Report  

JUST/2015/RRAC/AG  

Kick-off meeting – 16 February 2017
Templates and guidelines

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


Guidelines:

- GA - article I.4
Progress reports

- To be submitted 2 weeks after mid-term
- For projects of minimum 2 years (and projects with 2 pre-financings)
- Present what has been achieved and the level of consumption
- Highlight difficulties encountered
- 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 work streams, 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 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 inconsistencies, 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 and the results of the project

• Project Officer:
  Operational and administrative aspects, comparison of outputs

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