

KARELIA

CBC // Cross-border cooperation



Final report 10.6.2020

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12.6.2020

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Final report

- Description of the whole implementation period
- Narrative report
- Financial report
- Annexes



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When to report?

- Schedule in payment and reporting plan
- Final report within four month of the end of reporting period
- Payment request and expenditure verification report together with final report

How to report?

- Clear and consistent presentation
- Simple enough
- Plain language
- Divide text with subheading where possible
- Honesty

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Example:

“All the planned activities has been implemented”

“Project arranged a seminar for the target group. There were 50 participants. “

“Project arranged a seminar for the target group. Seminar was found useful and it helped partners to plan further actions in the project. Amount of the participants (50) was not as big as anticipated and final seminar was planned to arrange in other way based on these experiences.”



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Content of the final report

Final report

Basic information

Activities

Indicators

Results

Impact

Monitoring and evaluation

Environmental impact

Communication and visibility

Assessment of project administration

Assessment of the programme

Annexes



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Activities

1.1 Describe the status of the activities at the end of project.

Name	Action	Output	Region
Collection of data and web-site development	Several data collection activities done during 24 months. Development workshops organized.	Database created.	Finland-North Karelia Russia-Republic of Karelia
Capacity building and project promotions actions			Russia-Republic of Karelia



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Activities

- Describe the changes made to the work plan, and reasons to the changes, during the implementation of the project.
- Assess the functionality of the original work plan (activities, schedule and responsibilities) in reaching the objectives of the project

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Indicators

- Thematic indicator
- Project specific indicators



Realised values



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Results

- Describe the results of the project
- Were the objectives described in the logical framework met? if not, why?
- Were the objectives relevant? if not, why?
- How did the project contribute to the cross-cutting issues of the programme?

Impacts

- How and by whom will the project's main outputs be further utilised once the project has been finalised?
- How will the sustainability of the expected results be maintained financially and operationally?
- Describe the expected impact of the project within next five years.

Monitoring and evaluation

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

Environmental impact

- Does the project have any negative or positive environmental impact? Analyze the environmental impact, if any

Communication and visibility

- Describe the communication and visibility channels, tactics and tools that were used in the project.
- Describe the impact of the communication and visibility activities.
- Summary of the project including objectives, main activities and achievements of the project . The summary will be published by the Managing Authority

Summary

- shortly describe the main activities
- remind of the specific objective of the project
- describe clearly the outputs and results of the project
- tell who already benefits from the project, and who could also benefit from the project
- tell where the results can be found
- evaluate the impact of the project - how is the project changing to programme region

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Summary

How to tell

The project xx was implemented by yy and funded by Karelia CBC

Or

In project we created system Z which benefits target groups this and that way.. This work was done by x and funded by Karelia CBC...

Focus on outputs and results



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Assessment of project administration

- Assess the project management (reporting, internal communication, division of the tasks).
- Assess the financial management of the project.
- Assess the cooperation between the partners.
- Lessons learnt

Assessment of the programme

- Assess the Karelia CBC programme as a financing instrument.
- Assess the cooperation with the Managing Authority and Branch Office.
- Suggestions for improvements.

Final report – narrative part

Annexes:

- Partners' assessments
- Communication and visibility indicators and outputs form
- Financial report
- Lists of attendees of seminars and other events organised by the project



Final payment request

Annexes:

- Signed and dated general ledgers from the lead partner and each partner corresponding with the costs reported in the financial report (only for the reporting period in question)
- Filled-in and signed lead partner's checklist
- Expenditure Verification Reports, including annexes, from the lead partner and each reporting partner

Final payment request

Annexes:

- Financial Identification Form from the lead partner, IF the bank account details have changed;
- From the lead partner and partner organizations which are not public bodies or governmental departments: bank account statement indicating the amount of interests accrued to the project during the implementation period or if not available, the method of calculating the interest.

Templates on programme's website

HOME NEWS & EVENTS PROGRAMME APPLY IMPLEMENT PROJECTS PHOTO GALLERY CONTACTS

- > Programme Manual
- > Grant Contract
- > Reporting
- > Payments
- > Communication
- > Procurements

PAYMENTS AND EXPENDITURE VERIFICATION

Payments

- Financial Identification Form
- Financial report template
- Lead Partner's checklist template
- Timesheet template

HOME NEWS & EVENTS PROGRAMME APPLY IMPLEMENT PROJECTS PHOTO GALLERY CONTACTS

- > Programme Manual
- > Grant Contract
- > Reporting
- > Payments
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- > Capacity Building material

REPORTING

- Interim and final reporting
- Partner's assessment
- Communication and visibility indicators and outputs form



Submission of the final report

- Electronically in PROMAS and printed and signed hardcopy by mail
- Signed by Project manager
- Remember the annexes (only electronically in PROMAS)

Process of the final report in MA

- Operational unit will check the report first.
- Financial unit will start their process after OU check has been finalized.
- Ensure the availability of contact person(s) also after the project closure.

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Спасибо за внимание
Kiitos huomiostanne



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