

# JUST/2015/ACTION GRANTS

## Final Technical Report

The information provided in this report must correspond to the financial information declared in the final financial statement.

This form must be completed in English and signed.

The European Commission will reject any incomplete reports.

The hard copies of the documents and outputs must be sent to:

European Commission  
Directorate-General Justice and Consumers  
Directorate A  
Unit A4: Programme Management  
MO59 04/021  
B-1049 Brussels

<b>Agreement Number</b>	
<b>Project Title</b>	
<b>Name of the Beneficiary/Coordinator</b>	

<b>Contact details</b>	Name: Address: Postal code: City: Country: E-mail: Phone:
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<b>Co-beneficiaries and Associate Partners</b> <b>(Name + Country)</b>	<p><i>Co-beneficiaries</i></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p><i>Etc.</i></p> <p><i>Associate Partners</i></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p><i>Etc.</i></p>
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<b>Dates of project implementation</b> (Article I.2.2 of the Grant Agreement)	<p>Start date:</p> <p>End date:</p>
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<b>Project website(s)</b> (if applicable)	
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<b>Estimated expenditure</b> (Article I.3 of the Grant Agreement)	<p>Amount of Total Eligible Costs:</p> <p>Percentage of EU Grant:</p> <p>Amount of EU Grant:</p>
<b>Expenditure incurred</b> (column <i>Declared expenditure</i> of the sheet <i>Budget &amp; Execution Summary</i> of the financial statement)	<p>Amount of Total Eligible Costs:</p> <p>Percentage of EU Grant:</p> <p>Amount of EU Grant:</p>

**Executive Summary (max. 4000 characters)**

Please draft a summary of the achievements of the project according to the structure below.

This text could be published by the Commission, for the information of the general public.

*Please do not address management activities (project meetings, reporting, etc.) in the summary.*

*Avoid acronyms and abbreviations.*

**A. Main objectives of the project****B. Short description of the implemented activities****C. Key results achieved****D. Impact on the target groups or other groups affected by the project**

## PART 1 – RESULTS AND IMPACT OF THE PROJECT

### 1.1. Present in one sentence the main achievement of your project

### 1.2. Results of the project (max. 1 page)

Have you achieved the results described in section 1.4 of Annex I to the Grant Agreement? List the results achieved by the project.

Describe how these results contributed to the achievement of the objectives described in Annex I to the Agreement and how they promote the objectives of the Programme that funded your project.

*In this part you should not list activities/outputs of your project (see Part 2), but you should focus on the results of your project. **Results** are immediate changes that arise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness).*

### 1.3. Long-term impact and/or the multiplier effect of the project (max. 1/2 page)

What change(s) will the project bring in the long-term? Take into account the long-term impact on the target groups and the society, as well as on legislation and/or policy-making. Make reference to national and/or transnational impact, as appropriate.

*In this part you should not list activities/outputs of your project (see Part 2), but you should focus on the expected long-term impact of your project. The **long-term impact** refers to long-term socio-economic consequences that can be observed after a certain period following the completion of the project and may affect either the target groups of the project or other groups falling outside the boundary of the project, who may be winners or losers.*

### 1.4. Sustainability of the results (max. 1/2 page)

What is foreseen as follow-up of the project after the financial support of the European Union has ended?

How will the results of the project be sustained? Give examples (e.g. your organisation is able to financially sustain the project outputs and/or results; or has other sources of funding to continue with the project activities or build on the project results; or another organisation has taken up the project outputs and results; or the behaviour of the target group has changed already in a sustainable way).

### 1.5. European dimension and added value of the project results (max. 1/2 page)

Describe the European dimension and the added value of the project results. How are the project and/or its results transferable to other Member States of the European Union?

**1.6. Dissemination (max. 1/2 page)**

How did you implement your dissemination strategy?

Demonstrate how the target groups were reached by your dissemination activities and give concrete examples (e.g. project outputs that were disseminated to other organisations in your field, researchers, politicians, published articles in newspapers, or specialised magazines; number of hits on a website; participation of the target group in awareness-raising events, such as conferences).

Describe the response of the target groups you reached out to and how successful you were in influencing their behaviour (e.g. project outputs that have been used by other organisations in your field, by researchers, by politicians, or that were quoted in newspapers; survey results comparing the level of knowledge/expertise before and after a training).

**1.7. Ethical issues (max. 1/2 page)**

Were you faced with any ethical issues during the implementation of the project? How did you solve them?

**1.8. Mainstreaming (max. 1/2 page)**

How did you ensure mainstreaming of equality between women and men and the rights of the child, and respect the Charter of Fundamental Rights in the project activities ?

**1.9. Evaluation (max. 1/2 page)**

Was the project evaluated (internally and/or externally)? If yes, summarise the conclusions of this evaluation.

**1.10. Conclusions and recommendations for the European Commission in terms of legislation/policy-making (if applicable)**

## PART 2 – WORKSTREAMS AND ACTIVITIES

### 2.1. Implementation of the Workstreams

#### How to report on the implementation of Workstreams

**You must be consistent with the structure and logic of your project as presented in the Workstreams in Annex I to your Grant Agreement.**

##### Workstream 0 - Management and Coordination of the Project

Workstream 0 is intended for all activities related to the general management and coordination of the project (kick-off meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific workstream.

##### Workstreams 1 – 4

In Workstreams 1 to 4 you must follow the structure and logic of Annex I to your Grant Agreement and present the activities that you implemented in order to achieve the objectives and results described in Part 1, as well as the achieved outputs of these activities.

Each activity/output should be listed only once under the relevant Workstream.

#### I. Activities

Review the planned activities for the Workstream as presented in Annex I to your Grant Agreement and indicate in this report:

- which of the planned activities were implemented (including a description of these activities:);
- which of the planned activities were not implemented (and explain why);
- if there were any unforeseen activities implemented (including a description of these activities).

Be concrete and specific in your descriptions and explanations.

#### II. Outputs

Outputs and outcomes/results of your activities, e.g. conferences, seminars, trainings, training modules, events, knowledge, professionals trained, manuals, leaflets, websites, articles, training material packages, books, etc.

Review the outputs for the workstream as presented in Annex I to your Grant Agreement and report all produced outputs for the Workstream.

For events, indicate: title, date of implementation, place of implementation and number of participants.

Example: *Final conference, 9-10/03/2016, Brussels, 219 participants.*

For publications, indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

Examples:

1. *Good Practice Guide on XXX, publication, printed and electronic, EN (100 copies), FR (only electronic), DE (100 copies), IT (only electronic), ES (100 copies), PL (only electronic)*

2. *<http://www.myproject.eu/>, website, electronic, all EU official languages*

➤ **Workstream 0** – Management and Coordination of the Project

<b>I. Activities</b>
<b>Implemented activities</b> 1. 2.
<b>Not implemented activities</b> 1. 2.
<b>Unforeseen activities</b> 1. 2.
<b>II. Output(s)</b>
<b>Output 1:</b>
<b>Output 2:</b>
<b>Output 3:</b>

➤ **Workstream 1:** Title:

<b>I. Activities</b>
<b>Implemented activities</b> 1. 2.
<b>Not implemented activities</b> 1. 2.
<b>Unforeseen activities</b> 1. 2.
<b>II. Output(s)</b>
<b>Output 1:</b>
<b>Output 2:</b>
<b>Output 3:</b>

➤ **Workstream 2:** Title:

<b>I. Activities</b>
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**Implemented activities**

- 1.
- 2.

**Not implemented activities**

- 1.
- 2.

**Unforeseen activities**

- 1.
- 2.

**II. Output(s)**

**Output 1:**

**Output 2:**

**Output 3:**

**➤ Workstream 3: Title:**

**I. Activities**

**Implemented activities**

- 1.
- 2.

**Not implemented activities**

- 1.
- 2.

**Unforeseen activities**

- 1.
- 2.

**II. Output(s)**

**Output 1:**

**Output 2:**

**Output 3:**

**➤ Workstream 4: Title:**

**I. Activities**

**Implemented activities**

- 1.



2.

**Not implemented activities**

- 1.
- 2.

**Unforeseen activities**

- 1.
- 2.

**II. Output(s)**

**Output 1:**

**Output 2:**

**Output 3:**

## **2.2. Staff members**

List the names of all the staff members per organisation (mentioned in the final financial statement under Heading A - Staff) and describe their role in the project.

Indicate: Name of the staff member, employer organisation, role in the project, total number of days worked for this project.

## **2.3. Intellectual property rights (max. 1/2 page)**

In addition to the provisions of Articles I.7 and II.8 of the Grant Agreement, what intellectual property rights have you agreed within the partnership?

What other intellectual property rights issues have you identified? Did any third parties have any pre-existing intellectual property rights in relation with the project?

## **2.4. Commercialisation of outputs**

Have you commercialised or do you intend to commercialise any of the outputs? If so, please give details.

## **2.5. Visibility of EU funding (max. 1/2 page)**

How was the visibility of the European Union's financial support ensured throughout the project?

## **2.6. Main problems/difficulties in the implementation (max. 1/2 page)**

Were you faced with any problems/difficulties during the implementation of the project? How did you solve them?

## **2.7. Cooperation within the partnership (max. 1/2 page)**

How did the Co-beneficiaries and Associate Partners participate in the project and what was their role?

**2.8. Lessons learned and other comments on the implementation of the project (positive and/or negative experiences) (if applicable).**

**2.9. Conclusions and recommendations for the European Commission in terms of programme management (if applicable).**

## SIGNATURES

### DECLARATION

In addition to the provisions of Articles I.7 and II.8, the Beneficiaries warrant that the European Union has the rights to use or publish the information included in this report and its Annexes.

We, the undersigned, confirm that we are duly authorised to sign this declaration on behalf of the Beneficiaries. We certify that the information given in this report is correct, and confirm that the Annexes are complete, accurate, and adopted/approved by the Beneficiaries.

Name of the person responsible for implementing the project:

.....

Signature: .....

Place: ..... Date: .....

Name of the legal representative of the Beneficiary/Coordinator:

.....

Signature: .....

Place: ..... Date: .....

## COMPULSORY ANNEXES

The Final Technical Report must be submitted within 60 days of the end date of the action in one paper copy and in electronic version (either on a USB key or CD-Rom or by e-mail to the functional mailbox indicated in the agreement).

The following documents must be annexed to this Final Technical Report:

1. The signed cost claim (original copy)
2. The final financial statement (paper and electronic copies)
3. Quantitative reporting on policy-related outputs (Indicators)
4. One sample of each finalised output produced by the project: e.g. reports, surveys, publications, flyers, posters, promotional material, such as T-shirt, mugs, caps, training material (hard copies, if production/printing costs are reported)
5. Agendas/programmes, signed attendance lists, minutes of meetings, conferences, presentation and proceedings of conferences, etc. (preferably in electronic format)
6. Results of the evaluations/feedback given by participants and facilitators/trainers at the end of a seminar/training/conferences (preferably in electronic format)
7. Evaluation reports (if applicable) (at least electronic copies)
8. Audit report (if applicable) (original hard copy)

**Please list below the Annexes of your Final Technical Report and number them as instructed above.**

**Please organise Annexes 4-8 by Workstream.**

**Paper and electronic documents should be labelled clearly (e.g. Workstream (or WS) 1, output 1, minutes)**

1. The signed cost claim (original copy)
2. The final financial statement (paper and electronic copies)
3. Quantitative reporting on policy-related outputs (Indicators)
- 4.1. ....
- 4.2. ....
- .....