

All good comes to and end...

Reminders regarding project closure and reporting

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Start preparing the reports early enough!

- **Read your project plan often enough** (also the Annexes!).
 - Are you implementing all the mentioned aspects?
 - Are all the partners involved in the designated role?
 - Are you monitoring activities on a proper level? Are you reaching out to the relevant target groups, end users?
 - Are communication activities on sufficient level?

Completed all the outputs? Are they turning into results?

- Typical outputs: tools, guidelines, reports, solutions, trainings, access to...; innovations; common understanding...

How do they reach their audience & users?

- During the project?
- After the project?
- How do you evaluate the quality of outputs themselves?
- How do you evaluate they have the impact they were supposed to have?

Who knows about the project and your results outside your project group? Who benefits from your project and the results in the project group and outside it?



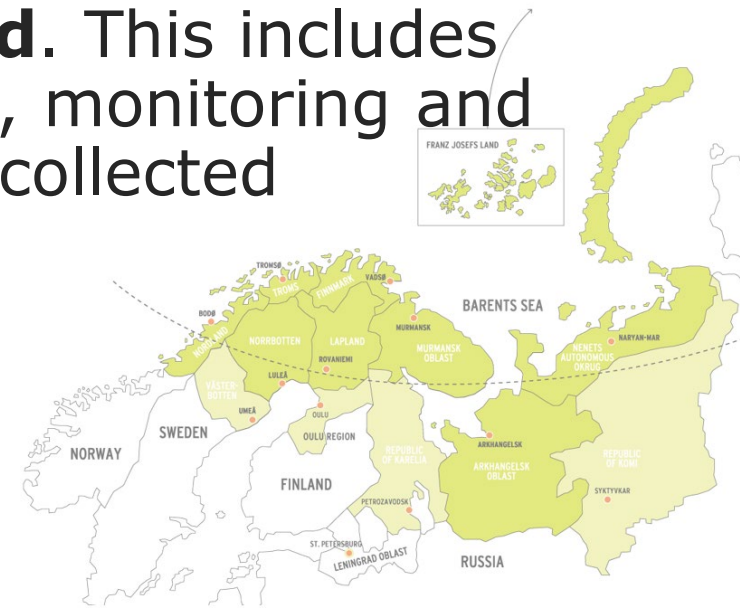
Eligibility of project costs

- Costs incurred by project end date are eligible (when they meet all the eligibility criteria)
 - If the costs are paid later, the auditor checks from bookkeeping records of the respective month
- Final costs are available for
 - Staff costs: compiling the financial report, finalising the other reporting work. **NOT meant for full-time work on project reports!** Everything possible should be completed during project implementation time.
 - Last audit reports
 - Evaluation costs



Reporting

- Start early!
- Step-by-step guide to compiling last interim report and final report are available on <https://kolarctic.info/materials-info/> (under title ppt-presentations)
- Instructions regarding indicators: <https://kolarctic.info/wp-content/uploads/2021/05/collecting-and-reporting-kolarctic-cbc-indicators.pdf>
- Reporting should be **evidence-based and justified**. This includes outputs, indicators, results, impact, communication, monitoring and evaluation etc. Information for reporting should be collected continuously (project monitoring)



Interim report and final report are meant for different things

- Interim report: For checking that the implemented activities are in accordance with the project plan; for checking eligibility of costs; progress of the project
- Final report: for anyone to see what you have done and achieved



TIPs

- Multiple voices to reporting! Lead Partner compiles the report, but the activities and role of all partners should be described.
- Results and Lessons learnt: Think also about the added value from CBC component. What did you learn from you partners across the borders?
- Find synergies with other projects in the similar field!
 - Common press releases / media events (a good practice from our LIPs)
 - Synergies in disseminating your project outputs (e.g. guidelines)



LOVE YOUR NEIGHBOUR

Thank you!

