Factsheet N° 22
Final Report

Background

According to article 3.3 of the subsidy contract, a final report shall be submitted together with the last progress report, 2 months after the closure of project activities. The submission of the final report together with the last progress report is a condition for the final payment.

In general, this report shall provide information on performance, results and impacts of the entire project as well as the overall financial information. The report will serve the improvement of implementation procedures on project and programme level, but also provide the necessary framework to further promote and transfer the results of your project.

The final report consists of three elements:

PART 1:   Final Implementation Report
PART 2:   Deliverables: outputs and results of the project
PART 3:   Final Publishable Report and Publishable Materials

Guidance

1   Part 1: Final Implementation Report

What for?

This report will provide technical information allowing an insight in the project implementation. The programme is interested to find out about the experiences your partnership could gain during project life. You can underline strong and weak points of the procedures set up, of the project management, communication and capitalisation. Your feedback is precious in order to improve procedures, methodologies and supporting tools for future projects and the next funding period of the programme.

What's the target group?

This report will be addressed to programme and funding bodies and external experts dealing with the programme evaluation. It will not be published and data will be dealt internally. Thus, you can use common abbreviations such as WP, LP etc.

Who shall provide the data and what has to be considered?

This report should be filled in by the Lead partner. However we highly recommend consulting the project partnership beforehand since project partners were involved in specific project tasks such as pilot components or communication. Furthermore this consultation shall allow the integration of experiences and perspectives of the whole partnership. When filling in the report, please be concise, honest and realistic. Your project will not be evaluated on the basis, but your direct and realistic answers will allow improving the conditions for upcoming projects.

2 Part 2: Deliverables

What for?

The Med Programme will develop an online library as well as DVD collections of main results and outputs to be kept online after programme closure. This library shall guarantee all possible target groups have access to the final key products you produced, also after the end of the current funding period.

What's the target group?

In general the library is addressed to the end users of MED projects' results. This will include technical experts, public administrations, policy makers and policy aides on different territorial levels. The material will also be made available to the general public and the media. For this reason, the descriptions shall be kept in a simple and not technical language.

Who shall provide the data and what has to be considered?

The Lead Partner shall select 5-10 main deliverables to be presented in the library. These outputs shall present the final key results of your project. The selection should be discussed with the whole partnership and shall be made based on content and not representation decisions.

As deliverable you can submit any items that can be offered in a digital form for download (books, reports, plans, brochures, flyers etc.), but also online databases or webtools as long as they can be reached by a weblink. In case these online offers will be available for a limited time only, please indicate the date of expiry, so that we can take out the link of the library in time. Please note that videos or interactive tools available only on DVD can not necessarily be shown in the library. You should deliver them in a format that we can offer as download or as a link. In order to clarify technical details, please contact the MED JTS Communication Unit.

After choosing relevant deliverables, please add them in the list and submit them on a CD ROM or DVD. It is important to establish a reference between the list and the CD or DVD. Please make sure to follow the instructions set up in the excel file. In order to allow the web user a quick identification of and access to relevant deliverable, the library will offer various filter possibilities. Therefore you are requested to precise and describe your key deliverables in this table. Please fill in all fields as indicated in order to guarantee the functionality of the filter options.

3 Part 3: Publishable report and materials

What for?

After project closure, the Med Programme will promote your project, its outputs and results by different communication means on transnational and national level (brochures, exhibitions etc.). For this reason, we ask you to provide us with project summaries and descriptions of outputs and results as well as publishable visual materials like pictures or illustrations etc.

What's the target group?

Doubtless, the contents might be overlapping with those to be provided by the Final Implementation Report, but we would like to point out that these texts would not serve a technical, programme internal use, but a pure promotional. Thus these descriptions are targeted to an unspecified, general target group and thus an audience that is not technically involved.

Who shall provide the data and what has to be considered?

It is highly recommend delegating the accomplishment of this communication task to those partners responsible for the communication work package. The texts will be made available to the general public, the media, policy makers, policy aides and to many other actors from local to European level. They will serve as main source for future programme communication and capitalisation activities and thus as the 'visit card' of your project. Contents described and language chosen shall be dealt with great care: The language shall be clear and concise. Do not assume that your target groups know about the structure and thus the terminology of projects and the programme. Thus do not use any acronyms and technical programme jargon (e.g. 'work package', 'pilot activities' and similar terms).

When you speak about what you achieved, make it as concrete as possible, show the added value, what has been changed or improved, who benefited etc.

Furthermore the project partners are asked to provide material visualising the project. Please note: you are not supposed to deliver brochures, DVDs or other main outputs that you already would deliver as 'deliverables' for the library. Only pictures, illustrations, charts that could e.g. be integrated in a project report given in a programme brochure are requested.

When filling in the reports...

... please find some guiding notes serving as orientation only (to be simply overwritten)

... please stick to the limitation of characters