



EUROPEAN COMMISSION
 DIRECTORATE GENERAL
 ECONOMIC AND FINANCIAL AFFAIRS
 Resources and communication
 Euro Protection and Pericles

'PERICLES 2020' PROGRAMME

FINAL TECHNICAL REPORT

(To be completed by the Beneficiary)

TITLE OF THE ACTION:	
GRANT AGREEMENT No.	
PERIOD COVERED BY THE REPORT: FROM	TO
LOCATION OF THE EVENT	

The purpose of this report is to provide an overview of the results of the training action - in terms of activities, developments, partnerships, etc. The technical final report is also the reference document for information about the development of the training action.

For each training action, a paper copy and an electronic copy of all the results which have been developed and/or which are under development must be attached to the report.

DECLARATION

I hereby declare the attached information to be correct to the best of my knowledge.

(Original signature of the person legally responsible for the beneficiary organisation and the stamp of the beneficiary organisation)

NAME:

BENEFICIARY ORGANISATION:

POSITION WITHIN THE BENEFICIARY ORGANISATION:

MADE AT:

DATE:

TO BE RETURNED TO THE FOLLOWING ADDRESS:

**European Commission
 Directorate General for Economic and Financial Affairs
 ECFIN R.6 – Euro Protection and Pericles
 Mr. Johan Khouw (CHAR – 11/021)
 B-1049 Brussels**

**AND, BY E-MAIL, TO THE FOLLOWING ADDRESS:
 ECFIN-PERICLES@ec.europa.eu**

I. INTRODUCTION

The evaluation procedure plays a crucial role in the project cycle insofar as it makes it possible to weigh up and make a qualitative and a quantitative assessment of:

- the results achieved in relation to the objectives;

The final report is an ideal tool for such evaluation. Hence, it is important that it reflects the reality of the training action as closely as possible. Beneficiaries are therefore advised to carefully read the report form in order to familiarise themselves with the content of this form and the data required for the completion of the report.

II. FORMAL CONDITIONS FOR THE ACCEPTANCE OF THE REPORTS

The report must fulfil the following formal conditions in order to be accepted and to enable the Commission/ECFIN to carry out the assessment:

II.1 An **original** version of the final report and **one copy** are required.

II.2 The following documents must be attached to the report (in paper form and electronic form):

- **final programme**
- **all speeches/slides**
- **all documents distributed to the participants**
- **the list of speakers**
- **the complete list of participants**
- **the assessment of the event by the participants (see form attached)**

II.3 The report must include the **original signature of the legal representative**¹ of the beneficiary organisation. The name of this representative, as well as his/her job function and title, and the official stamp of the beneficiary organisation should be printed underneath the signature.

¹ By legal representative, we mean the person who is authorised to enter into legally and financially binding commitments on behalf of his/her organisation.

- The final report form should be submitted in its entirety (i.e. all pages), duly completed and signed in the appropriate places.

III. GENERAL INFORMATION

III. REPORT ON ACTIVITIES / RESULTS

Given that the purpose of the final report is to allow the assessment of the training action in its entirety, **all activities** must be finalised before its submission.

The standard form includes a part called **Report on Activities/Results**, which should give a detailed view of the training action.

IV. DESCRIPTION OF THE TRAINING ACTION

This part of the final report is vital in providing us with a clear understanding of your activity. To enable us to undertake a comprehensive analysis of your training action, it is essential that you answer all the following questions.

This part should not exceed three pages.

IV.1 Please describe the event, giving a general assessment of the results achieved in relation to the specific initial objectives set out in the original application.

Initial objectives:

Results achieved in relation to those objectives:

If the results were not achieved, could you please explain why this is the case and what you suggest to do?

Results achieved in relation to PERICLES Program objectives (multi-disciplinarity, trans-nationality):

IV.2 Please describe the impact of your training action in terms of systems and participants (beneficiaries), as well as, where applicable, the impact of your training action on:

- the acquisition of qualifications and skills;
- the establishment of training partnerships, etc.

IV.3 Please state how the action has met the training/skills or qualification needs identified in your proposal.

- Needs identified;
- How needs have been met.

IV.4 Please give the conclusions you have drawn from the **evaluation forms** and any internal evaluation you produced (see annex II)

- Number of evaluations received:
- Percentage of stakeholders filling in evaluation forms:

- Degree of satisfaction expressed by the forms, in particular the **percentage** of participants expressing "good" or above in the evaluation form:

IV.5 Please describe the key successes of your training action.

IV.6 Please describe the **problems** you have encountered (administrative, legal and practical obstacles, difficulties within the partnership, the difficulties in completing products and in achieving results, etc.) during the implementation of your training action, and the specific **solutions** found.

V. RESULT OF THE TRAINING ACTION

This section is intended to give an overview of results of the training action and products developed over the period of the action. Please identify the products / results developed during the period covered by this report:

V. Material type

- printed (books, manuals, guides)
- audio cassettes
- video cassettes
- electronic materials (please specify)
- others (specify)

VI. PARTNERS OF THE TRAINING ACTION

VI. Please give a brief description of the **role** of each Partner in the different phases of the training action.

	Partner's Name	Country	Description of roles

ANNEX I

PARTICIPANTS ORIGIN					
Number of participants			Number of participants		
B		BELGIUM	HU		HUNGARY
DK		DENMARK	PL		POLAND
BG		BULGARIA			
D		GERMANY	RO		ROMANIA
EL		GREECE	EE		ESTONIA
E		SPAIN	LV		LETTONIA
F		FRANCE	LT		LITUANIA
IRL		IRELAND	SI		SLOVENIA
HR		CROATIA			
I		ITALY	TR		TURKEY
L		LUXEMBOURG	IS		ICELAND
NL		NETHERLANDS	FL		LIECHTENSTEIN
A		AUSTRIA	NO		NORWAY
P		PORTUGAL			OTHERS (specify)
FIN		FINLAND			
S		SWEDEN			
UK		UNITED KINGDOM			
CY		CYPRUS			
CZ		CZECH REPUBLIC			
SK		SLOVAK REPUBLIC			

SECTOR (PARTICIPANTS)	Number of participants
POLICE	
MINISTRY OF FINANCE	
NATIONAL CENTRAL BANKS	
PROSECUTORS OFFICE	
FINANCIAL SECTOR	
OTHERS (please specify)	

ANALYSIS of Evaluation Forms	Number
Number of Participants	
Number of Evaluation forms received	
Percentage of stakeholders filling in evaluation forms	
Percentage of stakeholders marking "good" or above - Questions 1-8	

ANNEX II

EVALUATION FORM TO BE GIVEN TO PARTICIPANTS OF THE ACTION



EUROPEAN COMMISSION
 DIRECTORATE GENERAL
 ECONOMIC AND FINANCIAL AFFAIRS
 Resources and communication
 Euro Protection and Pericles

Nationality

Your name (NOT obligatory)

EVALUATION FORM

/PLEASE SPECIFY: TITLE OF THE ACTION, DATE, PLACE/

Please complete this form as fully as you can. It will be used to assess the level of success and will provide valuable information for structuring future conferences of a similar nature.

Please rate each aspects of the event in accordance with the following scale:

	1. Insufficient	2. Sufficient	3. Good	4. Very good
1. Welcome	1	2	3	4
2. General organisation	1	2	3	4
3. Accommodation	1	2	3	4
4. Food and beverages	1	2	3	4
5. Language facilities	1	2	3	4
6. Relevance of the subject matter	1	2	3	4
7. Documentation	1	2	3	4
8. Overall impression of the seminar	1	2	3	4

Your personal thoughts on the conference. If you answered 'NO' or 'YES' please give your reasons.

9. Was the time devoted to the conference sufficient for your needs?

.....

10. Was the content of the conference as you expected or hoped it would be?

.....
.....

11. Was the speed of the delivery of the sessions acceptable for you?

.....
.....

12. Were your questions and concerns addressed to your satisfaction?

.....
.....

13. Were the presentations put to you in an interesting and enthusiastic way?

.....
.....

14. Did you have enough time for questions and discussions?

.....
.....

15. Were the session chaired in an appropriate way?

.....
.....

16. Do you consider that your time was well-spent on the conference?

.....
.....

17. Is there anything, which you feel, should be included in the conference which was not included this time?

.....
.....

18. Suggestion for improvements

.....

19. Suggestion for future actions:

.....
.....

Thank you for your co-operation!
Your views are very important to us.
If you do not have time to fill in this form at the end of the conference,
please send it by mail to
ECFIN-PERICLES@ec.europa.eu