is available):

Gender of the victim		Total (number)
Male (number)	Female (number)	

14. Number of national policies and laws influenced

(PA: All programme areas)

Definition:

Influence over existing policy development, new policy initiatives, policy updates or policies reformed. The policy should be issued by a government department, or other public sector body with a national remit. "Laws" refers to national legislation that is adopted or enacted, as well as proposals for new legislation introduced. Influence over operational guidelines is not included in this indicator.

The influence may be exerted by directly working with relevant public sector bodies, via input to public or stakeholder consultations, via actively promoting the use of research or evidence, via lobbying or via campaigns and advocacy initiatives. Influence may be exerted by a single organisation or by a coalition/network of organisations working together.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Formal responses, acknowledgement of input to consultations;

Informal feedback;

Survey responses

Data collection and analysis:

Programme/Fund Operators, based on Project Promoters' reports, collect data on the number of national policies and laws influenced by activities supported by the EEA and Norway Grants 2014-2021.

The influence may be recorded via self-reporting based on evidence logs kept by project promoters.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established taking into account the baseline situation, as well as the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the laws and policies influenced. Policies and laws should be enacted or adopted to be counted. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

15. Awareness of EEA and Norway Grants

(May apply to Beneficiaries' Communication Strategies or plans, Regional Fund)

Definition:

The percentage of the general public (18+ years) that shows awareness of the existence of the EEA and Norway Grants – including the contribution made available by the donor countries (Iceland, Liechtenstein and Norway) to relevant sectors. The indicator monitors the level of awareness of the EEA and Norway Grants as a whole and the role played by the donors, rather than awareness of specific programmes or projects financed through the Grants.

Data is to be collected via a survey, including a question on the source of awareness (communication channels).

Who should collect the data:

NFPs in accordance with the Regulation, through commissioning a standard survey

Unit of measurement:

Percentage

Source of verification:

Survey results

Data collection and analysis:

Survey of awareness among a sample of the general public (18+ years) at national level based on a standard survey questionnaire ([See Annex 2](#)). The survey should be carried out/ commissioned by the required NFPs. Two surveys are to be carried out:

- Baseline survey - to be carried out as soon as possible after MoU signature and in any case no later than 1 year after MOU signature.
- Second survey - to be carried out by the end of the last year of the implementation period.

NFPs may also like to consider collecting additional data on age categories, gender of respondents, geographic location, target groups for their communication strategies, although this information is not required by the FMO.

Frequency of reporting:

Start point-End point of the whole implementation period FM 14-21.

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is calculated on the basis of a survey carried out among general public (18+) commissioned by the NFP as soon as possible after MoU signature. Baseline year is the year in which the survey was carried out.

Target value is to be set with a view to strengthening awareness of the EEA and Norway Grants during the programme implementation, i.e. the target should be higher than the baseline.

Achievements data is based on results of the second survey.

Data is provided as follows:

Numerator: Numbers of respondents that are aware of the EEA and Norway Grants.

Denominator: Total number of respondents.

The percentage of the respondents who are deemed to be aware of the EEA and Norway Grants is calculated as: the ratio between the respondents who answered positively to any of the questions 2, 4 or 5 and the total number of respondents multiplied by 100.

Formula:

$$\frac{\begin{matrix} \text{2} \\ \text{4} \end{matrix}}{\text{4}} = 50\% \rightarrow P$$

where,

N = Numerator, D = Denominator, P = Percentage

IV. Core Output Indicators

16. Number of SMEs supported (May apply to the following PA: 1, 2, 3, 12, 14 or other relevant)
Definition: <p>SMEs that are financially supported in the role of Project Promoter or project partner in projects funded with EEA and Norway Grants 2014-2021 support.</p> <p>Micro enterprises with employees fewer than 10 employees and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million, should also be counted within this indicator.</p>
Unit of measurement: <p>Number</p>
Who should collect the data: <p>Project Promoters ; Programme/Fund Operators</p>
Source of verification: <p>Copies of contracts signed with Project Promoters; Project Promoters' reports, partnership agreements</p>
Data collection and analysis: <p>POs/FOs collect data on the SMEs that receive financial support in the role of Project Promoter or project partner based on the signed contracts and the partnership agreements. A single SME could be supported more than once within the programme implementation period, e.g. if the support is given under different outputs.</p>
Frequency of reporting: <p>Semi-annually (in the APR and September IFR)</p>
Method of calculating the indicator values (baseline, targets and achievements): <p><u>Baseline value</u> is '0'. The baseline year is N/A.</p> <p><u>Target value</u> is to be established based on the Results Guideline (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes) as well as on the programme objectives and allocated financial resources.</p> <p><u>Achievements</u> are reported based on the number of SMEs/micro enterprises financially supported. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year.</p>

17. Number of researchers supported

(May apply to the following PA: 1, 2, 3, Regional Fund, other relevant)

Definition:

A researcher (PhD student, post-doctoral researcher or other person who carries out academic or scientific research) receiving support by the EEA and Norway Grants 2014-2021. The support could be in any form - training, participation in seminars or conferences, scholarship, salary, grant, etc.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters' records

Data collection and analysis:

Programme/Fund Operators collect information on the researchers supported by the EEA and Norway Grants based on the data provided in the Project Promoter'/FO's reports. Each supported researcher should be reported with his/her anonymous code set up by the Project Promoter in order to provide unique identification.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Supported researcher	Gender*	
	M	F
Anonymous code 1	<input type="checkbox"/>	<input type="checkbox"/>
Anonymous code n	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the researchers supported. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year. Data should be reported to the FMO with the following disaggregations:

Gender		Total (number)
Male (number)	Female (number)	

18. Number of professional staff trained

(May apply to the following PA: 3, 4, 5, 6, 8, 9,10,14, 15, 16,19, 20, 21,22, 23 plus other PAs supporting training, Regional Fund, other relevant)

Definition:

A single person with education level 3 according to the [European Qualification Framework](#) (secondary education), or above this level, who has completed training implemented with the EEA and Norway Grants 2014-2021 support.

The indicator wording can be adjusted to reflect the specific types of professional staff trained e.g. judges, prison officers, teachers, nurses.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters' records;

Attendance sheets

Data collection and analysis:

Programme/Fund Operators collect information on the trained professional staff based on the data provided in the Project Promoter's reports. Each trainee should be reported with his/her anonymous code set by Project Promoter in order to provide unique identification.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code of the trainee	Gender*		Self-identification*	
	M	F	Roma	Other
Code 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code n	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the professional staff trained. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender		Total (number)
Male (number)	Female (number)	

Self-identification		Total (number)
Roma (number)	Other (number)	

19. Number of awareness raising campaigns carried out

(May apply to the following PA: 4, 5, 6, 7, 8, 11, 12, 13, 15, 16, 17, 18, 20, 21, 22, 23, other relevant)

Definition:

Awareness raising campaigns implemented as part of the implementation of EEA and Norway Grants 2014-2021 programmes or projects.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters' records;

Audio/video/print material produced as part of the campaign

Data collection and analysis:

Programme/Fund Operators, based on the Project Promoters' reports, collect data on the number of awareness raising campaigns implemented in each funded project. This should include campaigns on discrimination against minority groups, such as Roma, where applicable.

Programme/Fund Operators should also count their own information campaigns (if any) separately and add them to the number of campaigns organised/implemented by the Project Promoters.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the planned awareness raising campaigns per project and the number of projects to be funded per Programme Area.

Achievements data is recorded as numbers of the awareness raising campaigns carried out during the programme implementation period. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year. It should be possible to disaggregate the data by campaigns on discrimination against minority groups, such as Roma where applicable.

20. Number of civil society organisations directly funded

(May apply to the following PA: 1, 5, 6, 11, 14, 15, 16, 17, 14 and others with small grant schemes for NGOs)

Definition:

NGO or CSO registered as non-government organisations in line with the national legislation of each individual Beneficiary State, which received financial support from EEA and Norway Grants, as Project Promoter or project partner.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Copies of contracts concluded with Project Promoters;

Partnership agreements between Project Promoter and project partners

Data collection and analysis:

Programme/Fund Operators/Project Promoters collect data on NGO/CSO that directly benefited from EEA and Norway Grants as Project Promoter or project partner based on the concluded project contracts and partnership agreements. One NGO/CSO could be supported more than once within the programme implementation period, e.g. if the support is given under different outputs.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Name of NGO/CSO	Registration/ identification Code	NGO/CSO working with Roma*	
		Yes	No
Name 1	Code 1	<input type="checkbox"/>	<input type="checkbox"/>
Name n	Code n	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets, objectives set and expected number of projects of NGOs/CSOs to be funded per Programme Area could also guide establishment of the target value.

Achievements data is reported based on the numbers of NGOs/CSOs financially supported. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

NGO/CSO		Total (number)	
NGO/CSO working with Roma (number)	NGO/CSO not working with Roma (number)		

21. Number of apprentices supported

(May apply to the following PA: 3, 5, 9, 14, Regional Fund or other relevant PAs)

Definition:

Individuals engaged in an [apprenticeship](#), supported through the EEA and Norway Grants 2014-2021.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators.

Source of verification:

Project Promoters' records;

Partner employers' records

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and the objectives set as well as experience from the previous programming period could also guide establishment of the target value.

Achievements data is reported in numbers based on the apprenticeship positions supported. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender		Total (number)
Male (number)	Female (number)	
Self-identification		Total (number)
Roma (number)	Other (number)	

V. Bilateral outcome indicators

22. Level of trust between cooperating entities in Beneficiary States and Donor States

(PA: all programme areas)

Definition:

‘Level of trust’ is defined as the extent to which entities which participate in bilateral projects (Project Promoters and donor state project partners) perceive they can rely on each other for the successful implementation of common initiatives reaching project objectives.

Activities financed by the funds for bilateral relations are **NOT** included in estimation of this indicator.

Who should collect the data:

FMO

Unit of measurement:

Individual responses on a scale 1-7 ([see Annex 3](#)) can be collectively interpreted as follows:

No trust	Very low level of trust	Low level of trust	Medium level of trust	Medium to high level of trust	High level of trust	Very high level of trust
1 - 1.4	1.5 - 2.4	2.5 - 3.4	3.5 - 4.4	4.5 - 5.4	5.5 - 6.4	6.5 - 7

Source of verification:

Survey results

Data collection and analysis:

Survey among beneficiary entities and their project partners from donor states, based on standard, anonymous, on-line survey questionnaire ([See Annex 3](#)). The survey will be administered via the FMO, at the start and end of each project.

POs/FOs should be able to access (through reports) the anonymized data from the responses for their programmes.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is initially “TBD” (To Be Determined) and will eventually be calculated/inserted on the basis of a survey carried out among the Project Promoters and donor project partners, at the start of every project. As each project is submitted to the FMO, the Project Promoters and donor project partners will be sent a link to complete the survey via the FMO.

Target value is to be set with a view to achieving at least a medium-to-high level of trust at the end of the programme, and an increase on the baseline value once it has been set (i.e. at least 4.5 or above on the scale of 1-7).

Achievements data is calculated on the basis of the survey data carried out among the Project Promoters and donor project partners, at project completion. Project Promoters and dpps will be sent a link to complete the survey once the project is marked as completed in the FMO IT system.

The PO/FO will need to: retrieve the survey data, analyse it and take note of the achievement value.

Achievements data will be available with the following disaggregations: Beneficiary State/Donor State. Guidance on the data reporting is provided in the survey questionnaire ([See Annex 3](#)).

23. Level of satisfaction with the partnership

(PA: all programme areas, including ACF funds)

Definition:

‘Level of satisfaction’ reflects the extent to which partner entities (Project Promoters and donor project partners) are content with the cooperation.

Activities financed by the funds for bilateral relations are **NOT** included in estimation of this indicator.

Unit of measurement:

Individual responses on a scale 1-7 ([see Annex 3](#)) can be collectively interpreted as follows:

No satisfaction	Very low level of satisfaction	Low level of satisfaction	Medium level of satisfaction	Medium to high level of satisfaction	High level of satisfaction	Very high level of satisfaction
1-1.4	1.5-2.4	2.5-3.4	3.5-4.4	4.5-5.4	5.5-6.4	6.5-7

Source of verification:

Survey results

Data collection and analysis:

Survey among beneficiary entities and their project partners from donor states, based on standard, anonymous, on-line survey questionnaire ([Annex 3](#)). The survey will be administered via the FMO, at the start and end of each project.

POs/FOs should be able to access (through reports) the anonymized data from the responses for their programmes.

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is initially “TBD” (To Be Determined) and will eventually be calculated/inserted on the basis of a survey carried out among the Project Promoters and donor project partners, at the start of every project. As each project is submitted to the FMO, the Project Promoters and dpps will be sent a link to complete the survey via the FMO.

Target value is to be set with a view to achieving at least a medium-to-high level of satisfaction at the end of the programme and an increase on the baseline value, when this is set (i.e. at least 4.5 or above on the scale of 1-7).

Achievements data is calculated on the basis of a survey carried out among the Project Promoters and donor project partners, at project completion. Project Promoters and dpps will be sent a link to complete the survey once the project is marked as completed in the FMO IT system.

The PO/FO will need to: retrieve the survey data, analyse it and take note of the achievement value.

Achievements data will be available with the following disaggregations: Beneficiary State/Donor State. Guidance on the data reporting is provided in the survey questionnaire ([Annex 3](#)).

<p>24. Share of cooperating organisations that apply the knowledge acquired from bilateral partnership</p> <p>(PA: all programme areas, including ACF funds)</p>
<p>Definition:</p> <p>Share of cooperating entities (Project Promoters and Donor project partners), who participated in any joint initiative/activity funded under EEA and Norway Grants 2014-2021 projects, who apply the knowledge acquired from the bilateral partnership.</p> <p>Activities financed by the funds for bilateral relations are NOT included in estimation of this indicator.</p>
<p>Unit of measurement:</p> <p>Percentage</p>
<p>Who should collect the data:</p> <p>FMO</p>
<p>Source of verification:</p> <p>Survey results</p>
<p>Data collection and analysis:</p> <p>Survey among beneficiary entities and their project partners from donor states, based on standard, anonymous, on-line survey questionnaire (Annex 3). The survey will be administered via the FMO, at the end of each project.</p> <p>POs/FOs should be able to access (through reports) the anonymized data from the responses for their programmes.</p>
<p>Frequency of reporting:</p> <p>Annually (in the APR)</p>
<p>Method of calculating the indicator values (baseline, targets and achievements):</p> <p><u>Baseline value</u> – Not applicable (N/A).</p> <p><u>Target value</u> is to be set with a view to achieve that at least half of the cooperating entities (Project Promoters and Donor State project partners) apply the knowledge acquired from the bilateral partnership.</p> <p><u>Achievements data</u> is calculated on the basis of a survey carried out among the Project Promoters and donor project partners, at project completion. Project Promoters and dpps will be sent a link to complete the survey once the project is marked as completed in the FMO IT system.</p> <p>The PO/FO will need to: retrieve the survey data, analyse it and take note of the achievement value.</p> <p>Achievements data will be available with the following disaggregations: Beneficiary State/Donor State. Guidance on the data reporting is provided in the survey questionnaire (Annex 3).</p>

25. Number of joint articles submitted to peer-reviewed publications

(May apply to the following [PA: 2, 3, other relevant](#))

Definition:

Articles with co-authors from the Donor State and Beneficiary state partners submitted for publication in a peer-reviewed journal. The articles should be a direct result from cooperation between Beneficiary State and Donor State organisations, funded under EEA and Norway Grants 2014-2021. If submitted to several journals the article is counted only once.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Proof of submission

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information on the joint (with co-authors from the Donor State and Beneficiary state partners) articles developed and submitted to peer-reviewed publications.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Title of the Joint article	Journal where it is expected to be published/is published	Donor State partner
Title 1		
Title n		

This is a sub-set of core indicator [N4 'Number of articles submitted to peer-reviewed publications'](#)

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

The baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Objectives set could also guide establishment of the target value.

Achievements data is reported based on the joint articles submitted for publication in a peer-reviewed journal. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Number of joint articles per Donor State			Total
Norway	Iceland	Liechtenstein	number

26. Number of jointly registered applications for Intellectual Property Protection

(May apply to the following PA: 1, 2, 3, other relevant)

Definition:

Any application for registration of copyright, industrial design, trademark, patent or community design. The application should be filed jointly by Project Promoters or project partners, with Donor State project partners. The application should be made to a National Patent Office (of Beneficiary State and/or Donor State), or European Patent Office, or third countries' Patent Offices.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme Operator

Source of verification:

Copies of filed application(s)/registration reference

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information/documents on the number of the joint applications filed for registration of copyright, industrial design, trademark, patent or community design developed as a result of EEA and Norway Grants 2014-2021 support.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Type of application	Patent office	Date of submission	Donor State partner

This is a sub-set of core indicator [N3 'Number of registered applications for Intellectual Property Protection'](#)

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Objectives set could also guide establishment of the target value.

Achievements data is reported based on the jointly registered applications. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Number of jointly registered applications per Donor State			Total (number)
Norway	Iceland	Liechtenstein	

27. Number of joint applications for further funding

(PA: all programme areas)

Definition:

Joint applications for further funding submitted to an alternative source of funding to the EEA and Norway Grants. The submission should take place before April 2024.

Who should collect the data:

Project Promoters; Programme/Fund Operators

Unit of measurement:

Number

Source of verification:

Copies of the application for funding

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information on the joint (Beneficiary State/Donor State) applications submitted for further funding.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Source of funding applied for	Date of submission	Donor State partner(s)

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Objectives set could also guide establishment of the target value.

Achievements data is reported based on the joint applications for further funding. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Number of joint applications for further funding per Donor State			Total (number)
Norway	Iceland	Liechtenstein	

28. Number of joint initiatives in a Beneficiary State or a Donor State, beyond the scope of the programme

(PA: all programme areas)

Definition:

Implemented joint initiatives in a Beneficiary State or a Donor State following on from cooperation of Beneficiary State/Donor State in joint projects. Joint initiatives could be any activity (except joint application for funding) implemented in cooperation between Beneficiary State and Donor State entities.

Only initiatives which fall out of the scope of a particular programme under which the partnership was realised should be counted.

Only initiatives which do **NOT** involve application for funding should be counted (those which involve application for funding are counted in Bilateral indicator 27).

Who should collect the data:

Project Promoters

Unit of measurement:

Number

Source of verification:

Project Promoters' records

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information on the number of initiatives implemented, which fall out of the scope of a particular programme (as defined by the Programme Agreement) under which the partnership was realised.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Joint initiative	Donor State partner

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Objectives set could also guide establishment of the target value.

Achievements data is reported in numbers based on the joint initiatives. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Number of joint applications for further funding per Donor State			Total (number)
Norway	Iceland	Liechtenstein	

29. Number of letters of intent on future collaboration

(PA: all programme areas)

Definition:

Letters of intent on future collaboration, outside the scope of the EEA and Norway Grants support, signed by some of the project partners from a Beneficiary State and a Donor State. The letter should contain detailed and clear information on intended cooperation.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Copies of letters of intent on future collaboration

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information on the letters of intent signed by project partners in a single project (Beneficiary State and Donor State).

Data should be collected and retained for the programme period allowing for the following disaggregations:

Subject of the letter of intent on future collaboration	Beneficiary state partners	Donor State partners	Donor State

Frequency of reporting:

Annually (in the APR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is 'N/A'.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Objectives set could also guide establishment of the target value.

Achievements data is reported in numbers based on the signed letters of intent. Achievements shall always be reported cumulatively – as the total number since the start of programme implementation until the end of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Number of letters of intent on future collaboration per Donor State			Total (number)
Norway	Iceland	Liechtenstein	

VI. Bilateral output indicators

30. Number of training courses co-organised by donor state and beneficiary state entities (PA: all programme areas)
Definition: Training courses co-organised by Donor State and Beneficiary State entities. Training courses can include workshops, seminars, guided-on-the-job training and lessons. ⁵
Who should collect the data: Project Promoters; Programme/Fund Operators
Unit of measurement: Number
Source of verification: Project Promoters' records
Data collection and analysis: Project Promoters' records
Frequency of reporting: Semi-annually (in the APR and September IFR)
Method of calculating the indicator values (baseline, targets and achievements): <u>Baseline value</u> is '0'. Baseline year is N/A. <u>Target value</u> is to be established based on the Results Guideline (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Objectives set could also guide establishment of the target value. <u>Achievements data</u> is reported in numbers based on the jointly organised trainings. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year.

⁵ Relevant definitions can be found at: [http://ec.europa.eu/eurostat/statistics-explained/index.php/Adult_Education_Survey_\(AES\)_methodology](http://ec.europa.eu/eurostat/statistics-explained/index.php/Adult_Education_Survey_(AES)_methodology)

31. Number of students from beneficiary states in exchanges

(PA: all programme areas)

Definition:

A student from a beneficiary state in secondary or higher education or PhD student who participated in exchange programmes/activities between the Beneficiary State and a Donor State. Participants are those who completed such programmes/activities. The duration should be longer than five working days to be considered as an "exchange".

Who should collect the data:

Project Promoters; Programme/Fund Operators

Unit of measurement:

Number

Source of verification:

Project Promoters' records

Data collection and analysis:

Programme or Fund Operators collect information on the students from the beneficiary state involved in exchange programmes.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code of the student in exchange	Host Institution	Gender*		Donor State*		
		M	F	Norway	Iceland	Liechtenstein
Code 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code n		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and priorities/targets set in the specific programmes could also guide establishment of the target value.

Achievements data is reported in numbers based on the students from the Beneficiary State going on exchange to a donor state institution. The students are reported only once the exchange programme/activity was completed. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year.

Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender of the students in exchange		Total (number)
Male (number)	Female (number)	

Donor State		
Norway	Iceland	Liechtenstein

32. Number of staff from beneficiary states in exchanges

(PA: all programme areas)

Definition:

An employee of a Beneficiary State entity who participated in exchange programmes/activities between the Beneficiary State and a Donor State. Participants are those who completed such programmes/activities. The duration should be longer than five working days to be considered as an “exchange”.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Project Promoters' records

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information on the staff from the beneficiary state in exchange.

Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code of the staff in exchange	Institution	Gender*		Donor State*		
		M	F	Norway	Iceland	Liechtenstein
Code 1		<input type="checkbox"/>	<input type="checkbox"/>			
Code n		<input type="checkbox"/>	<input type="checkbox"/>			

*boxes should be marked.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator value (baseline and targets):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and priorities/targets set in the specific programmes could also guide establishment of the target value.

Achievements data is reported in numbers based on the staff from the Beneficiary State going on exchange to a donor state institution. The staff numbers are reported only once the exchange programme/activity was completed. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year. Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Gender of the staff in exchange		Total (number)
Male (number)	Female (number)	

Donor State		
Norway	Iceland	Liechtenstein

33. Number of students from donor states in exchanges

(PA: all programme areas)

Definition:

A student from a Donor State in secondary, vocational, higher education or PhD student who participated in exchange programmes/activities between the Donor State and a Beneficiary State. Participants are those who completed such programmes/activities. The duration should be longer than five working days to be considered as an "exchange".

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Project Promoters' records

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information on the students from Donor States in exchanges. Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code of the student in exchange	Institution	Donor State	Gender*	
			M	F
Code 1			<input type="checkbox"/>	<input type="checkbox"/>
Code n			<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and priorities/targets set in the specific programmes could also guide establishment of the target value.

Achievements data is reported in numbers based on the students from the Donor State going on exchange to a beneficiary state institution. The students are reported only once the exchange programme/activity was completed. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year. Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Donor State	Gender of the students in exchange		Total (number)
	Male (number)	Female (number)	
Norway			
Iceland			
Liechtenstein			

34. Number of staff from donor states in exchanges

(PA: all programme areas)

Definition:

An employee of a Donor State entity who participated in exchange programmes/activities between the Donor State and Beneficiary State. Participants are those who completed such programmes/activities. The duration should be longer than five working days to be considered as an “exchange”.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Project Promoters' records

Data collection and analysis:

Programme/Fund Operators, based on data provided in the Project Promoters' reports, collect information on the staff from the Donor State in exchanges. Data should be collected and retained for the programme period allowing for the following disaggregations:

Anonymous code of the staff in exchange	Institution	Donor State	Gender*	
			M	F
Code 1			<input type="checkbox"/>	<input type="checkbox"/>
Code n			<input type="checkbox"/>	<input type="checkbox"/>

*boxes should be marked.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets and priorities/targets set in the specific programmes could also guide establishment of the target value.

Achievements data is reported in numbers based on the staff from the Donor State going on exchange to a Beneficiary state institution. The staff numbers are reported only once the exchange programme/activity was completed. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year. Data should be reported to the FMO with the following disaggregations, and stored in such a way that more detailed breakdowns can be requested if needed:

Donor State	Gender of the staff in exchange		Total (number)
	Male (number)	Female (number)	
Norway			
Iceland			
Liechtenstein			

35. Number of projects involving cooperation with a donor project partner

(PA: all programme areas)

Definition:

A single project that involves Donor State and Beneficiary State entities. All projects with Donor project partners should be counted. In case a single Project Promoter or Donor partner participates in more than one bilateral project, each project is counted separately.

Unit of measurement:

Number

Who should collect the data:

Project Promoters; Programme/Fund Operators

Source of verification:

Copies of contracts concluded with Project Promoters;

Partnership agreements between Project Promoters and project partners

Data collection and analysis:

Programme/Fund Operators collect data on the projects that involve Donor State and Beneficiary State entities based on the signed contracts. Data needs to be collected and analysed per Donor State. The PO/FO will submit project level information following signature of each project contract.

Frequency of reporting:

Semi-annually (in the APR and September IFR)

Method of calculating the indicator values (baseline, targets and achievements):

Baseline value is '0'. Baseline year is N/A.

Target value is to be established based on the [Results Guideline](#) (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes). Allocated budgets could also guide establishment of the target value.

Achievements data is provided by the PO/FO, based on the implemented projects that involve cooperation with a Donor State partner. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year. Data will be collected with the following disaggregations, bearing in mind that a single project may have one or more donor project partners, and that donor project partners may be present in more than one project within a programme:

Projects with a Donor State partner	Norway (name of partners)	Iceland (name of partners)	Liechtenstein (name of partners)
Project 1			
Project 2			
Project n			

36. Number of international networks where partners from Beneficiary States and Donor States participate together (PA: all programme areas)
Definition: <p>International networks that involve Donor State and Beneficiary State entities, which are partners in a single project supported by EEA and Norway Grants 2014-2021 programme. Only networks where both Beneficiary State and Donor State partner participate should be counted. Networks where only one of the partners participates should NOT be taken into account.</p>
Unit of measurement: <p>Number</p>
Who should collect the data: <p>Project Promoters</p>
Source of verification: <p>Project Promoters' records</p>
Data collection and analysis: <p>Programme/Fund Operators, based on the Project Promoters' reports, collect data on the international networks where both Donor State and Beneficiary State entities participate.</p>
Frequency of reporting: <p>Semi-annually (in the APR and September IFR)</p>
Method of calculating the indicator values (baseline, targets and achievements): <p>Baseline value is '0'. Baseline year is N/A.</p> <p><u>Target value</u> is to be established based on the Results Guideline (historical trends, expert judgements, research findings, stakeholder expectations, achievement of similar programmes).</p> <p><u>Achievements data</u> is reported in numbers based on the international networks where Beneficiary State/Donor State participate together. The networks are reported only once both Beneficiary State and Donor State became members of the network. Achievements shall always be reported cumulatively. For the Interim Financial Report, achievements are reported as the total number since the start of programme implementation until end June of the year in which the IFR is submitted. For the Annual Programme Report, achievements are reported as the total number since the start of programme implementation until end December of the reporting year.</p>

VII. Annexes

Annex 1. Survey questionnaire for 'Share of target group favourable to gender equality'

Survey carried out by the **Project Promoters**.

Target group for the survey: the population whose attitudes the intervention aimed to change; or a sample of the target group if the group is too large to survey all.

Baseline value: To be established based on the results of an initial survey to be carried out after project contract signature.

Achieved value: To be established based on the results of a second survey to be carried out at the end of project implementation.

Methodology to collect data: It is up to the project promoters/PO to decide how to collect the information for example in person, by telephone with the support of Computer-assisted telephone interviewing (CATI) or other way. The survey should be anonymous.

How to establish the size of the sample: The size of the sample should be established based on the specific population targeted in order to achieve statistically significant results. Usually 95% confidence level and 5% confidence interval are sufficient for statistically significant results. The sample size can be established by the help of some online survey platforms as: <https://www.checkmarket.com/sample-size-calculator/> and <https://www.surveysystem.com/sscalc.htm>

Informed consent and data privacy: see the statement below⁶, which we suggest including in the survey.

1. Please indicate your gender:

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

2. In addition to your nationality, do you self-identify as Roma? (optional answer)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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3. Please indicate, on a scale from 1 to 7, to what extent you agree or disagree with each of the following statements:

<i>Completely disagree</i>	<i>Mostly disagree</i>	<i>Somewhat disagree</i>	<i>Neither agree nor disagree</i>	<i>Somewhat agree</i>	<i>Mostly agree</i>	<i>Completely agree</i>
1	2	3	4	5	6	7

Statement	1	2	3	4	5	6	7
1. Women should be able to choose to work outside of home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Men should take the key decisions at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Equality between men and women should be a fundamental right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⁶ "Your participation in this survey is voluntary. If you decide to participate in this survey, you may withdraw at any time. Your responses will be confidential. To help protect your confidentiality, the surveys will not contain information that will personally identify you. Data will be stored in a password-protected electronic format. I understand the statement above and give my consent to participating in the survey."

4. Women and men should receive equal pay for comparable work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Men are better suited for political office than women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Men's equal participation in child raising is important	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Tackling inequality between men and women is necessary to establish a fairer society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Household tasks should be equally shared between a man and a woman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculation:

Step 1: Convert the answers on questions 2 and 5 on the following basis:

1=7	2=6	3=5	4=4	5=3	6=2	7=1
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Step 2: Calculate the average per respondent (= sum of the score from all questions divided by 8)

Step 3. Label as "favourable-to-gender-equality" all individual respondents with an average score of 5.5 or more

Step 4: Calculate the percent of the favourable-to-gender-equality responses as a ratio of the number of favourable-to-gender-equality respondents to the total number of all respondents (# of favourable respondents divided by total number of all respondents) and then multiplying it by 100

Step 5: To provide disaggregated results, count the ratio of favourable-to-gender-equality responses to all responses for each of the following demographic groups: 'male', 'female', 'Roma' and 'other ethnic self-identification'.

Annex 2. Survey questionnaire for 'Awareness of EEA and Norway Grants'

Survey to be carried out or commissioned by the **NFP**.

Target group for the survey: A sample at national level among the general public (18+ years)

Baseline value: To be established based on the results of an initial survey, carried out as soon as possible after MoU signature.

Achieved value: To be established based on the results of a second survey, to be carried out by the end of the last year of the implementation period.

Methodology to collect data: National survey based on sample of general public (18+ years). It is up to the NFP to decide how to collect the information for example in person, by telephone with the support of Computer-assisted telephone interviewing (CATI) or other way. The survey should be anonymous.

How to establish the size of the sample: The size of the sample should be established based on the specific population targeted in order to achieve statistically significant results. Usually 95% confidence level and 5% confidence interval are sufficient for statistically significant results. The sample size can be established by the help of some online survey platforms as: <https://www.checkmarket.com/sample-size-calculator/> and <https://www.surveysystem.com/sscalc.htm>

The survey should be based on the standard questionnaire included in this Guide. However, the questions may be fine-tuned to address topics of particular interest or to take into account the specifics of the national context, e.g. not all countries have Norway Grants, and not all sectors are supported in every country.

Informed consent and data privacy: see the statement below⁷, which we suggest including in the survey.

I. [Level of awareness about existence of the support](#)

1. Are you aware of any financial support for your country coming from European countries outside the EU?

Yes, I am aware	<input type="checkbox"/>
No, I am not aware	<input type="checkbox"/>

2. Have you heard about the EEA and Norway Grants?

Yes, I have	<input type="checkbox"/>
No, I have not	<input type="checkbox"/>




3. From the following list, please mark all countries that are donors under the EEA and Norway Grants

Iceland	<input type="checkbox"/>
Norway	<input type="checkbox"/>
Ireland	<input type="checkbox"/>
Liechtenstein	<input type="checkbox"/>
Luxembourg	<input type="checkbox"/>

⁷ "Your participation in this survey is voluntary. If you decide to participate in this survey, you may withdraw at any time. Your responses will be confidential. To help protect your confidentiality, the surveys will not contain information that will personally identify you. Data will be stored in a password-protected electronic format. I understand the statement above and give my consent to participating in the survey."

The Netherlands	<input type="checkbox"/>
Sweden	<input type="checkbox"/>
Switzerland	<input type="checkbox"/>
All EU Member States	<input type="checkbox"/>
Other countries	<input type="checkbox"/>

4. Have you seen any of the logos below (please tick the logos you recognise):

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

5. Have you ever taken part in a project supported by the EEA and Norway Grants, or benefitted from the EEA and Norway Grants indirectly?

Yes, I have taken part directly in a project supported by the EEA and/or Norway Grants	<input type="checkbox"/>
Yes, I have benefitted indirectly from the EEA and Norway Grants	<input type="checkbox"/>
No	<input type="checkbox"/>
I do not know	<input type="checkbox"/>

II. Specific areas of support

Are you aware of support in any of the following areas being provided by the EEA and Norway Grants?

Areas of support	Yes	No
Environment and climate change	<input type="checkbox"/>	<input type="checkbox"/>
Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
Business innovation	<input type="checkbox"/>	<input type="checkbox"/>
Civil society (e.g. programmes for NGOs)	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input type="checkbox"/>
Culture	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>
Transport	<input type="checkbox"/>	<input type="checkbox"/>

Justice	<input type="checkbox"/>	<input type="checkbox"/>
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III. [Communication channels](#)

6. How did you learn about the EEA and Norway Grants?

Media	Check one or more of the channels below
Website(s)	<input type="checkbox"/>
Social media (e.g. Facebook, Twitter)	<input type="checkbox"/>
TV	<input type="checkbox"/>
Radio	<input type="checkbox"/>
National newspapers	<input type="checkbox"/>
Local newspapers	<input type="checkbox"/>
Workplace, professional contacts, training	<input type="checkbox"/>
Private conversations, socialising	<input type="checkbox"/>
Billboards	<input type="checkbox"/>
Information materials, e.g. leaflets, brochures	<input type="checkbox"/>
Colleagues, friends	<input type="checkbox"/>

Calculation:

All respondents who answered positively to any of the questions 2, 4 or 5 should be counted as being aware of the EEA and Norway Grants.

The NFPs report the number of all respondents to the survey as well as the respondents who answered positively to any of the questions 2, 4 or 5 (those who are aware of the EEA and Norway Grants). The percentage of the respondents who are aware of the EEA and Norway Grants is calculated as a ratio between the respondents who answered positively to any of the questions 2, 4 or 5 and the total number of respondents.

For further analyses the respondents should be grouped on the basis of the answers to Question 5 in two groups: (1) that took part or benefited from EEA and Norway Grants support and (2) that have not directly participated in any programme.

Annex 3. Survey questionnaire for Bilateral outcome indicators:

1. Level of trust between cooperating entities in Beneficiary States and Donor States;
2. Level of satisfaction with the partnership
3. Share of cooperating organisations who apply the knowledge acquired from bilateral partnership

Survey carried out by the **FMO**

Target group for the survey: Project promoters and their donor project partners.

Baseline value: Baseline value is calculated on the basis of a survey carried out among the Project Promoters and donor project partners, at the start of every project. As each project is submitted to the FMO, the Project Promoters and donor project partners will be sent a link to complete the survey via the FMO IT system.

Achieved value: To be established based on the results of the survey at the end of the project.

Methodology to collect data: Standard, anonymous, on-line survey questionnaire. The survey will be administered via the FMO IT system, at the start and end of each project. Project Promoters and donor project partners will be sent a link to complete the survey once the project is submitted, respectively marked as completed in the FMO IT system.

Informed consent and data privacy: see the statement below⁸, which we suggest including in the survey.

1. Please indicate whether you are beneficiary state entity or donor state partner

Answer	
Beneficiary state Project Promoter	<input type="checkbox"/>
Donor state project partner	<input type="checkbox"/>

2. Please indicate on a scale from 1 to 7 your agreement or disagreement to the statements below

Completely disagree	Mostly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Mostly agree	Completely agree
1	2	3	4	5	6	7

2.1 Level of trust – start of the project

Statement:	1	2	3	4	5	6	7
I believe our Beneficiary State/Donor State partner will be reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe our partner will be committed to sharing knowledge and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe our partner will be dedicated to our joint project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.2 Level of trust – end of the project

Statement:	1	2	3	4	5	6	7
I believe our Beneficiary State/Donor State partner has been reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⁸ “Your participation in this survey is voluntary. If you decide to participate in this survey, you may withdraw at any time. Your responses will be confidential. To help protect your confidentiality, the surveys will not contain information that will personally identify you. Data will be stored in a password-protected electronic format. I understand the statement above and give my consent to participating in the survey.”

I believe our partner has been committed to sharing knowledge and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe our partner has been dedicated to our joint project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3 Level of satisfaction with the partnership – start of project

Statement:	1	2	3	4	5	6	7
We expect to benefit from the cooperation with our partner, e.g. by sharing experience, knowledge, know-how and technology and working together for joint results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We expect to be satisfied with our partner's contribution to our joint project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.4 Level of satisfaction with the partnership – end of project

Statement:	1	2	3	4	5	6	7
We have benefitted from the cooperation with our partner, e.g. by sharing experience, knowledge, know-how and technology and working together for joint results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are satisfied with our partner's contribution to our joint project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We would like the partner dialogue and cooperation to be maintained beyond the participation in this programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does your organisation apply the acquired knowledge, skills and/or experience under the EEA/Norway grants funded project in its activities? – end of project

Statement:	Answer
My organisation applies the acquired knowledge, skills and/or experience gained under the EEA/Norway grants funded project, in its activities	Yes, it does <input type="checkbox"/>
	No, it does not <input type="checkbox"/>

Calculation of results – please note, this will be done by the FMO:

Steps 1-4 apply to Bilateral outcome indicators 1 and 2

Step 1: Calculate the average per sub-questions 2.1/2.2 (level of trust) and 2.3/2.4 (level of satisfaction) based on the answers received.

Step 2: Distinguish between Project Promoters and Donor State project partners, based on the information gathered through Question 1.

Step 3: Add all the average individual scores from project promoters and divide the sum by the total number of project promoter respondents. This yields the average score for BS respondents (column B in the table below).

Step 4: Add all the average individual scores from donor project partners and divide the sum by the total number of donor project partner respondents. This yields the average score for DS respondents (column C in the table below).

Step 4: Data should be analysed/reported allowing for the following disaggregations:

Indicator	Beneficiary State Project Promoter score	Donor project partner score	Overall score
A	B	C	D
Level of trust between cooperating entities in Beneficiary States and Donor States	= average score for 2.1 or 2.2	=average score for 2.1 or 2.2	=(B+ C)/2
Level of satisfaction with the partnership	=average score for 2.1 or 2.2	=average score for 2.1 or 2.2	=(B+ C)/2

Steps 5-6 apply to Bilateral outcome indicator 3

Step 5: Calculate separately the number of the Project Promoters and Donor State project partners who answered 'Yes' to question 3.

Step 6: On indicator 3, data should be analysed/reported allowing for the following disaggregations:

	Beneficiary state Project Promoter who answered 'Yes' to Question 3	Donor project partners, who answered 'Yes' to Question 3	Total number of responding entities from the Beneficiary State	Total number of responding entities from Donor States
A	B	C	D	E
Responses (#)				
Share of cooperating organisations who apply the knowledge acquired from bilateral partnership	=B/D*100	=C/E*100	Overall total = (B+C)/(D+E)*100	

The following is proposed for interpreting the results of the level of trust and level of satisfaction as follows:

No trust	Very low level of trust	Low level of trust	Medium level of trust	Medium to high level of trust	High level of trust	Very high level of trust
1-1.4	1.5-2.4	2.5-3.4	3.5-4.4	4.5-5.4	5.5-6.4	6.5-7

No satisfaction	Very low level of satisfaction	Low level of satisfaction	Medium level of satisfaction	Medium to high level of satisfaction	High level of satisfaction	Very high level of satisfaction
1-1.4	1.5-2.4	2.5-3.4	3.5-4.4	4.5-5.4	5.5-6.4	6.5-7

VIII. Glossary

This section of the Guidance provides definitions of the common terms used in the document and lists the programme areas supported.

Apprenticeship	Systematic training which alternates periods spent at the workplace and in an educational institution or training institution. The apprentice is contractually linked to the employer and receives remuneration (wage or allowance). The employer assumes responsibility for providing the apprentice with training leading to a specific occupation. Definition based on the CEDEFOP terminology - http://www.cedefop.europa.eu/en/publications-and-resources/publications/4117
Awareness raising campaign	Planned series of coordinated communication activities that are realised to achieve a common goal, for a defined target group and are conducted in a defined period of time. Awareness raising campaigns should have a common subject of communication activities and a common message. A single project could encompass more than one awareness raising campaign, but the subject and the goals of the campaigns must be clearly defined and distinguished. A single communication activity (i.e. single event, advertisement, announcement(s) in social media etc. is not considered as a campaign, but as part of one, and must not be counted separately).
Domestic and gender-based violence	<i>Domestic violence</i> is physical, sexual, psychological or economic violence that occurs within the family or domestic unit or between former or current spouses or partners, whether or not the perpetrator shares or has shared the same residence with the victim. <i>Gender-based violence</i> is violence based on the (perceived) gender of the victim, which results in, or is likely to result in, physical, sexual, psychological or economic harm or suffering, including threats of such acts, harassment, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life. The term is often used synonymously with the term violence against women, but the <i>gender-based</i> aspect of the concept serves to highlight the fact that violence against women is an expression of power inequalities between women and men. Although not exclusive to women and girls, domestic and gender-based violence principally affect them across all cultures.
European Qualification Framework	For more information on the framework, please, visit: https://ec.europa.eu/ploteus/en/content/descriptors-page
Non-governmental organisation (NGO)	A non-profit, voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. This definition is taken from Chapter 7.1 of the Manual for Fund Operators of the Active Citizens Funds . The term 'Civil Society Organisations' (CSOs) is broader than NGOs and may encompass other groups, including informal groups.
Significantly improved product or technology	Significant improvements can be found in technical specifications, components and materials, incorporated software, user friendliness or other functional characteristics.
Small and medium sized Enterprises (SMEs)	Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million (Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (2003/361/EC), http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32003H0361:EN:HTML

Training	Organised learning activity aimed at imparting information in order to improve the recipient's knowledge or skills (e.g. courses, workshops or seminars, guided on-the-job training or lessons).
Unaccompanied asylum-seeking minor	A person under the age of 18 years, who arrives in a Beneficiary State without his/her parents or others with parental responsibility, and applies for protection (asylum).
Vocational education and training	Education and training which aims to equip people with knowledge, know-how, skills and/or competences required in particular occupations or more broadly on the labour market. Definition according to CEDEFOP terminology - http://www.cedefop.europa.eu/en/publications-and-resources/publications/4117
Work-based learning	Acquisition of knowledge and skills through carrying out – and reflecting on – tasks in a vocational context, either at the workplace or in a Vocational Education and Training institution. Definition according to CEDEFOP terminology - http://www.cedefop.europa.eu/en/publications-and-resources/publications/4117