

ANNEX III

REPORTING REQUIREMENTS

Final annual implementation report

The final annual technical implementation report referred to in Article 6 of the specific grant agreement should include in particular the following information, presented as specific sections of the report:

A. Detailed description of all the activities conducted

The description should relate to the activities specifically foreseen in Annex I. This section of the report should summarise the activities specifically foreseen and those directly related to the objectives of the project and present and explain the activity actually done, their correspondence to the foreseen programme and objectives, and show how each activity has contributed to the stated objectives.

Any difference between the programme and objectives foreseen and those actually conducted and achieved must be highlighted and explained.

B. Manpower for the execution of the activities

This section of the report should present a complete list of all the persons who have participated in the execution of the project and, for each of them, the man/days of work, the professional level or category and the corresponding unit and total cost.

In the case of partner organisations or external bodies, the organisation to which each person belongs should be clearly identified. The activities conducted by each person involved will be described and it will be explained how they relate to the various activities and objectives of the project, as described in section A.

It must be shown how the data requested for section B compares with the corresponding information provided with the proposal. It should naturally also correspond to the details provided in the financial report.

C. Partners involved

This section should present how the work has been distributed among the various partners (if any). It will explain which activities the various partners have conducted, how they have been co-ordinated and how they have contributed to the set objectives.

D. Countries involved

This section should explain what activities have been conducted in each of the countries involved and how the results have been made available in each country.

E. Achievement of the objectives

This section should explain how the objectives have been achieved. It should present an evaluation of the results achieved and explain on what monitoring, which indicators or relevant evidence the conclusions presented on the results achieved are based. Any problem in achieving the objectives must be highlighted and explained.

F. Awareness-raising/Promotional activities

The beneficiary will indicate all awareness-raising activities (e.g press) planned for the project, with relevant dates.

G. Financial report

The beneficiary should respect the following rules:

- The financial report must be signed.
- The budget must be consistent with the estimated budget and must be balanced (expenses = incomes).
- The payment request (dated and signed) must be jointed to this report.

IMPORTANT: The absence of complete, clear and structured information and data as described in this annex will be a reason for non acceptance of the activity report.