MEDAWATER PROGRAMME Projects

GUIDELINES FOR REPORTS PREPARATION

Budget Line B7-4100

1. INTRODUCTION

This document has three main objectives:

1. to establish a general and uniform technical and financial reporting framework for the beneficiaries of projects funded under MEDA Regional Programme.
2. to support the effective monitoring of a project by the Commission services.
3. to provide an appropriate structure for ensuring the best dissemination of results and the filing of institutional knowledge.

This document is intended as a guide for the **MEDA WATER PROGRAMME** projects' beneficiaries funded by the European Community based on the recommendations of the Evaluation Committee. This document has been developed in accordance to Annex II of the Contract, General Conditions, Art. 2:

" *2(1) The Beneficiary must provide the Commission with full information on the implementation of the Operation. To that end, the Beneficiary must draw up intermediate reports and a final report. These reports shall consist of a technical portion and a financial portion. The Commission may request additional information at any time; that information must be supplied within 30 days of the request.*

2(2) The Beneficiary must send the Commission intermediate reports in accordance with the provisions below. Every report must provide a complete account of all aspects of implementation for the period covered. The report shall be laid out in such a way as to allow comparison of the objective(s), the means envisaged or employed, the results expected and obtained and the budget details for the Operation.

The report must contain a plan of action for the next phase of the Operation's implementation."

Thus, the following reports are to be submitted by the beneficiary:

	Technical Reports	Financial Reports
	Project Presentation	
INTERMEDIATE REPORTS	**Six-monthly Report**	
	Intermediate Technical Report	**Intermediate Financial Rep.**
	Mid-Term Review Report	**Mid-Term Financial Report**
	Final Technical	
	Final Review Report	**Final Financial Report**
	Dissemination and Visibility Plan	
	Results Implementation Plan	

An overview of the required reports is presented in Table 1.

SCOPE OF REPORTING

Technical Reports are intended:

(i) to provide a means for both the Commission Services and the Project Co-ordinator to monitor the work undertaken the project;
(ii) to assist in identifying appropriate actions necessary for the correct achievement of project goals;
(iii) to provide material for publicity, dissemination, and archiving.

Financial Reports are intended:

i) to evaluate the appropriateness/eligibility of the expenses incurred during the project

ii) to ensure the beneficiary complies with the yearly financial planning

iii) to approve and release a payment.

Financial Reports together with some Technical Reports (Intermediate Technical Report, Final Technical Report**)** are necessary for the approval of all payments, excluding the advance payment.

Should any questions arise as to the preparation of these reports, project co-ordinators should contact the Operations Manager and/or the Financial Officer responsible of the project.

TECHNICAL REPORTING

According to Art. 2.2 of Annex II of the Contract, General Conditions:

"*The report shall be laid out in such a way as to allow comparison of the objective(s), the means envisaged or employed, the results expected and obtained and the budget details for the Operation. The report must contain a plan of action for the next phase of the Operation's implementation*."

The technical reporting to the Commission should cover all aspects of the project. The following dimensions should be addressed: project management and administration; technical progress and achievements; impact, visibility and dissemination; knowledge and technology transfer, training. Additional points may be suggested by the Commission or presented by the project Coordinator.

The project's technical progress and achievements are covered by the **Intermediate Technical Reports**. There are two types: the **Six-monthly Report,** which has to be submitted every six-months and the **Intermediate Technical Report** which has to be submitted every year. The reference dates are those beginning from the effective start date of the project (Special Conditions).

According to Art 2.4, "*The reports shall be submitted, in the same language as the Contract, at the following intervals: (...)- an intermediate report must accompany every request for payment; - the final report shall be forwarded within six months of the end of the Operation's duration of execution as defined in Article 2 of the Special Conditions*"

Therefore, an annual payment request, apart from the Annual Financial Report, has to include an **Intermediate Technical Report.** Without it, the payment will not be processed.

The **Six-monthly Report** is not expected to present cumulative results (unless specifically requested), but rather to present a summary of the preceding six months respectively of activities.

The Six-monthly Report is a kind of snapshot of the project taken every six months and therefore this Report has to be simpler and shorter than the Intermediate Technical

Report. A summary budget table containing the expenditure of the project during the last six months has to be included.

At the project mid-term, halfway through project, a **Mid-Term Review Report** will be presented as per **Article 8** of the General Terms and Conditions:

"*If the Commission performs an intermediate or subsequent (ex-post) evaluation, the Beneficiary must undertake to provide the Commission or its authorised agents with any document or information likely to help that evaluation to be successfully concluded, and grant them the access rights described in Article 16(2).*
If one party carries out or commissions an evaluation in the context of the Operation, it must provide the other party with a copy of the evaluation report."

The **Mid-Term Review Report**, unlike the Intermediate reports, will cover all achievements of the project from the beginning up to the mid-term accompanied by a relevant mid-term project analysis. This report will constitute the analysis basis for the Commission services for the Mid-term Review of the project.

The beneficiary will submit to the Commission services a **Final Report** at the end of the project**.** This report will include a **Final Review Report** in the same terms as per the Mid-Term Review Report**.** The **Final Report** will cover all actions and achievements of the project from the beginning to the end accompanied by a relevant end-of-project analysis.

According to Art. 2.2 of Annex II of the Contract, General Conditions:

"*The final report must contain a detailed description of the conditions in which the Operation took place, information on the steps taken to identify the Community1 as the source of financing and on considerations which could be used to evaluate the Operation's impact, a final statement of all the eligible costs of the Operation, plus a full summary of the Operation's income and expenditure and payments received."*

The **Deliverables**, should they be specified in **Annex I to the contract: Description of the Operation**, are considered as key project outcomes for project purposes such as development, application, exploitation and dissemination of results. For ease of identification and overview, the presentation of deliverables should use a common cover page suggested with the templates shown in Annex 2 of this document. Each deliverable report should include a table of contents and an executive summary.

The project impacts (plans and achievements) are covered by **the Dissemination and Visibility Plans** and by the **Results Implementation Plan** (see Annex 3 of this document).

The support to publicity is covered by the **Project Presentation** as well as **the publishable version of Intermediate Reports** and the **Final Report**. These reports will be used for dissemination purposes and have to be ready for public availability.

The quality of the documentation and reporting should be to accepted industrial/commercial and scientific/technical standards and practices.

FINANCIAL REPORTING

Intermediate, Mid-term and Final Financial Report

All Intermediate and Final Financial Reports must include the audit firm report as per Art 2 of the General Conditions of the Grant Contract. Requests for funding must be accompanied by a financial report. For the **Mid-term Financial Report**, this is more for evaluation purposes, as per Article 8 of the General Terms and Conditions, and does not require an audit firm report. The Mid-term financial report needs only to present a budget summary from project start up to the mid-term period.

DELIVERY OF REPORTS

For the MEDAWater Projects the Commission Services requests **2 copies** for each Technical Report and **1 copy** for each Financial Report.

The delivery of the reports listed above shall be in hard copy (paper) and electronic (CD-Rom or by E-mail *but not scanned*) for both technical reports and financial reports, with annexes included. Electronic versions are <u>required</u> but only as <u>complementary</u> to the paper copies, which will be considered as the sole receivable official documents.

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	TABLE 1 – AN OVERVIEW OF THE REPORTS REQUIRED		
	TITLE	**FREQUENCY**	**For Publication**
	TECHNICAL REPORTS		
1.	Project Presentation	Deliverable for all projects due by month 3. Maximum 10 pages (slide format)	Yes. Also to be published on the SEMIDE/EMWIS website.
2.	Six-monthly Report	Every 6 months from project start date, due within 4 weeks of the end of period covered by the report. The reference dates are those beginning from the effective start date of the project (Special Conditions). Maximum 10 pages	No
3.	Intermediate Technical Report Mid-Term Review Report	Due every year. The reference dates are those beginning from the effective start date of the project (Special Conditions). Maximum 60 pages. To cover an evaluation of the project implementation from the beginning up to the mid-term. That report should be available at least 2 weeks before the date of the Mid-Term Review to be carried out by the Commission services.	No
4.	Final Report Final Review Report	Within 6 months of project end. That report should be available at least 2 weeks before the final review deadline. No length limit To cover an evaluation of the project implementation from the beginning up to the end. That report should be available at least 2 weeks before the date of the Final Review to be carried out by the Commission services.	If the Final Report cannot be published in full, a “publishable” version must be provided.
5.	Dissemination and Visibility Plan	Mandatory deliverable for all projects. Due by month 6.	No
6.	Results Implementation Plan	Within 2 months of project end. Best practice is that this report is available at least 2 weeks before a final project review.	Part 1, 3 & 4

	FINANCIAL REPORTS		
7.	Intermediate Financial Reports	Due at the end of every operational year of project implementation, before requesting any payments. (payments can be made only if the expenditure actually incurred represents at least 70% of the amount of the previous payment).	No
8.	Mid-Term Financial Report	Due at the project mid term. The report should be available at least 2 weeks before the mid-term review deadline.	No.
9.	Final Financial Report	Within 6 months of project end.	No

2. PROJECT PRESENTATION

What is Project Presentation? (PP)

The Project Presentation is a deliverable for all projects (see Guidelines for Contract preparation) and is normally expected by project month 3. It is a short but attractive description with illustrations (images, figures etc), of the project goals, methodology and expected results, as well as presenting the participants in the project. The Project Presentation is for publication by either the Commission and/or the beneficiary.

Publication shall also be via the EMWIS/SEMIDE website and additional media may be agreed upon with the Commission services. The project must be able to supply a reasonable quantity of printed publication material for distribution by the Commission if requested. Electronic copies of the material developed must be available for the Commission services.

2.1 How should the Project Presentation be structured?

The project should be written in English (and any other language version if wished by the consortium) of a maximum of ten pages (slides) under the following headings:

Contract number
Project acronym
Project name
Key Action, Action line
Project logo (if any)

List of participants (organisation name, country)
Total cost (€)
Commission funding (€)

Project main goal(s):
it should describe the project objectives and indicate how the project will contribute to the overall objectives of the MEDAWATER PROGRAMME initiative,

Key issues:
it should indicate the expected significant achievements/concrete substantial results with their key milestones

Technical approach:
it should highlight the technical achievements to the project and the technology transfer operated

Training:
it should describe the expected project training achievements

Expected achievements/impact:
The major benefits should be presented in concrete terms. How will the systems and services that are developed impact society or industry? Who would benefit from the project development? Which advantages are created for local development?

Co-ordinator contact details

The Project Presentation may freely re-use material included in the "Description of work". It should be written in a style that is accessible to the non-specialist. Technical language, mathematical and statistical formulae should be kept to minimum. The inclusion of photos, diagrams and other illustrative material is welcome. The text

should always clearly indicate that the work takes place with the financial support of the MEDA WATER initiative of the European Union.
A disclaimer, approved by the Operations Manager, shall be included in order to clarify the legal obligations regarding the responsibility of the Commission (see below)[1].

2.2 When is a Project Presentation to be submitted?

The Project Presentation is normally submitted by project month 3. When major changes occur or significant results have been reached, the consortium is encouraged to submit an updated Project Presentation.

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1 *The disclaimer can be as follow :*
This project has been partially funded by the EuropeAid Co-operation Office-European Commission under the MEDAWATER PROGRAMME initiative. The content of this publication is the sole responsibility of the project partners listed herein, and in no way represents the view of the European Commission or its services

3. SIX-MONTHLY REPORT/INTERMEDIATE TECHNICAL REPORT

3.1 What is an Intermediate Technical Report? (ITR)

The Intermediate Technical Report provides a clear comprehensive account of the progress made by the project during the reporting period. The aim is to report on progress of the project and any issues requiring actions where the Commission should be kept informed. Hard copies (paper version) must be sent by courier or registered post. Electronic copy has to be addressed to the Operations Manager.

The report should address issues and problems affecting the progress of the project, and co-operation inside the consortium, with the Commission or with other projects. The report will be used by the Operations Manager (or possibly experts appointed by the Commission) in the context of progress monitoring.

The ITR should contain the following information;

(i) A detailed account of progress made
(ii) Resources employed
(iii) Results obtained
(iv) Deviations from the work schedule – when they occur
(v) Planned modifications to the work schedule for the next reporting period - where necessary
(vi) Travel and events

If items (iv) and (v) apply, the Operations Manager should be immediately informed in order to determine whether an addendum to the Contract is required.

The size of the ITR varies depending upon its periodicity (cf. Table 1, ranging between 20 and 60 pages for the Intermediate Technical Report and between 5-10 pages for the Six-monthly Report). It must be clear, accurate, concise and easy to read. The report should serve internal project reporting purposes.

The report should be provided just before the end of each 6 months operational period, although a delay can be granted on request if reasons are provided.

3.2 How should the report be structured?

ITRs should be structured as follows (See Annexes 1, 1A and 2):

- ***Front page*** – with the number, acronym and title of the project, the title of the report, the reporting period, the start date and the duration of the contract, the name and organization of the co-ordinator and other (assistant) contractors of the project. There is space for a short description.
- ***Table of contents***
- ***Executive summary*** - The executive summary should focus on the main achievements realised during the reporting period, progress made and problems encountered in the implementation of the work and anticipated problems for the next period, if any.

1. ***Overview*****:** it should give clear and concise overview of what has been achieved and the anticipated problem.

   According to the templates given in Annex 2, the following should be reported on:

   - project objectives and progress made to reaching these during the reporting period;

- status with respect to reaching the project milestones and the submission of deliverables;
- when they occur, indication of any deviations from plan or anticipated problems, with corrective actions undertaken or envisaged, along with a description of the impact in terms of delays, quality and quantity of work.

Activities should be listed according to work-packages and/or tasks.

2. ***Contractual Issues:*** any serious problem which requires a contract amendment (such as change of consortium, substantial change of description of work, etc) should be described in this section, and a copy should be provided to the Financial Officer. Official requests for amendments or riders are required to be submitted separately.
3. ***Project Meetings***: according to the templates given in Annex 1A.
4. ***Dissemination/visibility/exploitation of information***: According to the templates given in Annex 2. This section should describe any actions taken or planned to disseminate information on the project and its results; actions taken or planned to facilitate the exploitation of project results. Any issues regarding changes or new considerations within the approach followed for dissemination and exploitation should be briefly described.
5. ***Main results:*** tangible results achieved need to be listed and briefly described.
6. ***Project effort:*** Human and other resources planned vs. actually utilised during the period will be reported in tables per work packages/tasks with names of the staff, using the templates given in the Annex 1A. It will include the table of the events (conferences, seminars...) organised by the project.

7. ***Publishable part of Periodic report***
If the report is not publishable in full, it shall be accompanied by a publishable version. The publishable version should follow the same templates. Clear indication of the status of the document (Public/Confidential) must be included on the cover page (see classification). In the absence of any recommendation, the document may be considered to be publishable in full.

4. Mid-Term Review Report

The Mid-Term Review Report (MTR) should provide a comprehensive view of the results obtained from the beginning of the project until its mid-stage of implementation, the methodologies and approaches employed, changes in the state-of-the-art techniques applied since the project start. The report should address the objectives of the project as well as the degree to which these objectives have been reached. There is no length limit for the Mid-Term Review.

5. Final Technical Report

5.1 What is the Final Report?

This report should provide a comprehensive view of the results obtained, the methodologies and approaches employed, and any changes in the state-of-the-art technologies or strategies since the start of the project. The report should address the objectives of the projects as well as the degree to which these objectives have been reached.

The final report must be submitted within 3 months of project completion, cessation or termination. The Commission services shall comment on this report within 2 months of submission, unless notified otherwise.

The report must be accompanied by the corresponding Intermediate Technical Report for the last project period.

Although the Final Report is contractually due 6 months after the end of the operations duration (cf. contract), good practice is that a draft is available two weeks before any final project review (an electronic draft copy should be sent to the Operations Manager before sending officially the definitive version to the Commission services); this will facilitate a project final assessment and provide the opportunity for the experts to propose suggestions for the final version.

5.2 Final Report structure

- ***Cover page*** - (Please refer to Annex 1 and 1A).
- ***Table of Contents***

1. ***Executive summary*** - a clear or concise summary giving the main achievements of the project, the Consortium's composition and the roles of the partners involved.
2. ***Project overview –*** as indicated in the Annex 2 of the Contract
3. ***Methodology*** used to achieve project objectives. This should include any changes from the original methodology and comments on the advantages of the project approach over other possible alternatives. Follow the format used in Annex I of the Beneficiary’s Project Contract (especially the Action Plan Tables)
4. ***Project results and achievements*** – it describes the results and achievements realised with respect to project objectives. Include, where relevant, the relations and synergies which may have developed with other projects.
5. ***Deliverables and other outputs*** - the major project deliverables should be briefly described and a comprehensive table of deliverables attached (see Annex 1A).
6. ***Project management and co-ordination aspects -*** should give an overview of the project management issues like performance and dedication of the consortium and individual partners to the objectives of the project, possible problems encountered and how they were resolved.
7. ***Outlook*** - A short description on how the results and achievements of the project have benefited each partner and how the partners intend to use and exploit these further.
8. ***Conclusions***

9. Publishable part of Final Report

The Final Report is not intended to be publishable in full, but shall be accompanied by a publishable version (this can be an extract of the final report).

The publishable version can follow the same template as the final report. Clear indication of the status of the document (Public/Confidential) must be indicated on the cover page (see classification). In the absence of any recommendation the document may be considered to be publishable in full.

Since the Final Report is targeted at a wide range of interested parties, including non-technical expert interests, the style and format of presentation should be easily read and understandable to the lay person.

6. Dissemination and Visibility Plan

6.1 What is Dissemination and Visibility Plan (DVP)?

As per Article 6 of the General Terms and Conditions "The Beneficiary must take all necessary steps to publicise the fact that the Community has financed or co-financed the Operation". The Commission has produced Guidelines for Visibility* to orient this process and requests a "Dissemination and Visibility Plan" (DVP) to be submitted for each project. The DVP should describe the plans for the dissemination of knowledge gained during the project (taking into consideration any restrictions for knowledge protection) and for the exploitation (use) of results by the consortium as a whole or individual participants or groups of participants. Clear indication of all foreseen visibility activities as of the contract should be presented.
The DVP should be expressed in concrete terms, for example the dissemination/visibility strategy, the target groups and the strategic impact of the project in terms of improvement of competitiveness or creation of market opportunities for the participants.
The "Dissemination and Visibility Plan" forms an important part of the first stage of the project work and provides a solid basis for the Results Implementation Plan to be submitted to the EC towards the end of the project.

6.2 How should the DVP be structured?

The DVP should be divided in three parts completed by any relevant appendix, as described below.

- ***Front page*** – (see Annex 1)
- ***Table of contents***

1. ***Overview***
   Executive Summary: it should be taken from the "Description of Work" incorporating any modification that might be necessary.
   Overview of expected results: it should only include results that could either be disseminated or exploited; intermediate results should not be given. A tabular form could be used giving a brief description of results, when they would be available, the potential spin-offs and whether the results are for dissemination and/or use.

Approach to Dissemination and Visibility*:* Consortia are encouraged to take a broad view on dissemination/visibility, considering conferences, publications, presence on the web etc. They should look for added value and maintain dissemination efforts throughout the project. For universities/research institutes, the development of courses and training materials can be included in the Dissemination and Visibility Plan.

* http://europa.eu.int/comm/europeaid/visibility/index_en.htm

2. Components of Dissemination and Visibility Plan

Conferences/seminars/workshops**:** should give the list of events at which project results are expected to be presented, with title, the planned date, the participation of the project and the expected impact.

Publications: should give the list of foreseen scientific or technical publications with the intended journal(s) of publication.

Web presence: should briefly describe the project web presence, including whether a specific website will be set up, how long it will be maintained and the type of information to be made available on-line .

Other*:* should give any other information related to other material and media reports like newsletters or press releases (especially at the launch of the project and when major results are obtained), which would contribute to the dissemination of the results of the project

6.3 Description of Dissemination and Visibility Plan

In order to better prepare the Project Implementation Plan, this part should be organised according to results (knowledge) which can be potentially exploited.
For each result (x), the following information should be given:

Description and characterisation of the result x
At this stage only a brief description can be given. The elements that should be covered are

- Self-descriptive title of the result
- Description of the results – nature of the result
- What are the potential applications of the results?
- What is the main innovative features/benefits/state of the art?
- What are the potential spin-offs

Target for the result x
The elements to be covered are (at this stage of the project):

- Who would be the "customers/buyers" of the results?
- Who are the ultimate end users?

Methodology, timing and estimated effort for use of result x

- What are the potential barriers/risks for exploitation and how can these be overcome?

<u>Appendix</u>

This includes any supporting documentation (e.g. to detail the exploitation approach).

6.4 When is a DVP to be submitted?

The first version of the Dissemination and Visibility plan should be delivered by project month 6 or at a date specified by the Commission Services. It is expected that parts of the DVP material can be re-used in the RIP.

7. Results Implementation Plan

7.1 What is the Results Implementation Plan?

The Results Implementation Plan (RIP) is a specification for the use, dissemination and exploitation of the results of a project. The RIP will describe the participants' actual achievements in dissemination and their plans for the exploitation of their results. The RIP should be self contained and not need to refer back to the Dissemination and Visibility plan. The RIP is a contractual deliverable.

The Commission's monitoring and evaluation of the exploitation phase of the project will be based on the RIP. A good RIP is the best way to demonstrate to the Commission and to the Community the value of the results of the project.

If the intention of the consortium is that other organisations should exploit the results, then publicity can be a key factor. The Commission will assist by publishing promotional information about the results.

Finally, the RIP should be used for dissemination (at least partly), it is not a static report but could be an active document, drafted at the start of the project, updated at mid-term and finalised at project completion. Drafts of the early versions can accompany the Dissemination and Visibility Plan.

Why have it?

The exploitation and the impact of results, either by the project partners themselves, or by others through publication and visibility activities, has always been an important obligation for project contractors. The RIP, in a single comprehensive form, allows the project contractors to show how they are going to meet their obligations, enables the Commission to gather information needed to make evaluations and internal comparisons, and provides dissemination services for the non-confidential information for publication.

7.2 What does the RIP consist of?

It is in four parts:

- **Part 1.** An overview of the results summarised by the Project Co-ordinator
- **Part 2.** A confidential part for each partner to describe how they will exploit project results within their organisation
- **Part 3.** A description of the project follow-up and mechanisms for self-sustainability
- **Part 4.** A summary by the Project Co-ordinator of the European added value from the project as a whole

Parts 1 and 4 are compulsory as they summarise the project. Parts 2 and 3 are optional according to the exploitable results generated by the project and the partners involved in exploitation. However, all projects are contractually obliged either to exploit the results within the project partnership or to make the results publicly available for exploitation by others. Thus either a Part 2 or a Part 3 must be submitted for each result in order to meet the minimum contractual requirement.

7.3 When is the RIP submitted?

The RIP is to be delivered at the end of the project together with the Final Report.

7.4 Summary of the Results Implementation Plan

Part 1: Overview and description of your project and its results (Publishable)

This section will be used to document the result(s) and to inform any pertinent audience.

1.1: Executive summary
1.2: Overview of all results
1.3: Quantified data on the project
1.4: Description of each single result (one form per result)
1.5: Quantified data on the result (one form per result)

Part 2: Description of the exploitation intentions by each partner (Confidential)

This section enables each partner to (individually or as a consortium) describe its exploitation and dissemination intentions (including a timetable of its future activities).

2.1 : Description of the exploitation and the dissemination of result(s)
2.2 : Quantified data by partners

Part 3: Follow-up and sustainability mechanisms (Confidential)

Part 4: Assessment of the Euro Mediterranean interests (Publishable)

This section enables the co-ordinator to explain the interest for the European Union and MEDA countries (i.e. the usefulness for its population) of the achieved results and of their foreseen impacts.

8. Intermediate Financial Report

8.1 What is an Intermediate Financial report?

The Intermediate Financial Report is normally done at the end of every end-of-period (year of operation) in order to account for the incurred eligible expenses during the project execution. The relevant Intermediate Technical Report should be annexed to the IFR. Evaluation Reports, such as those done by an RMSU, shall also be annexed to the IFR.

Against the presentation of this report the Beneficiary of the grant may request the advance payment for the following period (subsequent year) of project implementation. (Intermediate payment can be made only if expenditures actually incurred represent at least 70% of the amount of the previous payment as per Special Conditions) If the payment is due and other provisions in the General Conditions are applicable, an Audit report must be annexed to the IFR. If the advance payment is 1 million € or more a financial guarantee should be also provide as stated in the General Conditions.

8.2 How should the Intermediate Financial report be structured?

The IFR should be structured in line with the Budget Breakdown annexed to the Contract. It should include all necessary information to allow the FPO to verify the accurateness of eligibility and amount of reported costs. All explanation should be given throughout with numbered annexes clearly mentioned in the tables (Excel format). The initial and current budget should be indicated as well as the current costs, with the remaining budget for the rest of the project period.

Eligible costs are identified as per Art. 14 of the General Conditions. Non-eligible costs and contribution in kind, if any, should be indicated in a separate breakdown.

8.3 Audit Report

As per Article 16 (4), certified external Auditors, as indicated by the Beneficiary, have been included in the Contract. The tasks given to the selected certified Auditors shall be at least the ones given in the mentioned article. In addition, the audit report shall cover expenses, if any, incurred by all partners of the project. The audit report shall be prepared in accordance with international standards and should clearly state that:

- Activities reported in the technical reports have been carried out;
- All costs included in the Budget Breakdown are eligible as per the General Conditions (eventually modified by Special Conditions) annexed to the Contract;
- All given costs, whether they have been met by the Beneficiary or from one of the Partners, are real incurred costs;
- Costs reimbursed to for-profit entities have been calculated on a non-profit basis;
- All given reimbursable have been procured in the most economical manner (i.e. air tickets, office consumables etc.);
- All procurement activities have been carried out in accordance with the applicable Commission rules, as is presented in the Contract or in specified supporting documents;
- Sub-contracted activities, if any, have been calculated on a non-profit basis;
- Any other verification as specified in the Contract.

The IFR should be accompanied by the audit report in original.

9. Final Financial report

9.1 What is a Final Financial report? (FFR)

The Final Financial Report is presented at the end of project implementation in order to account for the incurred eligible expenses. The relevant approved Final Technical Report should be annexed to the FFR. Evaluation Reports, if any, shall also be annexed to the FFR.

With the presentation of this report, the Beneficiary of the grant may request the final payment. Without prejudice of the General Conditions and particularly of Articles 2, 8, 15, 16 and 17, final payment will be due only after approval of the Final Financial report. The Beneficiary and/or the nominated certified external Auditors shall provide within 30days answer to any request for clarification and/or additional information.

9.2 How should the Final Financial report be structured?

The FFR should be structured in line with the IFR providing the final scenario of all costs related to the project implementation. In addition, a recapitulative review of advanced payments received during the project execution and the request balance due (in accordance with the Contract), shall be clearly indicated in accordance with Articles 17 and 18.

9.3 Audit Report

The FFR should be accompanied by the audit report in original. The Audit report shall be produced as a comprehensive report for the entire project duration including a summary of the previous intermediate reports.

Records and accounts of the operation

In accordance with Article 16 the Beneficiary and the Auditor must keep all records for five years after the end date of the project.

Annex 1 - Template for a Report Cover Page

The following templates and form are illustrative, the templates can be used including the layout shown, the information items within them are more important.

<Project Logo if existing>	***<MEDA WATER PROGRAMME-XXX>*** **<Project Acronym>** ***<Title>***

i.e **Progress Report N°: *X***

Covering period XX.XX.XXXX – XX.XX.XXXXX

or Dissemination and Visibility Plan

or Final Report

or Deliverable X : with title)

Report Version:

Report Preparation Date:

Contract Start Date: Duration:

Project Applicant:

Partners:

MEDAWater Logo MEDAWater Programme	**Project funded by the European Community under the MEDA WATER PROGRAMME initiative, .**

Annex 1A - Deliverables Summary Sheet

DELIVERABLES SUMMARY SHEET

Project Number: Project Acronym: Title:

Deliverable N°: Due date: Delivery Date:

Short Description:
Applicant:

Version Control

Version	*Date*	*Author*	*Author's Organisation*	*Changes*
0.1				
0.2				
1.0				
1.1 final				

Annex 2 – Intermediate Technical Report

<u>Applicant</u>
Name:
Address:
Phone Numbers: *Fax Numbers:*
E-mail: *Project websites & other access points:*

<u>Executive Summary</u>

- Main achievements in the current reporting period - Progress in implementation of the Technical Annex: 'Description of Work'/problems encountered in the current reporting period - Highlights/anticipated problems for next reporting period

In the description of the above three items reference should be made to the relevant work-packages. This part should be 1 page maximum (use 'bullet' style presentation).

1 – Overview

1.1 Objectives

Objectives	*Progress towards achieving objectives*
❑	
❑	

1.2 Milestones

Milestone	*Planned date*	*Actual date*	*Comments*
M01 - ………..			
M02 - ………..			
Etc…			

1.3 Deliverables

Deliverable Code & Name	*Planned delivery date*	*Actual delivery date*	*Partner Responsible*	*Comments*
D01 - ………..				
D02 - ………..				
Etc…				

1.4 Deviations from Plan

Causes and Description	*Corrective actions*
List any deviation from plan including a brief description of the reasons.	Corrective action undertaken or envisaged by the project to overcome the issue with the impact in terms of delays, quality and quantity of work.

1.5 Risk or problem anticipated

Causes and Description	*Possible Impact*	*Corrective actions*
List any risk or problem anticipated including a brief description of the reasons.	Indicate the possible impact in term of delays and achievements.	Action envisaged by the project to overcome or limit their effect with impact in terms of delays, quality and quantity of work.

2 – Contractual Issues

State any serious problems that cannot be addressed at project level and/or require a contract amendment (including change of consortium, substantial change of description of work,...)

3 - Project Meetings (held and foreseen)

Title	*Data and Place*	*Main conclusions*

4 - Dissemination /Visibility Information

Introducing lines should describe the approach or any change within this approach followed for the dissemination/visibility of the project results.

4.1 Conferences, workshops, demonstration, technology transfer attended/organised/foreseen by the project

Date	*Type and Title/Scope*	*Number of persons attended + other information*

4.2 Articles Published , Press coverage, development web sites, etc.

Date and Type	***Details***

A copy of the presentation/publication/article could be made available on the web site of the project and only referred in the report.

5 – Main Results

Identify and list tangible results achieved during the reporting period – with a brief description.

6 – Project Effort

Effort for the reporting period (person months/days) (preferably presented as an Excel sheet *)										
Contractor designation	**Names of staff (optional*)**	**WP 01**	**WP 02**	**WP 03**	**WP 04**	**WP 05**	**WP 06**		**WP nn**	**Total**
CO										
CR1										
CR2										
…										
AC3										
Total										

Cumulative Effort to-date (person months/days) (preferably presented as an Excel sheet *)																
Contractor designation	**Names of staff (optional*)**	**WP 01**		**WP 02**		**WP 03**		**WP 04**		**WP 05**		**WP 06**		**WP nn**	**Total**	
		P	**A**	**P**	**A**	**P**	**A**	**P**	**A**	**P**	**A**	**P**	**A**		**P**	**A**
CO																
CR1																
CR2																
…																
AC3																
Total																

P: planned
A: actual

Annex 3 - Dissemination and Visibility Plan and the Results Implementation Plan

The Dissemination and Visibility Plan (DVP) should describe plans for the dissemination of knowledge gained during the work, and (to the extent that this can be foreseen at the beginning of the project) the plans for exploitation of the results for the consortium as a whole, for individual participants, or for groups of participants. It should be expressed as much as possible in concrete terms, for example the dissemination strategies, the target groups and the strategic impact of the project in terms of improvement of competitiveness, creation of market opportunities for the participants or awareness-raising within local Institutions and the wider public.

The Dissemination and Visibility plan has as its counterpart the Results' Implementation Plan (RIP), which is written at the end of the project. The RIP will describe the participants' actual achievements in dissemination and their plans at that time for the exploitation of their results. The RIP will, where appropriate, refer back to the original Dissemination and Visibility plan, indicating how the foreseen activities actually took place, or were modified in the light of circumstances, or whether other actions and measures, initially unplanned, were introduced.[2]

The production of the Dissemination and Visibility deliverable forms an important part of the first stage of the project work and it will be examined closely by the Technical Project Officer.

The Dissemination and Visibility plan should be completed and supplied to the Commission no later than project month 6.

ANNEX 4. MEDAWATER GRAPHICAL IDENTITY

You will receive also the graphical identity in electronic format.

ANNEX 5. EU VISIBILITY GUIDELINES