

ANNEX TO THE CONTRACT COMPRISING

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

1.- FINAL TECHNICAL REPORT TEMPLATE TO BE USED BY CONTRACTORS COMMISSIONED UNDER PROGRESS

This report should tell us how the service you have been commissioned to deliver has progressed and what was achieved.

It is divided into four different parts:

- The first part relates the general information about your commissioned work.
- The second part refers to a more qualitative self-assessment of your commissioned work.
- The third part concerns quantitative information related to your work that we will request you to collect, compile and present. 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 quantitative information questionnaire.

Please send **ONE original and ONE** hard copy of this Final Technical Report, including all of your evidence in ONE copy only, to:

Please email **ONE** electronic copy of this form and your evidence to:

Please complete all the sections

I.- GENERAL INFORMATION

Title of the service
Please insert the title as indicated in your contract

Contract reference Number
Please insert the reference as indicated in your contract

Period of Performance

From (dd/mm/yyyy)

To (dd/mm/yyyy)

Details of the contractor

Name

Street

Postcode

City

Country

Website

Telephone

Telefax

Legal representative

Family Name

First Name

Position/Function

Person to contact for questions on the report (contact person)

Family Name

First Name

Position/Function

E-mail

Telephone

Telefax

II.- QUALITATIVE INFORMATION

II.1- Results

Summary of progress of your work (include detail on how the planned tasks have been carried out).

In case your plan of work varied, such as dates for deliverables, reduction/increase of the delivered outputs, please explain the rationale of such variance from your original work plan.

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.

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II.2- Lessons learned

What are the most important outcomes and lessons learned from your work?

III.- QUANTITATIVE INFORMATION

Please note that quantitative performance information must be submitted only in relation to delivered outputs in Year N if any by 31 December Year N at the latest. Such information will feed into PROGRESS annual performance report Year N due to be submitted to the European Parliament and the Council by 31 March Year N+1.

In case your action unfolds over two subsequent years, you will have to report on Year N about delivered outputs in Year N and report on additional delivered outputs in Year N+1 in your final reporting.

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:			
<i>Guidance:</i> 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		[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]
• 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		[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:			
<i>Guidance:</i> 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]
<i>Total number of printed material copies</i>		[insert]	[insert]
<i>In which languages (EN FR DE and other (specify)</i>			
<i>In easy-to-read language for disabled people (please mark the appropriate)</i>	Yes	No	
Scope of dissemination:			
Total number of material copies distributed, of which to:	No. of copies distributed	[insert]	[insert]
<i>EU-level policy and decision-makers</i>	No. of copies distributed		[insert]
<i>National/regional/local-level policy and decision-makers</i>	No. of copies distributed		[insert]
<i>Social, economic/business partners</i>	No. of copies distributed		[insert]
<i>Civil society, NGOs</i>	No. of copies distributed		[insert]
<i>Academia, experts, think tanks</i>	No. of copies distributed		[insert]
<i>Media, Journalists</i>	No. of copies distributed		[insert]
<i>Total number of visits to websites related to information and promotional (e.g., the website of your action)</i>	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)	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 footnote¹):

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 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]

IV.- 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:
 - A printed original invoice accompanying this final technical report;
 - Key points of your work in one page. Key points should be concise, sharp and easily understandable. They shall be provided in English, French and German (see proposed structure);
 - Executive summary of your work in English, French and German in no more of 5/6 pages (see proposed structure);
 - Printed and electronic copies of information and promotional materials (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 the events, the list of participants with the original signatures;
- ☐ Completed section 4 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 favouring valorisation by the European Commission of all results obtained and outputs delivered under PROGRESS programme, all contractors are requested to provide - either upon specific request or in any event with the final activity report- an executive Summary.

Such a summary should be written in plain language and be available in English, French and German. It should be a stand-alone summary of your work and its implications. The Executive Summary will be used and posted on the website of the Directorate General for Employment, Social Affairs and Inclusion. 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. Key points *(no more than one page and presented in bullet points)*

- What should be retained from your work in terms of aims, results and findings, recommendations?

2. A short description of the action

- 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.

3. Implications for relevant stakeholders:

- policy makers
- opinion-makers including mass media, journalists
- non-governmental organisations
- research institutions, think tanks
- social partners
- others, where relevant

3.- COMPULSORY MENTIONS OF EUROPEAN UNION SUPPORT

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is commissioned by the European Union Programme for Employment and Social Solidarity - PROGRESS (2007-2013).

This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

For more information see: <http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".

With regard to publication and any communication plan linked to the present activity, the Beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.