



INTERREG III B NORTHERN PERIPHERY PROGRAMME • INTERREG III B NORTHERN PERIPHERY PROGRAMME

**MAIN PROJECT**  
**GUIDANCE NOTES FOR SUBMISSION OF THE FINAL REPORT**

Version 1 January 2005

## BACKGROUND

The purpose of the *Final Report* is to describe the entire project. Throughout the project period you will have been submitting regular progress reports to the Joint Programme Secretariat, which will have allowed them to gain an understanding of the activities undertaken during that period. However, the *Final Report* concentrates primarily on the results and impacts of those activities. It should form a qualitative summary of the project as a whole with relevant information for the financiers and auditors of the project, as well as other organisations that can have an interest in or could benefit from the experiences and results of the project.

The Final report has been divided into 3 sections and all 3 sections must be completed. The report is divided as follows:

1. Administrative Section
2. Project Content Section
3. Dissemination Section

An outline of the requirements for each of these sections is presented below.

### 1 Administrative Section

The administrative report is structured in a similar manner to the regular progress reports that all lead partners must submit throughout the life of their project. However, this report asks for information of a more administrative nature than the other final reports, such as information concerning the project outputs and indicators achieved. The information provided must relate to the entire project period.

The form entitled 'Administrative Report Template' must be completed and all questions should be answered. The report is divided into 2 parts; an administrative overview and a financial part. A complete financial reporting package should be enclosed with the Administrative Report, which should contain the following:

- Financial reporting/Certificate of expenditure detailing the expenditure
- Relevant enclosures to verify the costs
- Entries
- Timesheets
- Summary of exchange rates
- Monitoring Tables of Budget Commitments
- Financial reporting summary
- Independent Authorised Auditor's statements
- Copy of ledgers from separate accounts

For the administrative section of the final report, the following documents should be submitted to the Joint Programme Secretariat:

- 1 Administrative Report (See template entitled 'Administrative Report' in final reporting package)
- 2 Financial reporting package (Downloadable on the NPP website)

## 2. Project Content Section

The Project Content Section is an explanatory section that provides the opportunity to present further information on your project, its aims and objectives, activities undertaken and results achieved. A 'Project Report' should be enclosed in this section and a suggested outline has been provided in a template.

The structure of this report is less formal than the Administrative Report. It should be a summary of the project as a whole with relevant information for the financiers and auditors of the project, as well as members of the general public that could have an interest in or could benefit from the experiences and results of the project. The Project Report will be used as a dissemination tool for the project and the programme. It will also be posted on the Northern Periphery Programme web site and distributed to relevant bodies to promote the project and the programme.

The structure of this report allows you to personalise it to some extent, in order to display information on your project and its results in a manner that best suits your wishes. However, there are a number of requirements regarding the basic information that should be included. In order to display the information required, a suggested structure has been provided. However, please feel free to adapt this outline to suit your needs and include extra information that is relevant to your project.

### Style

Please use Arial font 11 for all text in the report and underline headings. Single spacing should be used throughout the report. The margins should be kept at 1 cm for the left and right margins.

The example report is divided into the following parts:

#### Front Page:

Please fill in the details for your project and include a project photo at the top. All additional photos should be submitted separately with the dissemination material.

#### Executive Summary

All reports should begin with an Executive Summary. The Executive Summary provides an opportunity to briefly summarise the final report. This should be a maximum of 1 A4 page and should cover the purpose, activities and final results of the project.

*The following headings represent a suggested outline. Please feel free to use a different structure of headings if they are better suited to your project. The minimum content described under each of the headings should still be addressed.*

#### Project Information and Objectives

In this section you should provide some background information on the project and the intended aims and objectives of the project. You should present the following information:

An introduction and background information on the project's purpose.

A description of the project partnership.

A brief outline of the starting point of the project.

An outline of the project's original aims and objectives (and key issues to be addressed).

#### Project Implementation

The implementation section of the report allows you to provide further information on what activities have been carried out during the project and how successful these have been in achieving the objectives of the project. The following aspects should be considered when completing this section:

Provide an outline of the activities undertaken during the project.  
Include information on the methods and methodologies tested or developed.  
Evaluate the implementation of the project's activities by considering their weaknesses, strengths, threats and opportunities.  
Link the project's expenditure to the outcomes and results of the project.

*For example, if a tourism project attracted 1000 new tourists to an area then what is the estimated value of this output of the project? Could you relate that value to the cost of the project? What are the spin-offs from this increased tourism?*

### Project Results

This section should outline the results and impacts of the project in more detail. You should relate these to the objectives of the project and consider the following aspects:

A summary of project results achieved.  
An analysis of the results obtained during the project in relation to the project's objectives.  
What other results have been achieved other than those listed in the original application?  
Provide a description of any examples of best practice that have been developed during the project.  
Has the project achieved all of its intended results? If not, outline why not?  
How have the results of the project been implemented in the partners organisations, local areas, regions and nations?  
List any impacts that the project has had and what future impacts are expected?  
Will the results of the project have impacts in the foreseeable future (next 1-10 years)?

### Transnationality

The focus of this section is the added value and benefits of working transnationally. The following should be kept in mind when completing this section:

How was transnational co-operation set up in your project?  
What were the added benefits for the project and the partners of working transnationally?  
How did this add value to the results of the project?  
How was transnationality ensured at all levels of the project?  
Did any difficulties arise due to the transnational nature of the project and how were these resolved?  
Will the transnational co-operation continue after the life of the project?

### Dissemination and Transfer of Experience

One of the main objectives of involvement in an Interreg IIIB project is to gain expertise and knowledge from other countries and transfer this to your area. The following should therefore be taken into account:

How have the partners' organisations ensured that their organisations have benefited and learnt from participation in this project?  
How have the project results been disseminated at a local, regional, national and transnational level?

### Conclusions

Provides the opportunity to briefly outline the main outcomes of the project and conclude the report. It is also worth considering the following:

If you had the opportunity to carry out the project again, how would you improve it?  
What actions are necessary to develop this topic in the future and what is the best way of achieving this?

The following document should be submitted for the Project Content section of the final report:

3 Project Report (See template entitled 'Project Report' in final reporting package)

### 3. Dissemination Section

The purpose of this 3<sup>rd</sup> part is to collect all information material that has been produced in your project. This will enable the Northern Periphery Programme to use it for future programme dissemination, such as brochures, the NPP website and other information material that will be produced by the programme.

This part of the Final Report includes a project information leaflet that should be completed by filling in the template called '*Case Study Template*'. Much of the project information requested is already available on the NPP website and can be distributed to you electronically by the NPP Secretariat. The information collected in this template will be used to circulate information on your project and will appear on the NPP website.

We kindly ask you to complete the templated form in no more than two A4 pages.

A number of headings are provided in the 'Case Study Template', as well as contact information for the lead partner. The main headings are as follows:

**Project description:** A brief outline of the project idea.

**Objectives:** The main aim of the project (as stated in the project application).

**Project Activities:** A description of the activities carried out to meet the project's objectives.

**Results Achieved:** A concise summary of the main outcomes and results of the project.

**Partners:** List the partner organisations and country.

In conjunction with the case study, the following should also be submitted:

- A PowerPoint Project presentation

This presentation should not exceed 3 MB in disk space and should be submitted both electronically and in paper to the NPP. The presentation should provide similar information to the case study.

- Project photos

Preferably at least 3 project photos, one of which is a photo of the project group/project co-ordinator and two pictures that are symbolic or representative of the project.

If possible, please submit original photos to the Joint Programme Secretariat in three different sizes and resolutions. Please contact the JPS for further information and guidance:

Brochure, magazine, high quality:

RGB, Adobe RGB (1998), Tif, 300 dpi, 20x30 cm, optimised for print.

Daily press:

RGB, Adobe RGB (1998), High quality jpg, 170 dpi, 20x30 cm, optimised for print.

WWW:

RGB (sRGB), jpg, 72 dpi, 800 px, optimized for www-publishing

- Press articles
- Copies of publications
- A copy of the project web site information in html format on CD (please contact the JPS for further guidance)
- Any other information or dissemination material on the project

Electronically saved copies of dissemination material should be sent together with hard copies to the NPP.

The following documents should be submitted for the Dissemination Section of the final report:

- 4 Case study (See template in final reporting package)
- 5 Project presentation in PowerPoint
- 6 Project photos
- 7 Collection of all promotional material and publications gathered
- 8 Copy of web site in html format

### **SUBMITTING THE FINAL REPORT**

All documents relating to the final report should be sent to the Secretariat no later than 6 months after the conclusion of project activities. All documents must be written in English and should be filled in using the MS word templates, which are available for downloading from the Final Report folder on the Northern Periphery Programme website:

<http://www.northernperiphery.net/library.asp>

All 3 (templated) reports should be sent as one hard copy and one duplicated copy to the following address:

Interreg IIIB  
Northern Periphery Programme  
Strandgade 91, 4 sal  
DK - 1401  
København K  
Denmark

The reports should also be sent as an electronic copy to the Northern Periphery Programme Secretariat:

[northernperiphery@npp2.net](mailto:northernperiphery@npp2.net)

#### **Summary of Final Report documents required:**

- 1 Administrative Report (See template in final reporting package)
- 2 Financial reporting package (Downloadable on the NPP website)
- 3 Project Report (See template in final reporting package)
- 4 Case Study (See template in final reporting package)
- 5 Project presentation made in PowerPoint
- 6 Project Photos
- 7 Collection of all promotional material and publications gathered
- 8 Copy of the web site in html format