



Interreg
North Sea Region
European Regional Development Fund



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@Implementation Seminar, 7 February 2019
Zwolle, the Netherlands

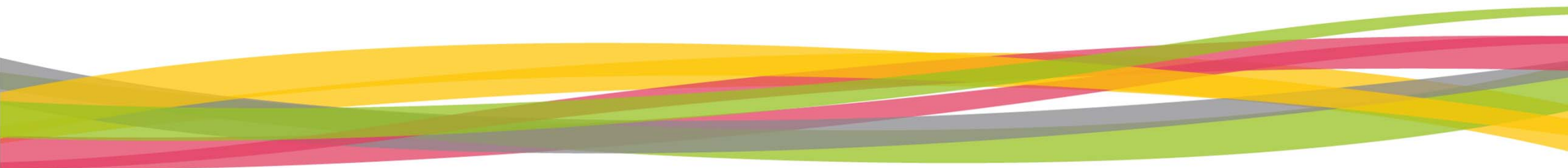




Agenda

Final Report:

- Overview
- Process and management
- Final adjustment change
- Content of the final report
- Documentation
- Q&A





Overview

- One report
- One aggregated report on content – no beneficiary reports
- Finance report – follow the same format as previous



Process and management: Who?

- Lead beneficiary principle
- Lead beneficiary and work package leaders
- No beneficiary level progress report



Process and management: When?

- No later than three months after project end



Process and management: How?

- JS creates the Final Report round
- The lead beneficiary can either:
 - Final adjustment change
 - No changes and start with the report
- Reporting can be done simultaneously with the final adjustment change
- No report can be submitted as long as the final adjustment change is still open
- Final adjustment change is submitted
- Final adjustment change is applied (OMS updates automatically)
- Reports can be submitted



Final adjustment change

- Adjustment for closure change
- Project budget and activities
- Liaise with your project advisor as soon as possible



Content of the Final Progress Report

- 9 sections
- Achievement and impact resulting from transnational activities at the project level
- Relates to the entire lifetime of the project
- Exception: The work packages (last 6 months of implementation)



Content of the Final Progress Report

- Highlights of main achievements
- Final progress towards project objectives (including project detailed objectives)
- Final output indicators
- Final result indicators
- Final progress on activities and deliverables (work packages)
- Communication and publicity
- Knowledge transfer
- Investment
- Capitalisation and impact

Periodic Reporting: Progress Reports

FDAI / Final Project Progress Report

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Transnationally

Knowledge transfer

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Capitalisation

Annexes

Project FDAI

Reporting Round #3

Reporting level Project

Report Type * Final Progress report with Finance report

Form Version Final Progress report

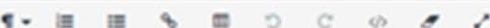
Report Number 3

Reporting period start * 04/03/2015

Reporting period end * 30/06/2018

Previous Report 2 #2

Highlights of main achievements during the lifetime of the project *

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Type something

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Final level of achievement of project detailed objectives *

Please describe your organisation's contribution and progress towards achieving the project detailed objectives as defined in the application form. The information provided should be cumulative (i.e. covering total progress since the start of the project).

There are missing fields in your entries.

- Main details: Level of achievement
- Main details: Explanations

	Objective / Description of objective	Level of achievement	Explanations
	Test Objective test test test test test		

Save and return

Save and proceed to next step

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Progress towards Project detailed objectives

Project

Full Demo Application1

Project specific detailed objective

Test Objective

Project Objective description from original application

test
test
test
test
test

Level of achievement *

☐ Fully achieved ☐ to a large degree ☐ to a minor degree ☐ not achieved

Explanations *

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☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Type something

Please comment here on any under- or over-achievements.

Reported by FDA6 Norway.

Save

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Final level of achievement of outputs *

There are missing fields in your entries.

- Main details: Achieved since last report
- Main details: Final achievement
- Description: Explanations

	Output Indicator	Output target	Achieved Previously	Achieved since last report	Final achievement	Explanations	Level of achievement	Attachment
	Number of green products, services and processes piloted and/ or adopted by the project	100	10					
	Number of enterprises participating in cross-border, transnational or interregional research projects	5500	530					
	Number of research institutions participating in cross-border, transnational or interregional research projects	200	265					
	Number of organizations/ enterprises adopting new solutions by project end	9000						
	Number of organizations/ enterprises informed about new solutions by project end	350						

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Progress to date on outputs

Output indicator

Number of green products, services and processes piloted and/ or adopted by the project

Output target

100

Previously Reported

10

Achieved since last report *

Reported by FDA6 Norway:

Final achievement *

10

Explanations *

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Type something

0

About achievement over lifetime of project, including since the last report. Please comment here on any under- or over-achievements. We are particularly interested in the transnational angle of your achievement.

Reported by FDA6 Norway:

Level of achievement *

Not defined

Self-assessment of the level of achievement for the entire project including current period. This needs to be selected also in case no output has been achieved in this reporting period.

Attachment

Upload a file

Vælg fil

Der er ikke valgt nogen fil

Please include only documents you have not uploaded to previous reports or to the Document Center

Attachment is not a file

No

Yes

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Level of achievement

Attachment

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Progress to date on results

Main details

Description

Project Result Test Result Indicator

Result target 9000

Measurement Unit TEST1 units

Baseline value *

Please enter N/A if you do not have a numerical baseline.

Previously Reported 444

Achieved since last report -444

Final achievement *

Reported by FDA6 Norway.

Save

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Guidance for table of progress on work packages over project lifetime This section is about your final achievement on work packages, including the individual deliverables as well as the communications objectives. The first table includes information about your final level achievement at the work package level; the second table concerns individual deliverables per work package. The third table asks about achievement of the communications objectives. Your answers to the questions in these tables should reflect your work over the entire project lifetime.

Final level of achievement of work packages *

There are missing fields in your entries.

- Main details: Work Package status
- Target groups: Who has used the main deliverables from this Work Package?
- Target groups: How have you involved target groups (and other stakeholders) in the delivery of the Work Package?
- Description: Progress over project lifetime
- Description: Problems and solutions found

Work Package	Status	Deliverables used by	Target groups' involvement in the delivery	Progress over project lifetime	Problems and solutions found
1 Project management					
2 Communication activities					
3 Test WP 3					
4 Test Work Package					
5 WPS					
6 WP6 of Norway					
7 WP7					

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Progress on Activities and Deliverables since the last report *

There are missing fields in your entries.

- Main details: Status
- Main details: Achieved since last report
- Main details: Description of progress

	Work Package / Activity	Indicator	Deliverable	Target	Achieved Previously	Achieved in this period	Final achievement	Status	Description of progress / Attachment
	1 Project management 1 Test Activity 2	Exchange of Information Event (Internal)	Customers	1100	311				
	1 Project management Seminar (sub)	Number of participants	Persons	300	22				
	1 Project management 2 blöd	Number of participants	blöd	blöd	234				
	1 Project management 4 Happenings	Number of Readers	readers at events.	2	0				
	2 Communication activities 1 Web site	Communication Initiative	Website	1					
	2 Communication activities Web site (sub)	Number of Users	Visitors	50000					
	3 Test WP 3 1 Red hair all the way!	Exchange of Information Event (Internal)	Red hair dye bottles sold	500					
	3 Test WP 3	Number of	test	5000					

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Overall achievement *

Type something

How well the project met its overall communications aims and objectives as stated in the project communication work package / communication plan?

Compliance with formal publicity requirements *

- ☐ Did the project put up a billboard (if required)?
- ☐ Did the project put up an explanatory plaque (if required)?
- ☐ Are all public-facing documents available on the project's web space?
- ☐ Is the project's news section on its web space up to date?

Effectiveness in reaching stakeholders *

Type something

- Which channels were set up by the project for external communication? (e.g. website, blog, newsletter, social media, YouTube, events)
- In which ways did you engage with the different target groups?
- To which extent did the project succeed in raising awareness of its concepts and ideas amongst each key stakeholder group?
- Did you apply storytelling techniques in your external communication? (please provide examples if relevant)

Additional questions *

Type something

- Which communication measures proved most effective in reaching your communication goals?
- Please state briefly the biggest challenges in communicating about the project to external stakeholders and the public.

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Please describe how your partnership worked together transnationally to achieve the project objectives and results. *

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Type something

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Please describe the main synergies with past or current EU and other projects or initiatives the project made use of *

B I [Icons]

Type something

Please describe how the project contributed to achieving the Union strategy for smart, sustainable and inclusive growth *

B I [Icons]

Type something

Please describe how the project contributed to the horizontal principles of the programme (sustainable development, equal opportunities and non-discrimination and equality between men and women) *

B I [Icons]

Type something

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


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How are the solutions and approaches developed, tested and/or promoted by the project used today? *

Type something

Please quantify the uptake in different sectors if possible.
 - What do you see as the most significant result of the project?
 - What are the likely impacts of your project in the longer term?

Any particular solutions/approaches that constitute "good practice" for the future? *

Type something

- On which platforms can the project's main tools, methods, and results be found after project closure?
- Are the relevant stakeholders informed about the project's results? Please expand.

Will cooperation continue after the closure of the project? *

Type something


- Has your project played a key role in forming or further developing thematic networks, association, etc.? If yes, please expand.
- Please describe how the project contributed to shaping strategies and policies beyond the project itself.
- Any further investments which will take place after the closure of the project as a spin off to the project outputs and results?

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If your project included investments please describe the transnational benefits they had in practice.

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Content of the Final Report (Finance)

- No differences in comparison to periodic reports on finances
- Same format
- Statement of expenditure
- First Level Control
- Overspendings on individual budget lines



Documentation

- Retain all of the supporting documentation for five full years from 31 December of the year in which the final payment is made to the project.
- Beneficiaries who are under state aid scheme must retain all documents for ten years.

Checklist

Next steps:

- Update and review Lead Beneficiary approach
- Follow up on SC decision letter
- Documentation on output and result indicators
- Consider changes prior Final Report v/s Final adjustment change
- Update and review the output library
- 3 months to report



More information...

- www.northsearegion.eu