Cross-border Cooperation Programme
Poland-Belarus-Ukraine 2007-2013

Guidelines
on Preparation and Submission
of Reports

INTRODUCTION

Purpose and users of this guidelines

These guidelines are intended to assist beneficiaries of the Cross-Border Cooperation ENPI Poland-Belarus-Ukraine Programme 2007-2013 in preparation and submission of required project implementation progress reports. The guidelines are elaborated for usage by Lead Partners' and Partners' personnel responsible for the overall implementation of projects (project managers, coordinators, financial managers etc.), co-financed within the Programme.

Beneficiary's obligation to provide project implementation progress reports

According to the Article 2.1 of the Grant Contract General Conditions „The Beneficiary must provide the Contracting Authority with all required information on the implementation of the Action. To that end, the Beneficiary must draw up interim reports and a final report. These reports shall consist of a narrative section and a financial section and shall conform to the model in Annex VI."

Types of project implementation progress reports and deadlines for submission

According to the Article 4 of the Grant Contract Special Conditions Beneficiary (Lead Partner) should submit to the Joint Technical Secretariat following reports on project implementation:

Type of the report	Deadline	Comments
4-month basis brief narrative report	21 calendar days after the end of each four-months implementing period	If there is an overlapping between the dates when the quarterly narrative report and the interim report or the final report, are due, only the interim or the final report shall be drawn up and submitted to the JTS (Art.4.2 of Special Conditions)
Interim narrative and financial reports	With each request for further pre-financing payments, if the part of the expenditure actually incurred which is financed by the JMA stands at least at 70% of the previous payment	Art. 2.3 of General Conditions
Final narrative and financial reports	3 months after the end date of the project implementation period	

Recommendation: You should keep internal monthly activity updates on the implementation of project activities. In this way, all important events / dates will be recorded and you will have no problems preparing interim and final report.

General requirements for all types of reports

The brief narrative, interim and final report should comply with the Annex VI of Grant Contract “Model narrative and financial reports”.

All reports (i.e. the reporting form, the request for pre-financing and expenditure verification report) should be submitted to the JTS within respective deadline in 1 original and 1 certified copy via mail/private courier service or by hand-delivery. Reports should be completed using a computer. Electronic versions must also be submitted by e-mail.

Each original should be dated, stamped with Beneficiary’s institution stamp and signed by the authorised person.

Each copy should be dated, stamped with a stamp “True to the original” and Beneficiary’s institution stamp and signed by the authorized person.

The relevant tender documentation should be submitted in 2 certified copies. Additionally the financial supporting documents (e.g. invoices, timesheets, proofs of payment etc) should be submitted in 1 certified copy.

The information provided in reports should be accurate and precise and reflect the real situation in project activities progress. The information provided in narrative part of reports must correspond to the information in financial reports.

Remember: The Joint Technical Secretariat will reject any incomplete or badly completed reports. In turn, it can cause delay of payments and, consequently, postpone implementation of project activities.

I. BRIEF NARRATIVE REPORT

The brief narrative report should provide necessary information about the implementation of project activities during the each four-month period. An important part of this report is the preparation of a revised activity plan, which should include delayed activities (if any) from the first period and adjusted activity plan for the next period of project implementation.

The brief project report template includes the following sections:

1. Description

1.1. Priority and measure of the Programme - please give the number and full name of the selected Priority and Measure under which you have submitted your proposal.

1.2. Name of beneficiary of grant contract - the exact and full official name of the Lead Partner as indicated in the Grant Contract.

1.3. Name and title of the Authorised person - please provide the name and position of the person responsible for day-to-day management of the project.

1.4. Name of partners in the Action - please list the partner(s) of your project.

1.5. Title of the Action – please provide the full title of your project as indicated in Article 1.1 of Grant Contract Special Conditions.

1.6. Contract number – grant contract identification number indicated in the Special Conditions.

1.7. Start date and end date of the reporting period – please refer to Article 2 of Special Conditions.

2. Description of implementation of Action activities

2.1. Activities and results - in line with the approved description of the action (proposal), you should list all activities implemented during the reporting period. The activity description should include the following information: title of the action, period (date), actors/target groups involved, conclusions/follow–up (if applicable).

You should also indicate results achieved. Remember to quantify results whenever possible and to refer to the project Logical Framework.

Example

Activity (*in line with Annex 1 of the contract*)	**Date and place/Period**	**Description of implemented activity (partner responsible; number of participants, etc; information on activity modifications if any)**	**Indicators of results achieved**
Training for staff	*16.03.2011 Lutsk, Ukraine*	*The Lead Partner has organised one-day training for project staff members on implementation procurements according requirements of PRAG*	*10 staff members trained on project procurement according PRAG*

In case some activities that were planned but have not taken place and/or postponed for later period, please fill in table 2.1.2

Example

Activity (*in line with Annex 1 of the contract*)	**Initially planned date**	**Reason for postponement**	**New planned date**
Construction works	*25.08.2011*	*Unsolved tender (why)*	*25.10.2011*

2.2 Project progress – please estimate in the table the percentage of activities implementation progress and the level of incurred expenditures.

2.3 Please describe any difficulties or problems faced by partners during the reporting period – Describe all problems in project implementation. Justify the reasons or indicate if not applicable (N/A)

2.4 Please provide an updated activity plan of the Action. An updated action plan should include all activities that were planned, but not realised during the previous reporting period, as well as activities that were originally foreseen for the next - period of project implementation. This is an important part of your report, which will be used for assessing overall project progress, as well as a basis for external monitoring until the end of your project.

2.5 Please list all information and promotional materials produced during the reporting period. Please fill in the proposed table.

Example

Publications, information materials, etc	No of copies	Target group and methods of dissemination
Informational leaflets	*200*	*Leaflets were distributed among participants of the annual conference, which took place on February 28th, 2011 in Lviv*

2.6 Please give a plan of activities for the next reporting period (next 4 months period)

Please list all activities foreseen for the next 4 months of project implementation. Please indicate the responsible partner, target group and expected achievements for each planned activity**.**

3. Partners and other Co-operation. Include information on roles and responsibilities performed by each project partner (not sub-contractors), as well as overall level of cooperation established.

4. Visibility

Please indicate how the final beneficiaries, target groups and/or general public were informed about the fact that the European Union has co-financed the Action.

Remember: All visibility measures must comply with the Communication and Visibility Manual for EU External Actions laid down and published by the European Commission, that can be found at web-site: **http://ec.europa.eu/europeaid/work/visibility/documents/communication_and_visibility_manual_en.pdf**. The use of this manual is –obligatory for all beneficiaries, i.e. Lead Partner and partners. Electronic templates have been developed for each type of communication tool and can be downloaded from the following website: **http://ec.europa.eu/europeaid/work/visibility/index_en.htm** Please remember that all visibility measures needs to include also information that Project was co-financed by The Cross-border Cooperation Programme Poland – Belarus – Ukraine 2007 – 2013 and Programme logo needs to be included where applicable. Program logo can be downloaded from the following website: **http://www.pl-by-ua.eu/page.php?page_group=5&page_id=30**

5. Subcontracting **-** please list in proposed tables all contracts awarded during the reporting period in case you have sub-contracted works, supplies or services.

Example

Items Contracted	Name of Contractor	Date of signing	Contract value		Procurement procedure applied
			National currency	EUR	
Office supplies	*"NoName" Ltd*	*01.01.2011*	*400,00 PLN*	*100,00 EUR*	*Single tender*

<u>Annexes</u>

Please enclose the Annex A-1 Action indicators.

<u>Instruction for completion Annex A-1 Action indicators.</u>

In the table "Action indicators" should be presented the indicators of the project progress. The indicators should be in line with information presented in the Logical Framework of the project.

In column 1 (Project indicator) should be inserted names of output/result/impact[1] indicators (one indicator per row).. Names of indicators should be the same as in the approved Application Form (logical framework) and only indicators that are applicable to the Project and are included in the approved Application Form should be listed in this point in case of Joint Progress/Final Report. Subsequent numbering should be applied (i.e. 1, 2 etc.) and rows may be copied if needed (i.e. if more indicators were indicated in the approved Application Form). Result and impact indicators should be filled only in case of Final Report

In column 2 (Indicator unit) should be inserted unit of each indicator (as defined in the approved Application Form).

In column 3 (Value of indicator, described in contract) should be inserted value of each indicator (target value as defined in the approved Application Form).

In column 4 (Value of indicators achieved in the reporting period) should be inserted value of each indicator achieved in the reporting period.

In case of the Final Report, column 4 should be filled in with not yet reported value of indicators (last reporting period).

In column 5 (Value of indicators achieved from the Action beginning) should be inserted value of each indicator achieved since the beginning of the project (including the value achieved in the reporting period). Values entered should be equal values reported in all previous Activity Reports plus values achieved in the reporting period. In case of first Activity Report, only values achieved in the reporting period should be entered.

In column 6 (% - indicator progress (5/3*100%)), rate of each indicator's implementation from the beginning of the project to the end of the reporting period should be calculated in percentage of its target value. Value in column 5 should be divided by value in column 3 and multiplied by 100.

In column 7 (Value of indicators forecasted to be achieved in the next reporting period) should be inserted value of each indicator forecasted to be achieved in the next reporting period. In case of Final Report, column 7 should state 'Not applicable'.

Example

The Project is submitted under the Priority 2 "Improving the quality of life", Measure 2.1 "Natural environment protection in the borderland". In the project description it is indicated that it will be organized 4 seminars for teachers (output indicator "Number of organized seminars") and that 200 persons will participate in these seminars (Output indicator "Number of persons participating in organized seminars"). The implementation period is 12 calendar months.

During the first four months of the project implementation period the Lead Partner organized 1 seminar where 46 persons participated.

Annex A-1 enclosed to the first brief narrative report:

Project indicator	**Indicator unit**	**Value of indicator, described in contract**	**Value of indicator, achieved in reporting period**	**Value of indicator achieved from the Action beginning**	**% - indicator progress (5/3 * 100 %)**	**Value of indicator, planned to achieve in the next reporting period**
1	**2**	**3**	**4**	**5**	**6**	**7**
Output indicator						
1. *Number of organized seminars*	seminar	4	1	1	25%	2
2. *Number of persons participating in organized seminars*	persons	200	46	46	23%	100
Result indicator						

2) Non-quantitative indicators

Please provide information about non-quantitative indicators included in the Logframe and the Action i.e. improvement of the image of the Municipality

3) comments on Action impact

Please provide information how the achievement of the indicators will affect the Action.

Annex A-1 enclosed to the second brief narrative report:

Project indicator	**Indicator unit**	**Value of indicator, described in contract**	**Value of indicator, achieved in reporting period**	**Value of indicator achieved from the Action beginning**	**% - indicator progress (5/3 * 100 %)**	**Value of indicator, planned to achieve in the next reporting period**
1	**2**	**3**	**4**	**5**	**6**	**7**
Output indicator						
1. Number of organized seminars	seminar	4	2	3	75%	1
2. *Number of persons participating in organized seminars*	persons	200	84	130	65%	70
Result indicator						

At the end there should be name of the authorised person . Report should be signed and dated.

The report must be sent by e-mail and registered mail/courier service or hand delivery not later the 21 calendar days after the end of **each 4 months reporting period**.

II. INTERIM NARRATIVE REPORT

The interim project report template is similar to brief narrative report and includes the following sections:

1. Description

1.1-1.7 – please provide the same information as in brief narrative report.

1.8. Target country(ies) or region(s) - please specify the exact names of the country(ies), region(s), area(s) or town(s) where the project is implemented and which shall benefit from the project implementation as was specified in your proposal.

1.9. Final beneficiaries &/or target groups (if different) (including numbers of women and men) – please list the groups/entities who are directly positively affected by the project and are expected to benefit from the project implementation in the longer term at the level of the society or sector.

1.10. Country (ies) in which the activities take place (if different from 1.8) - indicate if not applicable (N/A)

2. Assessment of implementation of Action activities

2.1. Executive summary of the Action – please provide the information about general project progress for the reporting period, including the information on project strengths, project achievements, and challenges to completing.

2.2. Activities and results - you should list all activities implemented during the reporting period in line with description of the Description of the Action (Annex I to your Grant Contract). You should also describe achieved results in comparison with planned achievements.

2.3. Please list activities that were planned and that you were not able to implement (if any), explaining the reasons for these. In case some activities were indicated in your action plan for the reporting period and were not implemented, please describe here reasons and determine a new deadline for its implementation. If not applicable, please indicate N/A.

2.4. What is your assessment of the result of the Action so far? Please compare planned project indicators with the project achievements on the end of the reporting period.

You should list here all contracts awarded during the reporting period in case you have sub-contracted.

2.5. Please provide an updated action plan. An updated action plan should include all activities that were planned, but not implemented during the previous reporting period (listed in the p.2.3 of the report), as well as activities that were originally foreseen for the financial period between the interim report and the next report.

2.6. Please list all publications. Please provide the information about all publications and other promotion materials which were published in the project framework during the reporting period. Please also enclose to the report samples of published materials.

3. Partners and other Co-operation

3.1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)? Please specify for each partner organization. Include information on roles and responsibilities performed by each project partner (not sub-contractors), as well as overall level of cooperation established.

3.2. How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action? In case there was no cooperation with the state authorities, please indicate (N/A)

3.3. Where applicable, describe your relationship with any other organisations involved in implementing the Action. You should pay special attention to target groups and beneficiaries of the action, as well as the relation (coordination, level of involvement in project implementation, etc.) with these groups.

3.4. Where applicable, outline any links you have developed with other actions. Indicate if not applicable (N/A).

3.5. If your organisation has received previous EC grants in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant EC grants). Fill in, if your project is the continuation of the previous action, co-financed from EC funds. Indicate if not applicable (N/A).

4. Visibility

Please indicate how during the reporting period the final beneficiaries, target groups and/or general public were informed about the fact that the European Union has co-financed the Action.

Annexes:

Annex A-1 – Action indicators

The same as in Brief Narrative Report Please see **instruction for completion Annex A-1 Action indicators** for the brief narrative report.

Annex A-2 – Sources of funding

Please fill in the table actual information regarding financing of the project referring to the articles 3.2 and 3.4 of the Special Conditions.

Annex A-3 Eligible cost of the Action

Please fill in the table:

Annex A-3 Eligible cost of the Action	
Name of the Beneficiary:	
Project №:	
Title of the project:	
Reporting period:	dd/mm/yyyy-dd/mm/yyyy
	Action costs incurred in the reporting period
Total costs in EUR	**0.00**
	Action cost from the beginning of the Action
Total costs in EUR	**0.00**
Date:	
Signature of the Beneficiary's representative:	

Annex A-4 Forecast timetable of Action payments

Please fill in the table:

Value of cofinancing – in the row amount of co-financing for each quarter of the specific year.

Action	value of co-funding	timetable of payments											
		I	II	III	IV	I	II	III	IV	I	II	III	IV
		2011	2011	2011	2011	2012	2012	2012	2012	2013	2013	2013	2013
Indicate number and title of the	***Indicate total ENPI co-financing***	***Indicate amount of co-financing for each quarter of the specific year***											

project													

<u>Annex A-5 Interim financial report</u>

Please fill in the table “Interim financial report” all eligible expenditures incurred during the reporting period.

In cell A4 please indicate the reporting period.

In columns “Expenditures” and “Budget as per contract/addendum” should be inserted signed project budget (Annex III to the Grant Contract, working sheet b1) for whole implementation period.

> **<u>Remember:</u>** Beneficiary is obliged to inform in writing the JMA about any transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 15% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs.
> This method may not be used to amend the headings for administrative costs or the contingency reserve

In case the JMA has approved any reallocation between budget lines or the use of part of the reserve for contingency, indicate it **in columns “Reallocation and use of contingencies”.**

> **<u>Remember:</u>** Any changes which exceed 15% of the amount originally entered must be set out in writingin an addendum to the Grant Contract. Beneficiary is obliged to provide amended (new) budget .

In columns “Expenditures incurred *per currency*” should be indicated number of units, unit cost, total cost in original currency and total cost in Euro for each currency (e.g. PLN, BYR or UAH) and budget line. Please insert a set of four columns per each currency, in which expenditures were incurred.

In columns “Expenditures incurred *total for the period in EUR*” should be indicated number of units and total cost in Euro for all currencies for each budget line.

> **<u>Remember:</u>** According to General Conditions, article 15.8 any conversation into euro of the real costs borne in other currencies shall be done at the rate made up by the average of the rates (or for the last month which is covered by the report, according to Call for Proposals requirements) published in InforEuro for the months covered by the reporting period, available at:
> http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en

In column “Expenditures incurred *cumulated costs (before current report)*” please indicate total costs in Euro from previous approved financial reports for each budget line.

In column "Expenditures incurred *cumulated costs (from start of implementation to present report included)*" please indicate total costs in Euro incurred in the framework of project till the end of reporting period.

<u>Annex A-6 Summary of Timesheets on the Action</u>

Please fill in the table basing on data indicated in timesheets and remember that all information should be coherent with information in project description and budget category l "Human Resources". Add as many rows as employees and as many set of columns (# of days worked and monthly salary (EUR) as many months are included in the reporting period..

<u>Annex A-7 Summary of Per diems on the Action</u>

Please fill in the table with all needed details concerning per diems paid under the budget line 1.3 Per diems for missions/travel. Add as many rows as trips. If not applicable please indicate (N/A)

<u>Annex A-8 Forecast Budget & follow up</u>

According to the article 9.2 of the General Conditions the Beneficiary may amend the budget and inform in writing without delay the Contracting Authority accordingly. In order to identify the need to request authorization of JMA (over 15% of the of the amount originally entered) for a budget change you should fill in the table "Forecast Budget & follow-up".

In columns "Expenditures" and "Total budget as provided in Contract/Addendum" please insert actual signed project budget (Annex III to the Grant Contract, working sheet b1) for whole implementation period.

In column "Costs incurred in reporting period" please indicate costs incurred in reporting period basing on information provided in Annex A-5.

In column "Cumulated costs" please indicate costs incurred from the start of project implementation till the end of reporting period.

In columns "Forecast for the next reporting period (dd/mm/yyyy-dd/mm/yyyy)" please indicate planned costs for the next reporting period.

<u>Annex A-9 List of expenditures</u>

Please insert all expenditures incurred in the reporting period in the proposed table. You should describe each invoice under the each budget line separately. Please add as many rows as needed.

In column "Expenditures" should be inserted names of budget lines according to Annex III to the Grant Contract, working sheet b1.

Columns "# Units", "Unit cost (in national currency)", "Costs (in national currency)" and "Costs (in EUR)" should be indicated number of units, unit cost, total cost in original currency and total cost in Euro for each currency (e.g. PLN, BYR or UAH) and expenditure. Please insert a set of four columns per each currency, in which expenditures were incurred.

Annex B - Request for payment

Please fill in the requested information using the template of request for payment presented in Annex V to the Grant Contract "Request for payment for grant Contract".

Annex D - Letter of endorsement

Please find below the sample letter of endorsement:

LETTER OF ENDORSEMENT

..../ ..../ 200….

Project Title:

Contract Number:

Name of Partner:

I endorse the Interim/ Final Report, including the financial report, submitted in respect of the above mentioned project.

I confirm that all the general and specific conditions attached to the Grant Contract have been met, and the project has been implemented as originally proposed.

I declare that separate accounting procedures have been set up within my authority for the above mentioned project.

I declare the average monthly Euro exchange rates, as published by the European Commission, have been used.

I confirm that my authority has contributed the agreed amount of co-financing of Euro .... to the project.

Signature: ____________________

Name: ____________________

Function: ____________________

Official stamp of the Beneficiary

Annex E - Expenditure verifications

Please enclose “Report for an Expenditure Verification of a Grant Contract External Actions of the European Union”. The template of the report is included in Annex VII to the Grant Contract.

Remember: Expenditure Verification Report must cover the same period as interim report

Annex F - Copy of the invoices

Please provide copy of the all invoices incurred expenses. On each invoice should be indicated **“Financed by the the EU within European Neighborhood and Partnership Instrument in the framework of the Cross-Border Cooperation Programme “Poland-Belarus-Ukraine 2007-2013”**

Each invoice should include a short description in English with following information:

1. Name of the Programme
2. Name of the Project
3. Number of the Grant Contract
4. Number of invoice
5. Budget line under which the invoice was paid (according to the Grant Contract)
6. Registration number of invoice in the Beneficiary’s (or Partner’s) accounting system.
7. Description what is it (e.g. invoice for translation PL - BY needed for conference X)
8. Procurement procedure which was applied. (Polish Beneficiaries should indicate relevant article of the Polish law on public procurement).
9. ENPI co-financing (% and amount).
10. Approval of expenditure by authorized persons (head of the organization, chief accountant, project co-coordinator etc.)

All enclosed copies of documents must be certified as a true to the original by the Beneficiary (dated and signed by authorized person). All copies of invoices should be organized according to budget lines (first invoices related to budget line 1 Human Resources, than 2 Travel Costs, etc).

Annex G - Copy of the Timesheets

Please provide copy of the Timesheets of personnel working with the project.

There is no required template for timesheet. You may find sample of timesheet on the following EC website: http://ec.europa.eu/europeaid/work/procedures/financial-management-toolkit_en.htm

Please remember that each timesheet has to be signed by each project staff and the person supervisor.

Annex H - Copies of all the supporting documents (contracts, subcontracts, contract with auditor etc.)

Please provide copy all supporting documents concerning costs of the activity implementation.

Annex I - Tender documentation, if appropriate

If the Beneficiary carried out tender procedure, please provide copy of tender documentation.

Annex J - Certificate of origin, if appropriate

According to the articles 23 and 24 of Council Regulation (EEC) No 2913/92 of 12 October 1992 establishing the Community Customs Code and other Community legislation governing non-preferential origin. Contractors must present proof of origin to the Beneficiary no later than when the first invoice is presented, for equipments and vehicles of a unit cost on purchase of more than € 5 000. The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Community legislation.

Please provide all needed certificates of origin.

Annex K - Copy of studies, documentation produced for seminars, meetings and publication purposes

Please provide copies all documents produced during project implementation, even if they are not results.

Annex L - Copy of works and/or supplies Certificate of provisional acceptance

Please provide signed protocol of acceptance of works, supplies or other activities

Annex M - Photo documentation of the Action, newspaper or Internet articles etc.

Please provide all documentation concerning promotion the Action.

Remember: The report must be completed and signed by the authorised person. The information provided must correspond to the financial information that appears in the financial report. Please complete the report using a typewriter or computer. Please expand the paragraphs as necessary. ***Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned .***The Joint Managing Authority/ Joint Technical Secretariat will reject any incomplete or badly completed reports. The answer to all questions must cover the reporting period as specified in point 1.7.

III. FINAL NARRATIVE REPORT

The final narrative report shows the extent to which the project has met its objectives and should emphasis results achieved during the project implementation.

The final narrative report includes the following sections:

<u>1. Description</u> – please provide the same information as in interim narrative report

<u>2. Assessment of implementation of action activities</u>, including:

2.1 Executive summary of the Action – same as in interim report but for whole implementation period.

2.2 Activities and results - same as in interim report. The emphasis should be on results achieved.

<u>Remember:</u> you should include all activities realized from start of the Action indicating which activities were included in your previous interim reports

2.3 Activities that have not taken place. In case some activities were indicated the approved proposal and were not implemented, please list them here and describe reasons. If not applicable, please indicate N/A.

2.4. What is your assessment of the results of the Action? You should comment on level of fulfilment of the overall and specific objectives indicated in the project proposal. You should quantify wherever possible and refer to indicators and sources of verification from the LogFrame.

2.5. What has been the outcome on both the final beneficiaries &/or target group (if different) and the situation in the target country or target region which the Action addressed? Please describe outcome on final beneficiaries/target groups and situation in the target country/region. Referring to the situation/information indicated in the approved application form, you should describe how the situation in the region has changed because of the project and how the project has changed the situation of the final beneficiaries/target groups. Include information on training and other activities contributing to building of capacities, new experiences gained, questioning/surveys results, etc.

2.6. Please list all materials, publications (and no. of copies) produced during the Action. Please, don’t forget to include information on dissemination.

2.7. Please list all contracts (works, supplies, services) awarded for the implementation of the action since the last interim report if any or during the reporting period, giving for each contract the amount, the award procedure followed and the name of the contractor - same as in brief narrative report, p.5 Subcontracting.

2.8. Describe if the Action will continue after the support from the European Community has ended. Indicate what has been done to achieve sustainability and how do you plan to finance of follow-up activities after the project has ended.

2.9. Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, democracy, good governance, children's right and indigenous people, environmental sustainability and combating HIV/AIDS Describe in more details whether the project had an impact on any of the cross-cutting issues. Not only mention that an impact existed but also in detail describe the concrete influence the project had in these areas (for example contributing to equal access to information of vulnerable groups, reduced pollution etc.).

2.10. How and by whom have the activities been monitored/evaluated? Indicate how you have monitored project implementation internally. In case you have conducted external evaluation, please attach the evaluation report.

2.11. What has your organisation/partner learned from the Action and how has this learning been utilised and disseminated? Has the project contributed to building of your organization/partner organization' capacities. If so, how? If not, why not?

3. Partners and other Co-operation

3.1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)? Include information on roles and responsibilities performed by each formal partner (not sub-contractors), as well as overall level of cooperation established.

3.2. Is the partnership to continue? If so, how? If not, why? Please, describe the further cooperation between project partners after the project implementation. Indicate if a contract on future cooperation has been/will be signed.

3.3. How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action? In case there was no cooperation with the state authorities, please indicate (N/A).

3.4. Where applicable, describe your relationship with any other organisations involved in implementing the Action. You should pay special attention to beneficiaries and target groups of the action, as well as relation (coordination, level of involvement in project implementation, etc.) with these groups.

3.5. Where applicable, outline any links you have developed with other actions. If not applicable, please indicate N/A.

3.6. If your organisation has received previous EC grants in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant EC grants). If not applicable, please indicate N/A.

3.7 How do you evaluate co-operation with the services of the Joint Managing Authority? Was the cooperation with Joint Technical Secretariat and Joint Managing Authority within your project satisfactory (including quality of trainings, information, assistance in problematic issues etc.)? You can give here your recommendations on improving of JTS and JMA services if any.

4. Visibility –same as in interim narrative report.

Remember: This report must be completed and signed by the authorised person. The information provided must correspond to the financial information that appears in the financial report. Please complete the report using a typewriter or computer. Please expand the paragraphs as necessary. ***Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned.*** The Joint Managing Authority/ Joint Technical Secretariat will reject any incomplete or badly completed reports. Unless otherwise specified, the answer to all questions must cover the reporting period as specified in point 1.7. Please do not forget to attach to this report the proof of the transfers of ownership referred to in Article 7.3 of the General conditions.

Annexes

All annexes are the same as for Interim Narrative Report (therefore please see the relevant section under Interim Narrative Report) **except of:**

Annex A -1

Column 4 should be filled in with not yet reported value of indicators (last reporting period).

Column 7 should state 'Not applicable'

There are no Annexes A-4 and A-8 for the Final Report

Annex A-5

Template is the similar as for the Interim report, but it should include all expenditures made during the project implementation in the final report. Please note that costs are eligible only which were incurred in the implementation period indicated in the Article 2 of the Grant Contract.

In cell A4 please indicate the period which report covers (date/month/year- date/month/year) – from the date next to the last interim report till the end date of the project implementation period

Annex C – Transfer for ownership

It has to be attached to the final report in case (according to SC) when **a partner is located outside the Programme's eligible area.** The equipment, vehicles and supplies purchased by that partner and paid for by the Budget for this part of the Action must be transferred to the beneficiary and/or any partners located inside the Programme's eligible area and/or the final recipients of the Action, at the latest by the end of the implementation of the Action. Copies of the proofs of transfers of equipments and vehicles, the purchase cost of which was more than 5 000 Euros per item, must be attached to the final report.

Please use the Practical Guide template of transfer of ownership of assets available at the web-site: http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm