ANNEX VI TO THE CONTRACT COMPRISING

1.- FINAL TECHNICAL REPORT TEMPLATE TO BE USED BY CONTRACTORS COMMISSIONED UNDER PROGRESS
2.- SUMMARY TEMPLATE
3.- COMPULSORY MENTIONS OF COMMUNITY SUPPORT

COMMUNITY ACTION PROGRAMME IN THE SPHERE OF EMPLOYMENT AND SOCIAL SOLIDARITY – PROGRESS 2007-2013

1.- FINAL TECHNICAL REPORT TEMPLATE TO BE USED BY CONTRACTORS COMMISSIONED UNDER PROGRESS

This report should tell us how the service you have been commissioned to deliver has progressed and what was achieved.

It is divided in three different parts.

- The first part relates the general information about your commissioned work.
- The second part refers to a more qualitative self-assessment of your commissioned work.
- The third part concerns quantitative information related to your work that we will request you to collect, compile and present. This information will be used for the performance monitoring of PROGRESS, your funding programme. Lastly, the list of evidence and annexes to be attached is given at the end of the quantitative information questionnaire.

This form can be filled in English, French or German.

Please send **THREE** hard copies of this Final Technical Report, including all of your evidence in ONE copy only, to:

Please email **ONE** electronic copy of this form and your evidence to:

Please complete all the sections

I.- GENERAL INFORMATION

Title of the service Please insert the title as indicated in your contract

Contract reference Number Please insert the reference as indicated in your contract

Period of Performance	
From (dd/mm/yyyy)	
To (dd/mm/yyyy)	

Details of the contractor	
Name	
Street	
Postcode	
City	
Country	
Website	
Telephone	
Telefax	

Legal representative	
Family Name	
First Name	
Position/Function	

Person to contact for questions on the report (contact person)	
Family Name	
First Name	
Position/Function	
E-mail	
Telephone	
Telefax	

II.- QUALITATIVE INFORMATION

II.1- Results

Summary of progress of your work (include detail on how the planned tasks have been carried out).

In case your plan of work varied, such as dates for deliverables, reduction/increase of the delivered outputs, please explain the rationale of such variance from your original plan of work.

We take equal opportunities very seriously. As indicated in the terms of reference related to this service, you were asked to consider ensuring an appropriate mix of people in your team, that the delivered outputs as laid down in the specifications are accessible to all when relevant and that all dimensions, in particular gender dimension, are looked at in your work when relevant. How did you make sure that those equality considerations have been integrated in your work?
- appropriate mix of people in your team **- delivered outputs are accessible to all** **- all dimensions, in particular gender dimension, looked at in your work**

II.2- Lessons learned

What are the most important outcomes and lessons learned from your work?

III.- QUANTITATIVE INFORMATION

Please note that quantitative performance information must be submitted only in relation to delivered outputs in Year N if any by 31 December Year N at the latest. Such information will feed into PROGRESS annual performance report Year N due to be submitted to the European Parliament and the Council by 31 March Year N+1.

In case your action unfolds over two subsequent years, you will have to report on Year N about delivered outputs in Year N and report on additional delivered outputs in Year N+1 in your final reporting.

REPORTS	Unit	Planned	Actual
If there were REPORTS (analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced under your work please indicate:			
Number of reports, of which	No.		
• *reports aimed at providing policy advice, research and analysis*	No.		
• *reports aimed at identifying good practices*	No.		
• *monitoring and assessment reports on the implementation of laws or policies*	No.		
• *reports aimed at the development of appropriate statistical tools, methods and indicators*	No.		
Next please indicate the key audiences which are the intended users of the report(s):			
Target audience (mark the appropriate)			
• *EU-level policy and decision-makers*	N/A		
• *National/regional/local-level policy and decision-makers*	N/A		
• *Social, economic/business partners*	N/A		
• *Civil society, NGOs*	N/A		
• *Academia, experts, think tanks*	N/A		
• *Media, Journalists*	N/A		
• *All of the above*			
• *Other*	N/A		
If (any of) the reports have been actively distributed, please indicate:			
Scope of dissemination, of which			
• *Total number of paper copies distributed*	No. of copies printed and distributed		
• *Total number of electronic copies downloaded from the website (if web address differs from the one indicated under Part I, please copy website address here)*	No. of downloads		

INFORMATION/PROMOTIONAL MATERIAL/WEBSITE	Unit	Planned	Actual
If there were any INFORMATION/PROMOTIONAL MATERIALS (includes leaflets, brochures, newsletters, websites, articles in media, video material, etc.) produced under your work, please indicate:			
Number of information and promotional material, of			

which			
• *Total number of printed material copies*			
• *In which languages (EN FR DE and other (specify)*			
• *In easy-to-read language for disabled people*	Yes		No
Scope of dissemination, of which			
• *Total number of material copies distributed*	No. of copies printed and distributed		
• *Total number of visits to websites related to information and promotional*	No. of downloads		
In case there was coverage of your work's outputs in mass media, please estimate:			
• *Estimated newspaper/journal/etc. readership*	No. of readers		
• *Estimated size of radio/TV audience*	No. of listeners/ viewers		
Next please indicate the key audiences which are the intended users of information/promotional material:			
Target audience (mark the appropriate)			
• *EU-level policy and decision-makers*	N/A		
• *National/regional/local-level policy and decision-makers*	N/A		
• *Social, economic/business partners*	N/A		
• *Civil society, NGOs*	N/A		
• *Academia, experts, think tanks*	N/A		
• *Media, Journalists*	N/A		
• *All of the above*			
• *Other*	N/A		

TRAINING/MUTUAL LEARNING	**Unit**	**Planned**	**Actual**
If there were TRAINING/MUTUAL LEARNING (includes various trainings, peer reviews and other forms of mutual learning) <u>events</u> organised through your work, please indicate:			
Number of trainings, peer reviews and other mutual learning events	No.		
Number of individuals who participated in these events	No.		
Of which number of women who participated in these events	No.		
Size of events (sum of hours spent in such events by every participant**)**[1]	Person/hours		
Next please report on participants satisfaction using the standardised questionnaire (see footnote[2]):			

[1] Please report **only actual time spent in the events**, i.e., all the time spent preparing and following-up an event shall not be reported here. To continue with the example above: if the first meeting lasted half-day (4 hours), and second was a two-day event (16 hours), then the sum of hours spent in these events by participants A, B, C, D is 60 [i.e., (3 x 4) + (3 x 16)].

[2] We are keen in ensuring that what we fund or do is to the satisfaction of participants. For that we need your assistance. You will thus be requested for each event you are organising to carry out a short on-the-spot survey. We have listed standard questions, which shall feature in the evaluation form distributed to the participants of your events. Depending on the internal

OTHER INFORMATION AND COMMUNICATION EVENTS	Unit	Planned	Actual
If there were OTHER INFORMATION AND COMMUNICATION EVENTS **(includes various seminars, conferences, round tables, networking events, etc.) events organised under your work**, please indicate:			
Number of information and communication events	No.		
Number of individuals who participated in these events	No.		
Of which number of women who participated in these events	No.		
Size of events (sum of hours spent in such events by every participant**)**[3]	Person/hours		
Next please report on participants satisfaction using the standardised questionnaire (see footnote):			
Total number of participants responding to at least one compulsory question	No.		
Did the event match your needs?	Value		
Did you gain relevant knowledge and information?	Value		
Will you be able to apply such knowledge and information in your work?	Value		

IV.- SIGNATURE

DECLARATION

I/we confirm that I/we are duly authorised to sign this declaration on behalf of the organisation named. I/we certify that the information given in this report is correct, and confirm that the enclosures are current, accurate, and adopted or approved by the organisation for which I/we lead.

I understand that you may contact me to clarify any details in this report, including providing any supplementary information as applicable. I confirm that I am authorised by the organisation for this purpose.

Title First name Surname

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needs of your work, your questionnaire may feature more questions, yet these other questions remain outside the scope of our monitoring work. The standard questionnaire below sets only the compulsory questions which shall be posed to the participants as they are (i.e., without adjusting them):

Compulsory questions of participant satisfaction surveys					
Please scale the following aspects of the event on a 1-5 basis, where 5 signifies "yes, agree strongly" and 1 – "no, disagree strongly" (Values shall be rounded to one decimal point).	**5**	**4**	**3**	**2**	**1**
Did the event match your needs?					
Did you gain relevant knowledge and information?					
Will you be able to apply such knowledge and information in your work?					

Position held in the organisation

Signed Date

On behalf of (organisation name):

Check List – Have you:

☐ Filled out all sections of the form with the requested information?
☐ Responded within the required deadline?
☐ Made sure that all your published material acknowledged support from the EU?
☐ Attached the required documentation:

- A printed original invoice accompanying this final technical report;
- Key points of your work in one page. Key points should be concise, sharp and easily understandable. They shall be provided in English, French and German (see proposed structure);
- Executive summary of your work in English, French and German in no more of 5/6 pages (see proposed structure);
- Printed and electronic copies of information and promotional materials (articles, leaflets, brochures, programme, stickers, posters, tapes, calendars, etc);
- Printed and electronic copies of the reports, analyses, studies, reviews, manuals, working papers, attendance lists, toolkits, computer discs with information if available etc.) produced under your work;
- For the events, the list of participants with the original signatures;

☐ Completed section 4 with the correct signatories?
☐ Submitted ONE original and TWO hard copies of the final report and ONE electronic copy (activity report and financial report) together with ONE hard copy and ONE electronic copy of the supporting evidence?

[3] Please report **only actual time spent in the events**, i.e., all the time spent preparing and following-up an event shall not be reported here. To continue with the example above: if the first meeting lasted half-day (4 hours), and second was a two-day event (16 hours), then the sum of hours spent in these events by participants A, B, C, D is 60 [i.e., (3 x 4) + (3 x 16)].

2.- TEMPLATE STRUCTURE FOR EXECUTIVE SUMMARY

With a view to favouring valorisation by the European Commission of all results obtained and outputs delivered under PROGRESS programme, all contractors are requested to provide - either upon specific request or in any event with the final activity report- an executive Summary.

Such a summary should be written in plain language and be available in English, French and German. It should be a stand-alone summary of your work and its implications. The Executive Summary will be used and posted on the website of the Directorate General for Employment, Social Affairs and Equal Opportunities. Thus it must be well thought out and presented as it may be a unique opportunity to publicise your work and your organisation.

Please ensure your Executive Summary includes the following headings:

1. Key points *(no more than one page and presented in bullet points)*
- What should be retained from your work in terms of aims, results and findings, recommendations.

2. Background
- Context in which your work was carried out

3. Who is your work targeted at?

4. Aims/objectives of your work

5. Results/key findings
- in relation to the mission and objectives of your work
- additional findings

6. Implications for relevant stakeholders:
- policy makers
- opinion-makers including mass media, journalists
- non-governmental organisations
- Research institutions, think tanks
- Social partners
- others where relevant

7. Recommendations (if any)
- who are the recommendations targeted at?

3.- COMPULSORY MENTION REGARDING COMMUNITY SUPPORT

In accordance with the General conditions, all contractors are under the obligation to acknowledge that the present service has been commissioned for the Community in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the Community Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

> *This (publication, conference, training session etc) is commissioned under the European Community Programme for Employment and Social Solidarity - PROGRESS (2007-2013).*
>
> *This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.*
>
> *The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.*
>
> *PROGRESS mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS will be instrumental in:*
>
> - *providing analysis and policy advice on PROGRESS policy areas;*
> - *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
> - *promoting policy transfer, learning and support among Member States on EU objectives and priorities; and*
> - *relaying the views of the stakeholders and society at large*
>
> *For more information see:*
> *http://ec.europa.eu/employment_social/progress/index_en.html*

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission"

With regard to publication and any communication plan linked to the present activity, the Contractor will insert the European Union logo, and if applicable, any another logo developed for the employment and social solidarity fields and mention the European Commission as the Contracting Authority in every publication or related material developed under the present contract.