DG Justice and Consumers

Reporting

JUST/2015/RRAC/AG

Kick-off meeting – 16 February 2017

Templates and guidelines

All templates will be published on the webpage of the call for proposals:

http://ec.europa.eu/justice/grants1/calls/2015_action_grants/just_2015_rrac_ag_en.htm

Guidelines:

- Guide for Action Grants 2015, pages 46 – 47
- GA - article I.4

Progress reports

- To be submitted 2 weeks after mid-term
- For projects of minimum 2 years (and projects with 2 pre-financings)
- Present what has been achieved and the level of consumption
- Highlight difficulties encountered
- Not an opportunity to change the project !

Final narrative report

- Executive summary written for the public
- Show the quality, achievements and impact of your project
- Not necessarily long, but complete, realistic and precise
- Justify the costs of the activities
- Add eg tables presenting a comparison of results and related annexes

European Commission

Be complete and structured

- Provide the reports based on the templates
- Present the annexes organised by work streams, outputs and clearly labelled
- Our evaluation will take into account the complete package (technical and financial)
- Requests for missing documents will delay the final payment

European Commission

Be consistent

- The quantitative reporting (annex 3 – Indicators) must be consistent with the project outputs presented in detail in Part 2 of the Final Technical Report
- We will compare the final narrative report to the claimed costs/outputs presented/evidences/ proofs/on-line information
- In case of serious inconsistences, we will refuse the report and request a revised narrative report

Anticipate the reporting

- Establish comprehensive templates from the beginning and share them with your co-beneficiaries
  - e.g. for attendance lists: reference and name of the project, date, location of the event, information on participants (full name, function, name of the organisation) – to be used for the quantitative report
- Explain to your co-beneficiaries the information which will be needed

European Commission

Evaluation of Final Reports

- Policy Officer:

  Evaluation of the technical content of the report and the results of the project

- Project Officer:

  Operational and administrative aspects, comparison of outputs

- Financial Officer:

  Financial analysis such as eligibility of costs, implementation period, supporting documents, exchange rates and final payment/recovery calculation