ANNEX III TO THE GRANT AGREEMENT COMPRISING

1.- FINAL ACTIVITY REPORT TEMPLATE TO BE USED BY BENEFICIARIES WHOSE ACTIONS HAVE BEEN AWARDED GRANTS BY DG EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES
2.- TEMPLATE STRUCTURE FOR EXECUTIVE SUMMARY

EUROPEAN UNION PROGRAMME FOR EMPLOYMENT AND SOCIAL SOLIDARITY – PROGRESS 2007-2013

1.- FINAL ACTIVITY REPORT TEMPLATE TO BE USED BY BENEFICIARIES WHOSE ACTIONS HAVE BEEN AWARDED GRANTS BY DG EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES

This exercise should tell us how the EU-funded action has progressed and what was achieved in the funding period.

It is divided in three different parts.

- The first part refers to a more qualitative self-assessment of your work.
- The second part concerns quantitative information related to your work that we will request you to collect, compile and present. You are asked to fill in only the fields which are applicable to your action. This information will be used for the performance monitoring of PROGRESS, your funding programme.
  You will be able to compile most of the required information from your internal files. However, please note that in the case of events (seminars, conferences and similar) we expect you to carry out a short participants satisfaction survey, which would include the standard questions provided below (please see footnote [1] for more information).
- Lastly, the list of evidence and annexes to be attached is given at the end of the third part.

This form must be completed in English.

The deadline for returning your Final Activity Report including the financial report and your evidence is indicated in Article I.5 of your grant agreement.

I.- QUALITATIVE INFORMATION

I.1- Results

1. List the original goals and objectives of the action as set out in the grant agreement, and explain how they were met during the implementation period. Please, - **focus on the *results/outcomes*** of your action (i.e., benefits to the target group(s) addressed by your action); - **include detail on what *change*** your action has brought about; - **explain the added value of the action, i.e. the lasting impact and/or multiplier effect.** *Important: please note that all activities and deliverables must be presented not here but in the next box*)

2. Summary of progress of your action (please summarise your action as well as any ***difficulties*** you have faced in implementing it).		
Please shortly present your project plan/activity plan as outlined in the approved action grant agreement	**Please describe the activities and deliverables in the action**	**Describe any variance from the original action plan. Describe how and why, provide justification of the change(s) made and impact on project implementation**
[Please insert as many rows as required, preferably using a separate row to report on each group of activities and/or component of your action]		

3. Has your project had a transnational dimension?
Yes: ☐ No: ☐
If yes, please describe it.

4. Where there any partners or stakeholders involved in your project?
Yes: ☐ No: ☐
If yes, please list here all partners or stakeholders and describe the contribution they made to the action. Has the role of any partner changed during implementation? If yes, please explain how and why.

5. How did you make sure that equality considerations were taken into account in your work? These can relate to ensuring an appropriate mix of people in your team, ensuring that all activities were accessible to all, making sure that all dimensions, in particular the gender dimension, were taken into account in your work.

6. Is this action (or a related new action) to continue after European Union's financial support has come to an end?
Yes: ☐ No: ☐
If yes, please explain the next steps.

I.2- Lessons learned and dissemination of results

7. What are the most important outcomes and lessons learned from the action? What are the implications for relevant stakeholders? (such as the European Commission; national/regional/local level policy-makers; social partners; opinion-makers including mass media, journalists; non-governmental organizations; academia, research institutions, think tanks; others where relevant)

8. Did you carry out any evaluation of the action performed?
Yes, external evaluation: ☐ Yes, internal evaluation: ☐ No: ☐
If yes, please outline the key findings and conclusions of such evaluation.

9. News/success/best practice - We are very keen to hear about any success or good news from the actions that we fund. Please use the space below to tell us about any such news or if you have developed practices that you think others may want to know about or could benefit from. Please attach any relevant supporting information or material or explain where others can access it (e.g., website)

10. Adequate dissemination of findings and lessons is essential in ensuring the EU added value of the action. Therefore, please explain and describe how you involved relevant stakeholders during the action and whether there was any feedback:

II.- SUMMARY QUANTITATIVE INFORMATION

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

Please also note that depending on the duration of your action you may be requested to submit to the Commission the following quantitative performance information by 15 January; in that case the information has to cover only the outputs delivered as part of your action during the preceding calendar year (i.e., 1 January – 31 December of the previous year). Such information will feed into PROGRESS Annual Performance Monitoring Report, which will be submitted to the European Parliament and the Council.

11. REPORTS	**Unit**	**Planned**	**Actual**
If there were REPORTS (which include written outputs such as reports, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced as part of your action, please indicate:			
Guidance: Please provide the total number of independent written outputs, irrespective of whether they were published or not. An output produced in several languages counts as a single output. Next please disaggregate the total number into the subcategories provided according to the written output's primary objective. A single output may fall into several categories (e.g., a study may aim at produce policy advice and at the same time to identify good practice).			
The total number of reports, of which	No.	[insert]	[insert]
• *reports aimed at providing policy advice, research and analysis*	No.	[insert]	[insert]
• *reports aimed at identifying good practices*	No.	[insert]	[insert]
• *monitoring and assessment reports on the implementation of laws or policies*	No.	[insert]	[insert]
• *reports aimed at the development of appropriate statistical tools, methods and indicators*	No.	[insert]	[insert]
Scope of dissemination: If (any of) the reports have been actively distributed, please indicate:			
Total number of paper copies distributed (please provide a total cumulative number for all the reports), of which to:	No. of paper copies distributed	[insert]	[insert]
• *EU-level policy and decision-makers*	No. of copies distributed	[redacted]	[insert]
• *National/regional/local-level policy and decision-makers*	No. of copies distributed	[redacted]	[insert]
• *Social, economic/business partners*	No. of copies distributed	[redacted]	[insert]
• *Civil society, NGOs*	No. of copies distributed	[redacted]	[insert]
• *Academia, experts, think tanks*	No. of copies distributed	[redacted]	[insert]
• *Media, Journalists*	No. of copies distributed	[redacted]	[insert]
• *If the reports have been published online, please also provide the total number of their downloads by unique users (if web address differs from the one indicated under Part I, please indicate website address here)*	No. of downloads	[redacted]	[insert]

12. INFORMATION/PROMOTIONAL MATERIAL/WEBSITE	Unit	Planned	Actual
If there were any INFORMATION/PROMOTIONAL MATERIALS (including leaflets, brochures, newsletters, websites, articles in media, video material, etc.) produced as part of your action, please indicate:			
Guidance: Please provide the total number of various information and promotion materials, irrespective of their form/type of publishing (video, electronic document, printed on paper, etc.). An output produced in several languages counts as a single output. Next please provide the total cumulative number of the disseminated copies of these materials (e.g., printed/published copies distributed to your target audiences, number of downloads of the electronic copies published on websites, number of unique visitors to your information/promotional website(s), etc.).			
Total number of pieces of such information and promotional material, of which		**[insert]**	**[insert]**
• *Total number of printed material copies*		**[insert]**	**[insert]**
• *In which languages (EN FR DE and other (specify)*			
• *In easy-to-read language for disabled people (please mark the appropriate)*	Yes		No
Scope of dissemination:			
Total number of material copies distributed, of which to:	No. of copies distributed	**[insert]**	**[insert]**
• *EU-level policy and decision-makers*	No. of copies distributed		**[insert]**
• *National/regional/local-level policy and decision-makers*	No. of copies distributed		**[insert]**
• *Social, economic/business partners*	No. of copies distributed		**[insert]**
• *Civil society, NGOs*	No. of copies distributed		**[insert]**
• *Academia, experts, think tanks*	No. of copies distributed		**[insert]**
• *Media, Journalists*	No. of copies distributed		**[insert]**
• *Total number of visits to websites related to information and promotional (e.g., the website of your action)*	The average no. of unique visits per month during the reporting period		**[insert]**

13. TRAINING/MUTUAL LEARNING	Unit	Planned	Actual
If there were TRAINING/MUTUAL LEARNING EVENTS **(which include various trainings, peer reviews and other forms of mutual learning) organised as part of your action**, please indicate:			
Number of trainings sessions, peer reviews and other mutual learning events	No.	[insert]	[insert]
Total cumulative duration of these events (please sum up duration of the above events, converted into full working day equivalent, i.e., 8 hours)[1]	Days	[insert]	[insert]
Number of individuals who participated in these events	No.	[insert]	[insert]
Number of women among these participants	No.	[insert]	[insert]

Next please report on participants satisfaction using the standardised questionnaire (see footnote[2]):				
Total number of participants responding to at least one compulsory question		No.		[insert]
Did the event match your needs?	Share of respondents having responded as **5 "yes, agree strongly"**, per cent			[insert]
	Share of respondents having responded as **4 "yes, somewhat agree"** , per cent			[insert]
Did you gain relevant knowledge and information?	Share of respondents having responded as **5 "yes, agree strongly"** , per cent			[insert]
	Share of respondents having responded as **4 "yes, somewhat agree"** , per cent			[insert]
Will you be able to apply such knowledge and information in your work?	Share of respondents having responded as **5 "yes, agree strongly"** , per cent			[insert]
	Share of respondents having responded as **4 "yes, somewhat agree"** , per cent			[insert]

[1] For example, 1 four-day training (4 days), 2 one-day training sessions (2 days) and 1 half-day round-table discussion (0,5 day) result in total cumulative duration of 6,5 days.

[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 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", 4-"yes. somewhat agree", 3 - "neither agree nor disagree", 2 – "no, somewhat disagree" 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?					

14. OTHER INFORMATION AND COMMUNICATION EVENTS	Unit	Planned	Actual
If there were OTHER INFORMATION AND COMMUNICATION EVENTS (which include various seminars, conferences, round tables, networking events, etc.) organised as part of your action, please indicate:			
Number of information and communication events	No.	[insert]	[insert]
Total cumulative duration of these events (please sum up duration of the above events, converted into full working day equivalent, i.e., 8 hours)	Days	[insert]	[insert]
Number of individuals who participated in these events	No.	[insert]	[insert]
Number of women among these participants	No.	[insert]	[insert]

Next please report on participants satisfaction using the standardised questionnaire (see footnote[1]):			
Total number of participants responding to at least one compulsory question	No.		[insert]
Did the event match your needs?	Share of respondents having responded as **5 “yes, agree strongly”**, per cent		[insert]
	Share of respondents having responded as **4 “yes, somewhat agree”** , per cent		[insert]
Did you gain relevant knowledge and information?	Share of respondents having responded as **5 “yes, agree strongly”** , per cent		[insert]
	Share of respondents having responded as **4 “yes, somewhat agree”** , per cent		[insert]
Will you be able to apply such knowledge and information in your work?	Share of respondents having responded as **5 “yes, agree strongly”** , per cent		[insert]
	Share of respondents having responded as **4 “yes, somewhat agree”** , per cent		[insert]

III.- 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

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:

- The print-out of the duly completed, validated and submitted on-line final budget form SWIM which stands as your financial report;
- Executive summary of your work in English in no more of 2 pages (see proposed structure). As indicated below, the Executive summary must contain a 1-page section on "Key results" of the action. The key results should be concise, sharp and easily understandable;
- Printed and electronic copies of information and promotional materials funded by the grant (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 all events, the list of participants with original signatures of all participants.

☐ Completed section III with the correct signatories?
☐ Submitted ONE original and ONE hard copy of the final activity and financial reports as well as the supporting evidence and ONE electronic copy of all documents?

2.- TEMPLATE STRUCTURE FOR EXECUTIVE SUMMARY

With a view to disseminating all results obtained and outputs delivered under the grant agreement, all beneficiaries are requested to provide an Executive Summary which will be posted on the website of the Directorate-General for Employment, Social Affairs and Equal Opportunities.

Upon a reasoned and duly substantiated request by the beneficiary, the Commission may agree to forgo such publicity, if disclosure of the information indicated above would risk compromising the beneficiary's security or prejudicing his commercial interests.

Such a summary should be written in English. It should be a stand-alone summary of the action and its implications. 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. **A short description of the action (1/2 page maximum)**
   A concise description of the context in which the action was carried out, the target group(s) of the action as well as the key activities and deliverables

2. **Main objectives of the action (1/2 page maximum)**

3. **Key results (1 page maximum)**
   a. results/outcomes of the action, including benefits for main actors and target group(s)
   b. added value of the action, i.e. the lasting impact and/or multiplier effect.