IO2 Deliverable review
using the 6 C's method

This report was realised by comparing the expected results as mentioned in the submission document and the version of IO2 delivered for the project.

The contribution of the experts with their individual reports for the module is also used to measure the perception and the impact evaluated by these professionals.

IO2: Title: IR Guide for SMEs

Basis from the proposal:

The work on the module will take totally 10 Managerial days, 232 Researcher/Trainer days. Expected length of the IR-Guide for SMEs: 2 chapters about 35 pages, translated in all project languages

"The experience-informed innovation of IO2 is, borrowing from IR guidance standards available at international level and based on the results of IO1, to simplify and adapt these standards to the peculiarities of the SMEs and to do this in a six-country context. Two major outcomes are:
- _The simplifications respecting the principles of integrated thinking will produce an easy access guidance for the SMEs already sensibilised by the mentioned first chapter of this IO. This exerts influence on the participants of the project (trainers, content developers, SME managers, accountants and students) during the project and will impact the SME populations of the partner countries in long-term._
- _The facilitation of the measurements (monetised and narrative) and reporting of both financial and non-financial (social and sustainable) performance across national boundaries. This makes crossborder transferability of IO2 in the EU and beyond feasible."_

IO2 will offer an instruction chain complying with the seven Guiding Principles used by international standard setters (See: for instance Annex 8): Strategic focus and future orientation, Connectivity of information, Stakeholder relationship, Materiality, Conciseness, Reliability and completeness and Consistency and comparability."

Activities and timing:
C1 – Short-term joint staff training event in Cluj-Napoca (TTE) – it is connected to the development of IO1 and IO2. It will be very useful for the discussion on the first steps of the IR Guide development. This transnational training event (TTE) is planned for Month 6 – connecting to the Second partner meeting in Cluj-Napoca
O2/A2 – Guideline to the redaction of the Guide – in Month 6-8 – parallel with the finalisation of the IR Framework for SMEs
O2/A2 – Guide development in English - draft version – in Month 8-11 – using the inputs from the IR framework development especially the results of the 6 capital working groups and the outcomes of TTE; its main parts are 1) Sensibilisation of the SMEs for IR and 2) Guidance for SMEs in IR
O2/A3 – Evaluation by the experts of the partners and associated partners – in Month 11

O2/A4 – Guide development in English – final version – in Month 11-13 – redaction of the Guide using the feedbacks of the expert evaluations – The Guide will be ready for the piloting (first in English)
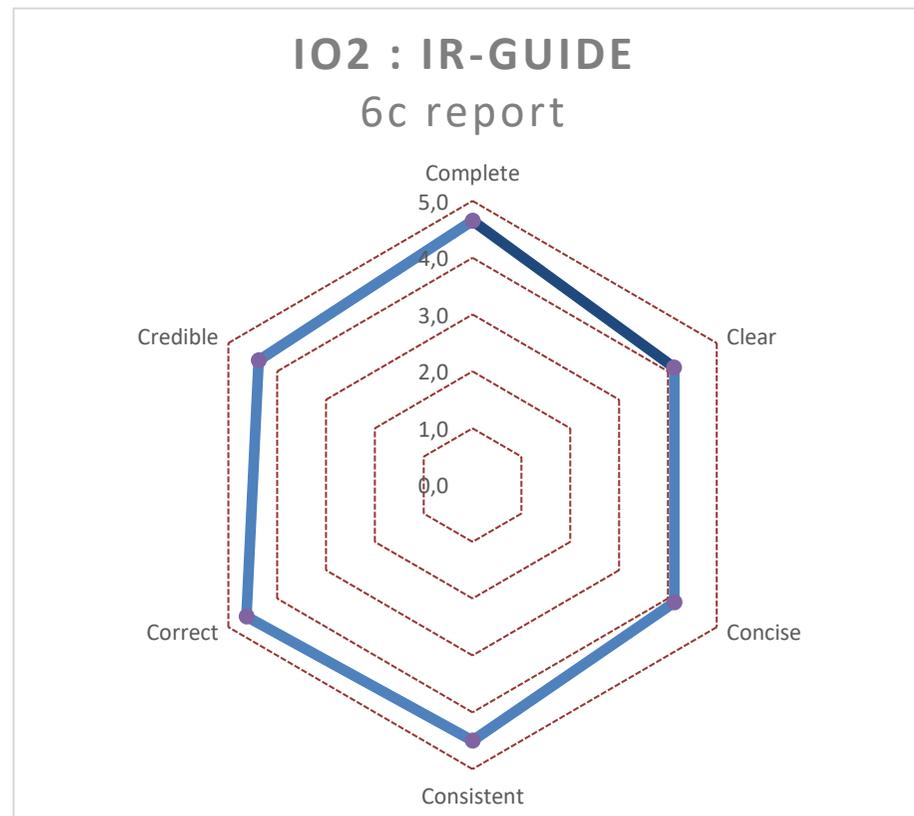*O2/A5 – Translation of the Guide into the other working languages – in Month 13-15*
O2/A6 – Revision of the Guide in all working languages – in Month 28-30 – after the pilot trainings and the analysis of the results and the feedbacks of the participants

Language: English + translation in all project languages

The name and number of the deliverable: IO2: IR Guide for SMEs			
The 6 C's	Description	Evaluation	Points 1-5
Complete	*accurate representation in line with the expectation*	The IR Guide covers the most crucial issues from the viewpoint of SMEs. There is no relevant elements related either to SMEs or IR missing in the Guide. On the contrary, the very broad perspective is presented. In general the Guide will not leave SME managers with open questions.	4.63
Clear	*easy to understand, well-structured and focused, translation readiness*	The guide is easy to read with short readily understood sentences and supplemented with good use of graphical illustrations. The structure of the Guide is very well designed. The language is precise and simple to follow. Very good effort to explain concepts in a clear way. But some SME owners and managers with a narrow technical background may still find it hard to understand.	4.13
Concise	*Well focused on the essential topics*	While slightly longer than originally envisaged the guide is to the point and well articulated. The IR Guide is quite extensive. It could be shortened in some places. Maybe subchapter E.2 'External data sources' was not needed. While preparing integrated reports SMEs will mostly focus on internal data sources, including data from IT systems. Nevertheless, it can be considered as 'concise' – even if it is relatively long, taking into account the ambitious nature of the IIRC-based framework we are using.	4.13
Consistent	*To prepare the other module, in terms of vocabulary, definitions, concepts, standards*	More terms are a little more complicated and not usually adopted by managers in SMEs, but again this will not be an issue. It would be useful to have key terms listed at the end of the Guide. It would be useful to have key terms listed at the end of the Guide.	4.50
Correct	*without mistakes or omissions*	The guide is factually correct with no error nor omissions.	4.63
Credible	*workable output and covering the initial objectives.*	The IR Guide reflects the primary objectives set up in the INTEREST project. It will need sufficient testing in future practice, but at this moment, it may account for substantial support for early SME IR reporteurs	4.38
Recommendations:			

The document meets the initial objectives and has been externally reviewed to determine its credibility which could be enhanced by further feedback.
The Guide is a key output of this project - since it makes the IR Framework for SMEs implementable. It also constitutes a good foundation for the development of the learning material. The Guide is holistic, very detailed, and applicable to SMEs.

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IO2 : IR-GUIDE
6c report

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