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Final reporting for micro projects

17.9.2021

Kolarctic CBC Managing Authority's webinar



Approaching the end date of the project



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- Focus on dissemination and ensuring the deployment / sustainability of results
- Reflection of the project implementation and expected impact
- Start preparing the final report!
- Make sure all needed documentation is at hand for archives
- All operational project activities must be completed by the end of project implementation time
- Costs incurred after the implementation time are not eligible, except
 - Audit costs (last expenditure verification for the interim report)
 - Evaluation costs
 - Minor personnel costs for reporting





Managing authority

Additional information required? Yes No

Comments

Request for clarification





- Each partner must appoint a contact person the MA can contact after the project implementation time. The contact person should be available for at least 6 months after the project implementation time has ended.



When and where to report?

- After the project's end date, you will have **4 months to compile and submit the final report in PROMAS**
- Lead partner compiles and submits the report (1 report per project)
- PROMAS manual on kolarctic.info website.

Manuals for projects (last update 6 September 2021)

-  Project implementation manual (update 6.9.2021)
-  **PROMAS manual for ongoing projects (update 2.3.2020)**
-  Instructions for collecting and reporting Kolarctic CBC Indicators
-  Instructions for a budget change

Final report



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<input type="checkbox"/>	Report type	Start date of the reporting period	End date of the reporting period	Status	Submitted date	View	Edit	Delete
<input type="checkbox"/>	Final report			Pending		Q		
<input type="checkbox"/>	Interim report			Pending		Q		
	Interim report	01/01/2019	30/06/2019	Approved	08/09/2019	Q		
	Interim report	01/07/2019	31/12/2019	Approved	11/05/2020	Q		
	Project update	11/05/2020	11/05/2020	Submitted	11/05/2020	Q		

- Covers the entire duration of the project
- It includes
 - Narrative report (descriptive part) and related annexes
 - Financial reporting and related annexes
- It is a public documentation (provided to anyone upon request)

Content of the final report (in PROMAS)



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- Following sections
 - Activities
 - Indicators
 - Results
 - Impact
 - Monitoring and evaluation
 - Environmental impact
 - Communication and visibility
 - Assessment of the project administration
 - Assessment of the programme
 - Annexes

Content of the Final report, Activities



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- **1.1 Describe the status of the activities at the end of project**

- Please fill in / update the table. In case the no. of characters is not sufficient, you may enclose an activities table as a separate annex.

Activities			
1.1 Describe the status of the activities at the end of project.			
Name	Description	Output	Region
Contracting	Agreements with companies LaplandOrganising and conducting cooperation agreements with firms	10 Cooperation contracts between partners and companies	Finland-Lapland

Describe the activities you carried out. For example: "3 online workshops were organised. First workshop 1.3.2021 was ment for database users. 15 people participated, and shared their views on the current status of the service. Second workshop..."

List the outputs related to the activity. For example: "a guidebook to database developers". Remember to attach the outputs to final report.

- **1.2 Describe the changes made to the work plan, and reasons to the changes, during the implementation of the project.**

- Write a description about changes between the original project plan and the final realisation of the activities described above.

- **1.3 Assess the functionality of the original work plan (activities, schedule and responsibilities) in reaching the objectives of the project**

- **NB!** When formulating the texts of the work plan / activities, try to use the same style as in the project application. This makes comparing the initial plan, implemented activities and final outputs and results of the project easier



Final report, indicators

- Separate annex for indicator specification provided (including thematic and result indicators)
- Thematic indicators: the SOIs and COIs in PROMAS
- ~~Result indicators~~: section not relevant for micro projects

You may edit the document directly (inserting text, lists, tables etc.), or enclose a separate document containing the same information). Please choose the correct priority axis and report only the indicators for which you have set target values in the project plan.

Indicators, priority axis 1 *Viability of Arctic economy, nature and environment* including projects under TO 1. Business and SME development and TO 6. Environmental protection, climate change mitigation and adaption

SOI 1 Number of participating institutions/organizations cooperating across borders for viability of Arctic economy, nature and environment.

- Realised cumulative value:
 - Was the target value met? Why, why not?
 - Please name the organisations / institutions listed, and briefly describe how they have been involved in cross-border cooperation
-
- Remember: One person/organisation can be counted only once
 - Data for indicator verification (e.g. lists of participants, contracts, agreements, sample of correspondence...) must be kept available upon request, and archived.
 - Guidance from the Project Implementation Manual, materials from the Focus on Indicators –slides (kolarctic.info)
 - **Project specific indicator values** are reported in PROMAS. You may annex additional information with separate annex, if you wish to do so.

- **3.1 Describe the results of the project !**
 - Please include project outputs and deliverables in the annexes.
 - Annex photos of possible physical outputs !
 - Did the project have unforeseen positive or negative results?
- **3.2 Were the objectives described in the logical framework met? if not, why?**
 - Micro projects do not use logical framework. Please refer to the objectives you have described in the **project plan** (specific question in the section *Relevance*).
- **3.3 Was / were the objective(s) relevant? if not, why?**
- **3.4 How did the project contribute to the cross-cutting issues of the programme?**
 - Cross-cutting issues in Kolarctic Programme are **Environmental sustainability** and **Gender equality**

- **4.1. How and by whom will the project's main outputs be further utilised once the project has been finalised?**
 - Also: are the outputs available for the target groups?
- **4.2. How will the sustainability of the expected results be maintained financially and operationally?**
 - What are the concrete activities for ensuring the sustainability of results (e.g. how will you ensure the material will be available and / or used by final beneficiaries...)?
- **4.3. Describe the expected impact of the project within next five years.**
- **Questions?**



Monitoring and evaluation

- **5.1. Describe the monitoring and evaluation arrangements; how the project implementation and achieving of the results were monitored and evaluated?**

Monitoring: systematic collection of data to inform project management and stakeholders about progress and achievement of objectives, and progress in the use of allocated funds

Evaluation: systematic assessment of project activity, design, implementation and results. Aim is to determine the relevance and fulfilment of objectives, efficiency, impact and sustainability.

- How did you monitor and evaluate
 - progress in project implementation
 - Quality of project work and outputs
 - If the activities lead to expected results?
- **Monitoring** data sources, e.g.: feedback from partners/target groups/final beneficiaries/participants; progress reports (for steering committee, for example); visitor numbers / followers on website, social media
- **Evaluation:** Internal evaluation, steering committee evaluation and/or possible external evaluation;



Environmental impact

- **6.1 Does the project have any negative or positive environmental impact? Analyze the environmental impact, if any**
 - Please describe both direct (both negative and positive) and expected environmental impacts



Communication and Visibility

- **7.1. Describe the communication and visibility channels, tactics and tools that were used in the project.**
 - Please annex relevant and important communication material: links to main news, posters, paid advertisement, press releases etc. **NOTE: size limit of files in PROMAS**
- **7.2. Describe the impact of the communication and visibility activities.**
 - What did you achieve through project communications?
- **7.3. *Summary of the project* including objectives, main activities and achievements of the project. The summary will be published by the Managing Authority.**
 - **Separate template provided!**



Assessment of project administration

- **8.1. Assess the project management (reporting, internal communication, division of the tasks).**
- **8.2. Assess the financial management of the project.**
- **8.3. Assess the cooperation between the partners.**
- **8.4. Lessons learnt**
 - Can you identify some good practices?



Assessment of the programme

- **9.1. Assess the CBC programme as a financing instrument**
- **9.2. Assess the cooperation with the Managing Authority and Branch Office(s)**
- **9.3. Suggestions for improvements**
 - Suggestions for improvements are always welcome!



Annexes of final report

- **Project summary**, obligatory (.docx file) !
- **Indicator specification**, obligatory (template available, you can also include information in another format)
- **Project contact information**, obligatory (template available)
- In addition: Project deliverables and outputs like guidelines, studies, manuals, press releases, books, leaflets, articles etc. Deliver original copies of outputs to MA (printed material, visibility material)
- TIP:Annexing good visual material improves project's opportunities to get featured in Programme communication.
- + the entire financial report

Archiving



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- The project documents must be kept until 5 years have passed since the final payment from the EC to the PROGRAMME (estimated time for keeping the documents: end of 2032)
 - Contract, meeting minutes, presentations, reports, receipts, accounting / bookkeeping and bank documents, procurement documents, supply contracts, visibility materials...
- All supporting documents shall be available **in the original form**, including in electronic form. A copy of the original can be accepted if the original is not available for project archives.
- In the final report, you will inform the MA about the location of the project archive and contact details (in case of EC audits or such)
- If the organization hosting the archives is closed down or merged to another organization, the archiving responsibilities remain the same and the beneficiary shall ensure that the archives are still accessible for examination.
- **NOTE: In case of Norwegian partners, the supporting documents related to the project must be kept up for ten years after the final balance payment to the project.**

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Thank you!

Presentation material will be later available on programme website.

Further information:

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