12.5.2021 REPORTING WEBINAR Narrative final report

CBC 2014-2020 SOUTH-EAST FINLAND - RUSSIA

Objectives of webinar

То...

Provide information,

Support,

Build competence on final reporting





Agenda

- WRITING A GOOD FINAL REPORT
 SUSTAINABILITY OF PROJECT
 OUTPUTS
- 3. PROJECT OUTPUTS AND IMPACTS4. TIME FOR QUESTIONS ANDANSWERS







WRITING A GOOD FINAL REPORT





Basics of Final report

- submitted once the project has ended
 - deadline three (3) months

- covers the entire duration of the project
 - collecting information from previous reports
 - completed with the activities and outputs from the period after the last interim report
 - reflection to the project as a whole



Basics of Final report

- The final report of the project is archived in the MA
- It is a public document
 - provided to anyone requesting it
 - excluding parts containing personal data and/or information under commercial secrecy





Purpose and content

- A comprehensive analysis of whole project
- Assessment of the project implementation
- The focus is on results
 - Explain, how the project reached its objectives
 - Analyse, what results and outputs were created
 - In case all planned objectives and results could not be reached, tell also causes and lessons learned behind these





Purpose and content

Following sections in PROMAS:

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





Activities

- Describe the status of the activities at the end of the project
- Describe the changes made to the work plan
 - Include 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
- 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.



Indicators

Report realized thematic and project-specific indicators at the end of the project

Cumulative reporting

> Verification of reported indicators (with annexes)







Indicators - tips

Some details to remember:

- Amount of participants / enterprises
 - Attach participant list / list of enterprises
 - One person/organisation can be counted once
 - Participation related to project working (working group meeting, steering group meeting, project staff in events...)
 is not counted
- Events
 - attach event programme / invitation and 1-2 pictures



Indicators - tips

Some details to remember:

- Electronic outputs (publications, articles, videos etc.)
 - provide a permanent open source link, or
 - attach the document as a copy
- Physical outputs
 - attach digital copies/photos to the report annexes
 - send original copies to MA from the whole project period
- Report only results and outputs that have realised by the end of project



Project results

- Focus on the final results
- Assess the project's chosen objectives
- Provide evidence of how the reported results can be observed
- Use accurate expressions
- Analyze the results that were not reached
- If any, make remarks and provide a description of the circumstances affecting the project's outcomes





Impact & environmental impact

- Assess the project's contribution to the programme's crosscutting issues
 - People-to-people
 - Environmental sustainability
 - Gender equality
- Describe the impacts of project results: What is visible and measurable?
- Sustainability of project outputs and results
 - > Use the same logic as in the project application
- Assess the possible environmental impacts of the project



Monitoring and evaluation

- Describe the methods and results of project monitoring and evaluation
- Results of monitoring and evaluation done by the project, e.g.
 - Internal evaluation
 - Steering committee
 - Possible external evaluation
- Compare to the description provided in the project application





Communication and visibility

- Describe the communication and visibility activities as a whole: used channels, tactics and tools
- Describe the impact of the communication and visibility activities
 - What did you achieve through project communications?
- Summary of the project including objectives, main activities and achievements of the project
 - Published in public databases of the programme, EU, Finland and Russia
 - The final report is a public document (upon request)



Assessment of project administration and programme

Project administration

- Project management (reporting, internal communication, division of the tasks)
- Financial management of the project
- Cooperation between the partners
- Lessons to learn from?
- Can you identify some good practices?

Programme

- CBC programme as a financing instrument
- Cooperation with the Managing Authority and Branch Office
- Here you can also include suggestions for improvements – they are always welcome!

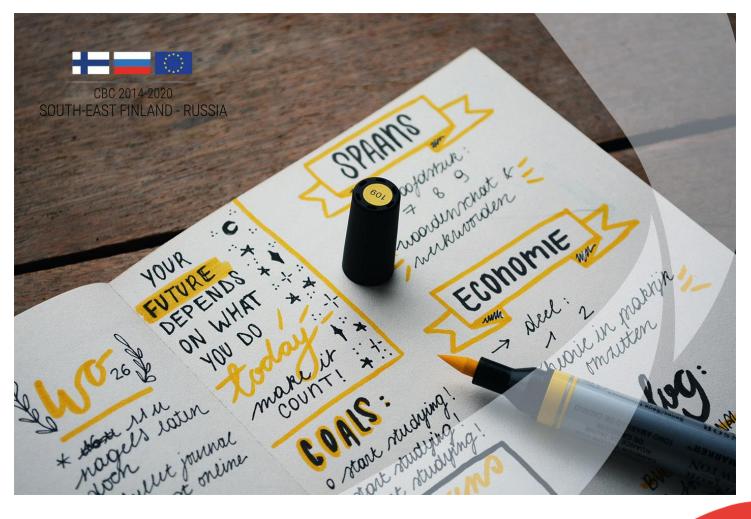


Annexes

- communication and visibility plan with realized activities and results of the whole implementation period
- list of participants of project events and meetings after the last interim report
- meeting minutes of the highest decision-making body of the project, Steering Committee or equal, after the last interim report
- project outputs like press releases, books, leaflets, articles etc.
- 2-4 photos of promoting and visualizing a project after the last reporting period
- documents that verify the realized indicators of the last implementation period and other possible missing verification
- list of goods and deliverables produced in the project and description of their ownership and maintenance after the project
 - Deliver original copies of outputs to MA



SUSTAINABILITY OF PROJECT OUTPUTS





Sustainability of outputs

- The project outputs should be made available and free of charge for the general public since they are produced with public funding.
- Maintenance and ownership of generated assets should be agreed between the partners
 - preferably at an early stage of implementation
 - at the latest before the end of the project





Transfer of ownership of assets

- The ownership of the outputs having the character of infrastructure must remain with the lead partner or partners for at least five (5) years after the project closure.
 - During this five-year period, any substantial modification of the project outputs must be avoided.
 - This also concerns the information boards placed on site.
- Documentation is needed, if any assets produced in the project are transferred to third parties
 - <u>Final report annex Transfer of ownership of assets SEFR CBC</u> 2014-2020

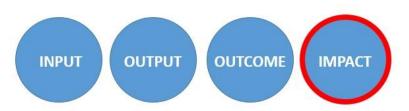


PROJECT OUTPUTS AND IMPACTS





Identification of outputs and impacts



Input: resource (money, work etc.) Output: measurable activity Outcome: concrete change created Impact: wider change created in certain topic, group, environment or society

How to identify and reveal project impacts? Tools to work with target groups, beneficiaries and stakeholders:

Survey, interview, feedback gathering, analysis of user or other collected data.





PRESENTATION MATERIAL WILL BE LATER AVAILABLE ON PROGRAMME WEBSITE

TIME FOR QUESTIONS!





Pre-questions (19.4.)

If project reporting period is 1 year and project get 3 months extra time. Is one audit trail fine, because last period is 15 months?

What's the best way to report the regional impacts of the project via the narrative report?

Challenges during Covid-virus.



