

EASME/EMFF/2015/1.2.1.8



EUROPEAN COMMISSION

Executive Agency for Small and Medium-sized Enterprises (EASME)

Department A - COSME, H2020 SME and EMFF

Unit A3 - EMFF

Call reference No: EASME/EMFF/2015/1.2.1.8
Thematic routes on Underwater Cultural Heritage

Project Full Name:

European Maritime and Fisheries Fund (EMFF)

Final Activity Report

Project duration: from **to**

Date of submission:

Version:

Beneficiary
(or coordinator organisation in case of multiple beneficiaries):

Project coordinator name and title:

Tel.:

E-mail:

DECLARATION BY THE PROJECT COORDINATOR¹

I, _____, coordinator of the project " **Thematic routes on Underwater Cultural Heritage**", hereby confirm that:

- This final activity report represents an accurate description of the work carried out in this project;
- The project:
 - () has fully achieved its objectives and technical goals;
 - () has achieved most of its objectives and technical goals with relatively minor deviations;
 - () has failed to achieve critical objectives.
- To the best of my knowledge, the financial statements submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project and - if applicable - with the certificate on financial statement.

Date and Signature

¹ By "project coordinator" shall be understood the person responsible for the work to be performed under this grant. If different from the person who signed the Grant Agreement representing "the beneficiary" (or "the coordinator" in case of multiple beneficiaries), a formal letter must accompany this report, in which the latter authorises the project coordinator to report on behalf of the beneficiary or beneficiaries.

1. FINAL PUBLISHABLE SUMMARY REPORT

This is a comprehensive summary overview of results, conclusions and impacts of the project. The publishable report shall be formatted to be printed as a stand-alone document. This report should address a wide audience, including the general public. Please ensure that it:

- Fits in the space provided in this page;
- Is of suitable quality to enable direct publication by the EASME or the European Commission;
- Is comprehensive, and describes the work carried out to achieve the project's objectives, its main results and conclusions. Please mention the target groups (such as policy makers or sectors of the civil society) for whom the project results could be relevant.

2. PROJECT OBJECTIVES

Please provide an overview of the project objectives, as included in Annex I of the Grant Agreement. If applicable, please refer to any recommendations or guidance received from the EASME or the European Commission in previous reports or meetings, and indicate how these have been taken into account. **Maximum 1 page.**

3. WORK PROGRESS AND ACHIEVEMENTS

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement. Deliverables and dissemination activities can be mentioned, but should be described in detail in section 4. Similarly, details related to the management of the project shall be further reported in section 5. **Maximum 5 pages.**

- **A summary of progress explicitly compared to the objectives specified in section 2 above** providing, if applicable, details for each task as detailed in the agreed work plan of your proposal (Annex II of the Grant Agreement);
- Highlight clearly significant results and outputs;
- If applicable, explain the reasons for deviations from Annex I, and explain the impact on other objectives/tasks as well as on available resources and planning;
- If applicable, explain the remedial actions that have been applied.

4. DELIVERABLES AND DISSEMINATION ACTIVITIES

Use this section to summarise all deliverables produced over the whole project duration (e.g. reports -other than the interim and final reports contractually required to be submitted to the EASME-, websites, software etc.), as well as all dissemination activities executed (publications, workshops, conferences, etc.). For each of them, please signal if they were a contractual obligation², and provide the title, description and date of production, organisation or publication. If relevant, please provide proof on how the provisions of Article II.7 of the Grant Agreement (Visibility of Union Funding) were implemented. **Maximum 2 pages.**

² Contractual obligation: this refers either to an activity/deliverable required in the Terms of Reference or provided for in Annex I.

5. PROJECT MANAGEMENT

Please use this section to summarise project management activities. **Maximum 2 pages.**

- Describe briefly the main tools put in place to ensure sound project management (internal controls, monitoring tools, performance indicators, etc.). If applicable, describe performance of the tasks in terms of selected indicators;
- If applicable, please describe any problem encountered among the different beneficiaries or affiliated entities (distribution of tasks, coordination, communication, etc.);
- Report any other problems related to project management which have occurred and explain the remedial actions that have been applied as well as its results;
- Indicate changes which have occurred to the legal status of any of the beneficiaries or their affiliated entities, if any.

6. SUBCONTRACTING

Describe whether any of the tasks has been subcontracted, provide justification, percentage of the volume subcontracted as compared to the total budget and explain how the subcontractor was selected. **Maximum 2 pages.**

7. BUDGET

- Please fill in the separate template for the Financial Report;
- In the section below, please provide your assessment of the budget implementation, as compared to the information included in Annex III of the Grant Agreement. **Maximum 2 pages.**

- Please explain any deviations from the planning, as well as their impact on the implementation of the project;

EASME/EMFF/2015/1.2.1.8

- Signal any relevant problem concerning eligible costs, distribution of budget, financial constraints or others.

8. ADDITIONAL INFORMATION

Please include any comment that you find relevant to convey to the EASME or to the European Commission. You may refer to issues such as policy implementation, contract management or budget execution. **Maximum 1 page.**

9. ATTACHMENTS

Please list all the attachments accompanying this report including the project deliverables, if any. Please number the annexes and use the same reference number in the below list of attachments.