



Co-funded by
the European Union

All good comes to and end...

Reminders regarding project closure and reporting

Laura Mäki

22.2.2022



Start preparing the reports early enough!



Co-funded by
the European Union

- **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 group and?
 - Are communication activities on sufficient level?

Completed all the outputs? Are they turning into results?



Co-funded by
the European Union

- Typical outputs: tools, guidelines, reports, solutions, workshops, expert meetings, 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?
- Do they make the change they are supposed to? How do you measure this?

Your project's exit plan



Reporting



Co-funded by
the European Union

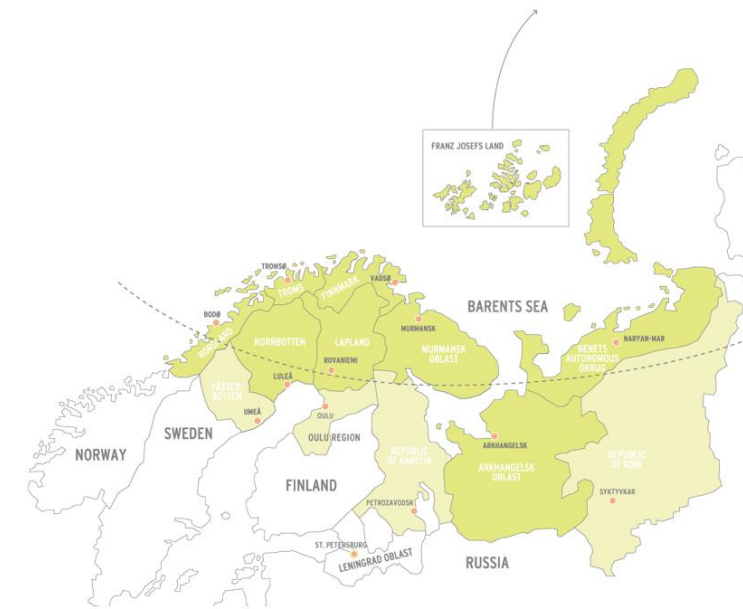
- Start early!
- Step-by-step guide to compiling last interim report and final report are available on <https://kolarctic.info/materials-info/> (under title ppt-presentations)
- Instructions regarding indicators: <https://kolarctic.info/wp-content/uploads/2021/05/collecting-and-reporting-kolarctic-cbc-indicators.pdf>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





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

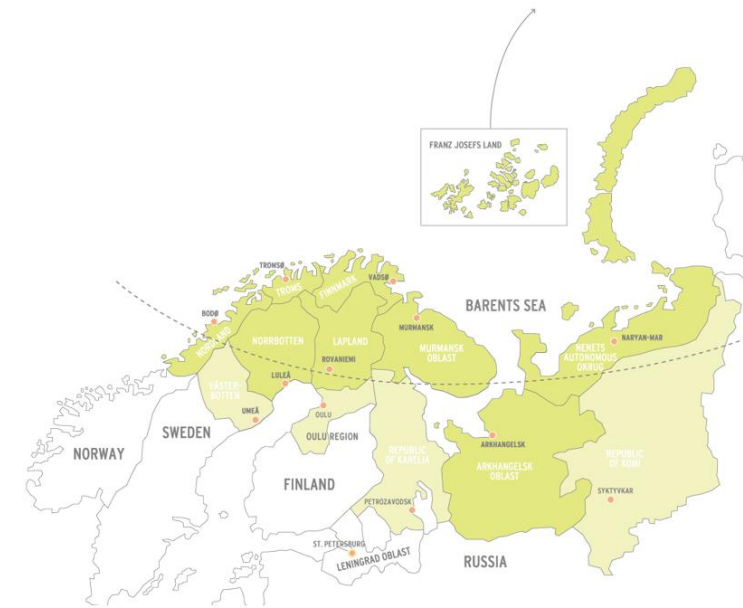


Interim report and final report are meant for different things



Co-funded by
the European Union

- 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

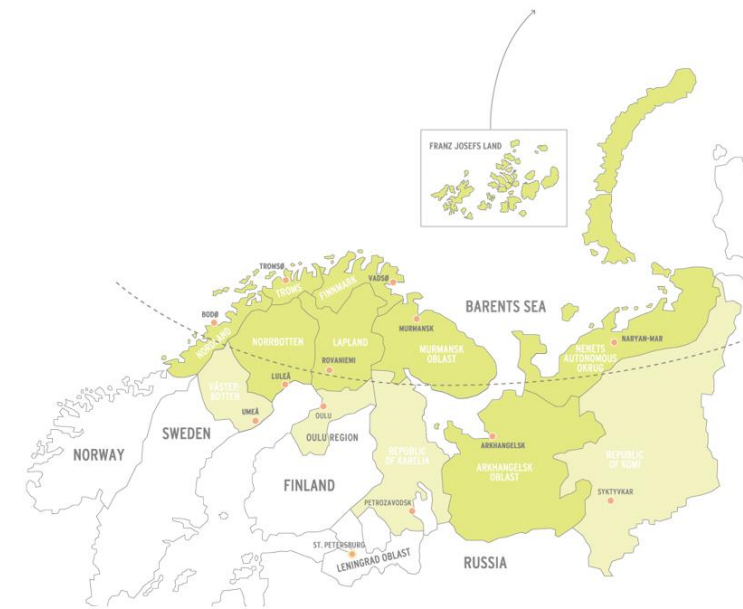


TIPs



Co-funded by
the European Union

- 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?
- Document your activities!

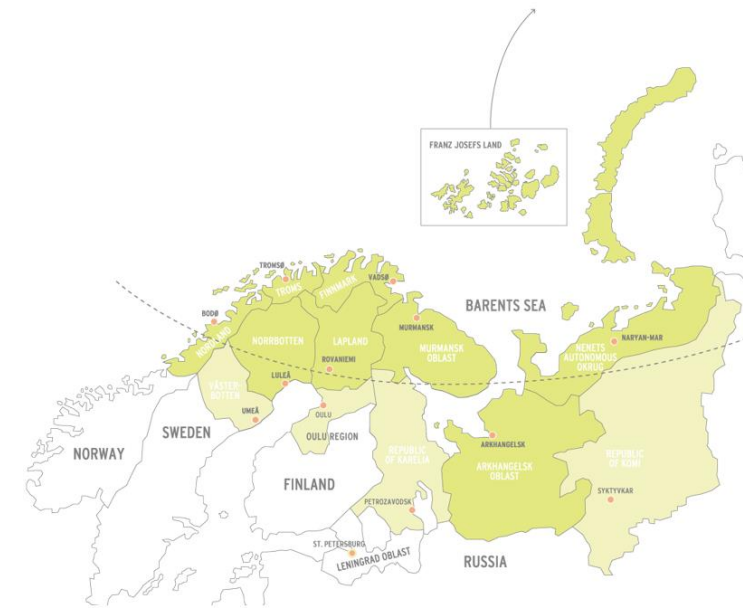


Archiving!



Co-funded by
the European Union

- Each partner's project documentation has to be kept and archived!



LOVE YOUR NEIGHBOUR

Thank you!



Co-funded by
the European Union