ANNEX 3 TO THE FINAL TECHNICAL REPORT
QUANTITATIVE REPORTING ON POLICY-RELATED OUTPUTS (INDICATORS)

Subject: **Instructions on how to fill out the quantitative reporting table**

The Regulations establishing the *Justice* and the *Rights, Equality and Citizenship* Programmes indicated that the Commission should monitor the programmes in order to follow the implementation of actions carried out under them and the achievements of their specific objectives.

Data on final outputs of all projects are collected to quantify results per call for proposals and per programme.

A mandatory template *Quantitative Reporting on Policy-related Outputs* (Excel table) is published on the web page of each call for proposals to collect the information.

In this template, activities are classified in four categories:

1. Analytical Activities
2. Training Activities
3. Mutual Learning, exchange of good practices, cooperation
4. Awareness-raising, information and dissemination.

One or several categories of activities are covered in a project. Please only fill out the information relevant to your project.

While filling out the table please take into account the following:

– Count the results of each activity only once. If you consider that an output meets the criteria of more than one category, you should count it under the category that is the most relevant to its objectives;

– Group your outputs in the most appropriate way, taking into account the objectives of the respective activities;

– Be as specific as possible (e.g. in defining types of reports, groups of professionals, etc.) and avoid abbreviations, unless commonly used;

– Be realistic both in terms of type of outputs and in terms of numbers. You are expected to report on the outputs actually achieved. (NB: The numbers will often differ from those foreseen at application stage.)

– Do not include reports and meetings of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project (this information is relevant for the Final Technical Report - *Part 2 Workstream 0*, but not for the annex on quantitative reporting). Progress reports and final reports requested by the Commission as part of the reporting on the implementation of the Grant Agreement should not be included either.

– The quantitative reporting should be consistent with the project outputs presented in detail in Part 2 of the Final Technical Report.

You will find more specific information on each category in the template.

1. ANALYTICAL ACTIVITIES

This category refers to the type of documents / reports and the number of reports produced under the project.

The type of documents /reports should be chosen from the following drop-down list:
– collection of good/best practices;
– comparative analysis;
– data collection and/or data analysis/statistics;
– development of common methodology/ies;
– development of educational material/toolkits/curriculum/courses, etc.;
– development of guides/guidelines/manuals;
– development of indicators and/or benchmarks;
– evaluation of legislation/policy;
– feasibility study;
– impact assessment;
– mapping/report on state of the art;
– policy recommendations;
– survey;
– other.

Only the final version of a report should be counted.

The different stages of a report do not qualify as different types. For example the inception report, the draft report and the final report should not be counted separately: the only document to be counted is the final one.

Similarly, you should not count separately a report on data collection, a report on analysis of those data and the final synthesis report.

The various "tools" used for drafting the report (e.g. questionnaires, interview questions, tables and graphs, grid to collect data, agreed methodology for the report, etc.) are not counted here.

Reports of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project or the interim and final reports requested by the Commission should not be counted here.

Reports on the implementation of different activities (such as conference report, seminar report, etc.) are also considered as documents of internal nature and should not be counted here. The required information for those activities should be counted under the relevant type of activities (e.g. for conferences, group of persons reached and number thereof).

Under *Number* you should count the **number of reports produced that are different in terms of content**. Various language versions of the same report should be counted as one report only (unless the content of each language version is different). The number of copies printed for each report should not be reflected here.

2. TRAINING ACTIVITIES

This category refers to every type of training activities that were organised in the framework of the project, i.e. **formal training activities** where a trainer aims at providing the participants with one specific set of information (knowledge, working tools, etc.).

NB: Mutual learning, exchange of good practices and cooperation activities are reported under category 3.

Under 2.1, please identify the **number of training events organised** during the course of the project. Each event addressing the same group of persons with the same content should be counted as one, regardless of how many days this event may have lasted.

Under 2.2, please identify the **groups of persons trained** and the **number of persons trained in each group**. The groups of persons should be chosen from the drop-down list in appendix.

Training given for internal purposes (e.g. training limited to staff of the organisation) should not be counted.

Under 2.3, please identify the **type of training modules, training tools and other training material, including online tools**, that were developed in the framework of the project, i.e. any specific and practical training package which includes information, tools or methods which can be used as the basis to train others, which can be reproduced in more than one event and can be used by other trainers or organisations.

Under *Number* please count the **number of training modules that are different in terms of content**. Various language versions of the same training module should be counted as one module only (unless the content of each language version is different). The number of copies of each training module should not be reflected here.

Internal product limited only to the needs of your organisation or network should not be counted.

3. MUTUAL LEARNING, EXCHANGE OF GOOD PRACTICES, COOPERATION

This category refers to mutual learning, exchange of good practices or cooperation events, i.e. activities where the participants come together bringing their different practices and experiences with the aim of learning from each other.

Under 3.1, please identify the **number of events organised** during the course of the project. Each event addressing the same group of persons with the same content should be counted as one, regardless of how many days this event lasted.

Under 3.2, please identify the **groups of persons who participated** to these events and the **number of participants in each group**. The groups of persons should be chosen from the drop-down list in appendix.

Under 3.3, please indicate the total **number of eligible countries** from which the participants came from. The eligible countries are identified in the relevant call for proposals notice.

Under 3.4, please indicate the type and number of **mechanisms or tools of cross-border cooperation** resulting from mutual learning, exchange of good practices or cooperation that will be maintained after the end of the project. They should be chosen from the following drop-down list:

- formal advisory group;
- memorandum of cooperation, cooperation agreement;
- network;
- none.

These cross-border cooperation outputs should not fall into any other categories. They should be concrete and tangible and they should be maintained in a sustainable way in the long-term after the end of your project. An example of such a result is the founding of a new network.

4. AWARENESS-RAISING, INFORMATION AND DISSEMINATION

This category focuses on raising awareness, sensitising, providing and disseminating information, i.e. on **spreading a specific message or piece of information to the wider public** or to a specific group of persons (as appropriate).

NB: Events focusing on the exchange of views, on mutual learning, on development of cooperation should be counted under category 3. In most cases they are more focused and more limited in terms of participants in comparison to the events under category 4 (e.g. a conference on the results of the project would usually be counted under category 4).

Under 4.1, please identify the type and number of **awareness-raising, information or dissemination events organised** in the framework of the project. They should be chosen from the following drop-down list:

- advocacy meetings
- campaign
- conference
- competition, award
- community meetings
- exhibition

– festival	– info days
– press conference	– public debate, roundtable
– theatre	– none

Each event with the same content should be counted as one, regardless of how many days this event lasted. If you have organised an awareness raising campaign in several countries, you should count each country campaign separately.

Under 4.2, please identify the **groups of persons reached** by these events and the **number of persons in each group**. The groups of persons should be chosen from the drop-down list in appendix.

Under 4.3, please identify the types and number of **awareness raising materials** that were produced under the project. They should be selected from the following drop-down list:

– app	– book
– booklet, leaflet	– CD, DVD
– Comics	– e-book
– film, video	– newsletter
– newspaper, magazine articles	– other material (cards, stickers, pens, folders, T-shirts, USBs, etc.)
– podcast	– poster
– social network profile	– TV, audio spot, advertisement
– website, blog	– none

APPENDIX: DROP-DOWN LIST FOR GROUPS OF PERSONS

- academia
- anti-discrimination experts/professionals
- authorities for data protection
- businesses/companies
- child protection professionals
- children
- civil servants
- community leaders
- data protection professionals
- disabled people
- drug experts
- drug users
- educational staff/teachers
- elderly
- EU citizens
- EU policy makers
- families
- gender equality experts/professionals
- general public
- health care professionals
- helpline operators
- journalists/media
- judges
- judicial staff
- law enforcement authorities
- lawyers
- LGBT
- local authorities
- mediators
- migrants
- national authorities
- national policy makers
- NGOs/CSOs
- notaries
- parents
- perpetrators
- potential victims/groups at risk
- prison staff
- prisoners
- prosecutors
- Roma
- social workers
- students
- trainers
- victim support services
- victims
- volunteers
- women
- young people