DG Justice and Consumers

Reporting

JUST/2015/RDAP/AG/MULT

JUST/2015/RGEN/AG/ROLE

JUST/2016/RGEN/AG/VAWA

Kick-off Meeting – 14 March 2017

Templates and guidelines

Reporting templates for will be published on the webpage of each call for proposals:

http://ec.europa.eu/justice/grants1/calls/2015_action_grants/just_2015_rdap_ag_en.htm

http://ec.europa.eu/justice/grants1/calls/2015_action_grants/just_2015_rgen_ag_role_en.htm

http://ec.europa.eu/justice/grants1/calls/2015_action_grants/just_2015_rgen_en.htm

Guidelines:

➢ Guide for Action Grants 2015, pages 46 – 47

➢ GA - article I.4

Progress report

- To be submitted 2 weeks after mid-term

- For projects of minimum 2 years (and projects with pre-financing divided in 2 instalments)

- Present what has been achieved and the level of consumption by headings (annex the *Budget & Execution Summary* sheet of the financial statement)

- Highlight difficulties encountered and solutions

- Not an opportunity to change the project !

Final narrative report

- Executive summary written for the public

- Show the quality, achievements and impact of your project

- Not necessarily long, but complete, realistic and precise

- Justify the costs of the activities

- Add eg tables presenting a comparison of results and related annexes

Be complete and structured

- Provide the reports based on the templates

- Present the annexes organised by workstreams, outputs and clearly labelled

- Our evaluation will take into account the complete package (technical and financial)

- Requests for missing documents will delay the final payment

Be consistent

- The data in the quantitative reporting (annex 3 – Indicators) must be consistent with the project outputs presented in detail in Part 2 of the Final Technical Report

- We will compare the final narrative report to the claimed costs/outputs presented/evidences/ proofs/on-line information

- In case of serious inconsistences, we will refuse the report and request a revised narrative report

Anticipate the reporting

- Establish comprehensive templates from the beginning and share them with your co-beneficiaries
    - e.g. for attendance lists: reference and name of the project, date, location of the event, information on participants (full name, function, name of the organisation) – to be used for the quantitative report

- Explain to your co-beneficiaries the information which will be needed

Evaluation of Final Reports

- Policy Officer:

  Evaluation of the technical content of the report, the quality of the results, the impact of the project

- Project Officer:

  Operational and administrative aspects, comparison of activities and outputs

- Financial Officer:

  Financial analysis such as eligibility of costs, implementation period, supporting documents, exchange rates and final payment/recovery calculation

EU Dissemination on results of projects

For actions aimed at preventing and combating violence against women, children and young people:

• a summary of the final narrative report and the main deliverables might be published on the Daphne Toolkit (a repository tool under continuous update with projects available up to Daphne 2013 call on action grants):

http://ec.europa.eu/justice/grants/results/daphne-toolkit/