

Annex 4 to the Bilateral Fund Guide

List of Indicators

The following is a non-exhaustive list of indicators used in the Calls announced especially under the Fund for Bilateral Relations, including their descriptions and sources of verifications. This document provides a short description of bilateral indicators and details on the core, most frequently used types of indicators especially under both Open Call and Travel Grants funded under the Fund for Bilateral Relations.

1. Bilateral indicators

<i>What is it?</i>	Bilateral indicators are tools which help to measure achievement of the objectives of implemented bilateral initiative and serve as a source for cumulative overview of support of bilateral relations within the Fund.
<i>Type of indicators</i>	<ul style="list-style-type: none"> • standard (mandatory) indicators • activity (optional) indicators
<i>What the target means?</i>	The Applicant is obliged to set target value of selected indicator, i.e. to determine the quantity that is planned to be achieved. The target value will be stated in the Contract and the Beneficiary will be obliged to achieve it during the implementation of the initiative.
<i>Source of verification</i>	Include description how (by what means) the achievement of the target value will be proved. It is necessary to specify relevant documents which will enable the NFP to verify the achievement of the stated value of the indicator. Mandatory documents are also stated in the table below.
<i>Required number of standard indicators (mandatory)</i>	<ul style="list-style-type: none"> • The Applicant under Open Call shall choose at least 3 indicators (unless otherwise stated) from standard indicators that are relevant for the initiative. • The Applicant under Travel Grants shall choose at least 2 indicators from standard indicators (unless otherwise stated) that are relevant for the initiative.
<i>Activity indicators (optional)</i>	The Applicant may also set its own activity indicators. The number of optional indicators is not prescribed, but it is recommended not to set more than 2. In case the Applicant has set the activity indicator(s), it is necessary to include description of the indicator (what is measured) together with the source of verification.

2. Standard indicators under the Open Calls

Indicator	Description	Source of verification
Number of participants from Slovakia in bilateral events / activities	Number of all actively involved participants from Slovak organization at bilateral event or activity organized within the implemented initiative. Every person should be counted and reported only once during the whole implementation (e.g. if the same person participated in more activities/events, it will be counted only once).	Mandatory: <ul style="list-style-type: none"> List of participants and/or attendance sheet Other: <ul style="list-style-type: none"> Photo documentation Presentation, contribution, etc.
Number of participants from Donor States in bilateral events / activities	Number of all actively involved participants from the Donor State organizations at an event or activity organized within the implemented initiative. Every person should be counted and reported only once during the whole implementation (e.g. if the same person participated in more activities/events, it will be counted only once).	Mandatory: <ul style="list-style-type: none"> List of participants and/or attendance sheet Other: <ul style="list-style-type: none"> Photo documentation Presentation, contribution, etc.
Number of created joint results, such as studies, analyses, reports	The indicator represents all tangible outputs planned to be delivered by the initiative (must be clearly described in the Application) that both partners participated on, in form of studies, analyses, strategies, reports, publications, etc.	Mandatory at least one of the following: <ul style="list-style-type: none"> Copy of the study Copy of the analysis Copy of the report
Number of promotional / information activities	Number of publicity and communication activities carried out during the implementation of the initiative, that are focusing on raising awareness on the EEA and Norway Grants, such as press conferences, publicity campaigns, press release, articles in print media / social media, etc.	Mandatory at least one of the following: <ul style="list-style-type: none"> Web link to the published information Programme of the event, invitation, photo documentation Presentation / video record of the contribution / Press release Information material itself
Number of joint bilateral events / activities organised	Number of any events and activities (e.g. conference, workshop, seminar, etc.) implemented in cooperation between organizations from Slovakia and Donor State(s). The joint bilateral events/activities shall be reported only once for the reporting period the event/activity was completed.	Mandatory for events: <ul style="list-style-type: none"> Programme of the event, if applicable List of participants and/or attendance Photo documentation For other activities: <ul style="list-style-type: none"> According to the nature of the activity

3. Standard indicators under the Travel Grants

Indicator	Description	Source of verification
Number of participants from Slovakia in bilateral activities	Number of all actively involved participants from Slovak organization at bilateral activity organized within the implemented initiative. Every person should be counted and reported only once during the whole implementation (e.g. if the same person participated in more activities, it will be counted only once).	Mandatory: <ul style="list-style-type: none"> • List of participants and/or attendance sheet Other: <ul style="list-style-type: none"> • Photo documentation • Presentation, contribution, etc.
Number of participants from Donor States in bilateral activities	Number of all actively involved participants from the Donor State organizations at bilateral activity organized within the implemented initiative. Every person should be counted and reported only once during the whole implementation (e.g. if the same person participated in more activities, it will be counted only once).	Mandatory: <ul style="list-style-type: none"> • List of participants and/or attendance sheet Other: <ul style="list-style-type: none"> • Photo documentation • Presentation, contribution, etc.
Number of joint activities carried out	Number of activities (e.g. conference, workshop, seminar, etc.) implemented in cooperation between organizations from Slovakia and Donor State(s). The joint bilateral events/activities shall be reported only once for the reporting period the event/activity was completed.	Mandatory: <ul style="list-style-type: none"> • Programme of the event • Attendance sheet and/or List of participants • Photo documentation For other activities: <ul style="list-style-type: none"> • According to the nature of the activity
Number of activities promoting strengthening bilateral cooperation between Slovakia and Donor States	Number of publicity and communication activities carried out during the implementation of the initiative, that provided information on the initiative implemented in relation to strengthening bilateral cooperation between Slovakia and Donor States e.g. press conferences, publicity campaigns, press release, articles in print media / social media, etc.	Mandatory at least one of the following: <ul style="list-style-type: none"> • Web link to the published information • Programme of the event, invitation, photo documentation • Presentation / video record of the contribution • Press release • Information material itself