



# INTERREG IIIB NORTHERN PERIPHERY PROGRAMME

Final Report: Section 1  
Administrative Report

## Administrative section

- Report is structured in a similar format as NPP progress reports
- Purpose of the report
  - To link information and activities provided through the entire project
  - To provide information regarding outputs and indicators
  - To report economic information and details accounts of economic activities
- A complete financial reporting package should be enclosed with the administration report and contain the following:



## Administrative section

- The report 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





**INTERREG IIIB  
NORTHERN PERIPHERY PROGRAMME**

**Final Report: Section 2  
Project Report**

## PURPOSE OF PROJECT REPORT

- Opportunity to provide further info on project and what has been achieved
- Main dissemination tool for the project & will be on NPP website
- Less restrictive structure
- Ability to personalise headings & make them relevant to your project
- Suggested outline provided in 'Project Report' template
- Feel free to adapt this & make it relevant to your project



## STYLE

JPS trying to ensure continuity in reporting style despite relative freedom in structure

- Use the template in the final report package called 'Project Report'
- Use Arial 11 font for all text
- Single spacing
- Margins at 1cm on both sides
- Total document size should not exceed 3MB





Insert project photo ↑

INTERREG IIB NORTHERN PERIPHERY PROGRAMME • INTERREG IIB NORTHERN PERIPHERY PROGRAMME

**MAIN PROJECT  
FINAL PROJECT REPORT**

**Project Name:** Insert name

**Project Registration Number:** Insert number

**Measure:** Insert measure

**Project Website:** Insert web address www.

For completion and submission to the Northern Periphery Programme Secretariat by:

*Insert date*



# EXECUTIVE SUMMARY

All reports must begin with an Executive Summary

- Should briefly summarise the whole report
- Cover the main points such as project purpose, activities & final results
- Maximum length of 1 A4 page



# REPORT STRUCTURE

JPS trying to ensure continuity in reporting style despite relative freedom in report

- Use the template in the final report package called 'Project Report'
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# CONTENT

- Suggested outline provided in Guidance Notes for submitting a Final Report
- This can be adapted to suit activities and results of project
- Under each heading is a list of information relevant to that topic
- The basic information requested under each heading should still be provided even if a different report structure is used
- Check with JPS if you are uncertain over any aspects of the structure



## SUGGESTED PROJECT REPORT HEADINGS

- Project Information & Objectives
- Project Implementation
- Project Results
- Transnationality
- Dissemination & Transfer of Experience
- Conclusions



(See guidance notes for further information on what information to include in these sections. The headings below provide a suggested outline. However, please feel free to use a different structure of headings if they are better suited to your project. The minimum content requested in the guidance notes should still be addressed).

### Executive Summary

### Project Information and Objectives

### Project Implementation

### Project Results

### Transnationality

### Dissemination and Transfer of Experience

### Conclusions

## PROJECT INFO & OBJECTIVES

Provide some background information on project and intended aims & 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

Provide further info on activities carried out during the project and their success at achieving project's objectives.

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



## PROJECT RESULTS

Outline project results in more detail. Relate these to the project's objectives and consider the following aspects:

- 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?



# TRANSNATIONALITY

Focuses on 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 the 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 solved?



## DISSEMINATION & TRANSFER OF EXPERIENCE

One of main objectives of involvement in Interreg projects is to gain expertise and knowledge from other countries and transfer this to your area. Therefore important to consider how you will do this:

- 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

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?



## SUBMISSION

- Should be sent within 6 months after the end of project activities.
- Submit the report to JPS in conjunction with 1<sup>st</sup> and 3<sup>rd</sup> sections.
- Send to JPS in electronic form and as a hard copy.
- Contact JPS with any queries!





## INTERREG IIIB NORTHERN PERIPHERY PROGRAMME

Final Report: Section 3  
Dissemination

## PURPOSE

- JPS need to collect all project info for their records and to further promote NPP projects and the programme
- Will be producing brochures and other dissemination material in the future
- Need to gather all project info while project is still running
- JPS have a number of requests but most of this info is already available



## PROJECT INFO LEAFLET

- Template called 'Case Study Template' provided in final reporting package
- Contains basic info on project & should be completed by all projects
- Do not exceed two A4 pages
- JPS has already collected much of this info & most of it is on NPP website
- Contact JPS for an e-copy of this
- Leaflet will be used to disseminate info on project & will appear on NPP website



## INFO IN LEAFLET

Provide basic info on project and complete the following:

- **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.





## NORTHERN PERIPHERY PROGRAMME

### Small Towns Network

Measure: 3.2  
 Eligible Budget: 1 260 800  
 NPP Award: 630 400  
 Project Period: 01/01/2002 – 01/01/2005  
 Countries Involved: Scotland, Sweden, Iceland, Finland

#### Contact information:

Lead Partner Organisation  
 The Highland Council  
 +44 1483 702260

Project leader  
 Mike Greaves  
 mike.greaves@highland.gov.uk

### Project description

This project seeks to encourage the regeneration of networks of towns using a 'hands-on approach'. It focuses on the need for bottom-up planning, with each town seeking to advance through the work of voluntary groups drawn from the local business and community sectors. Progress in participating towns can be benchmarked from their differing starting positions on three broad dimensions. Shared project officers will facilitate and service the local volunteer groups. The project also includes a community chest of seed finance that the local initiatives can draw on to kick-start modest priority projects of a social, economic or environmental nature. Local interaction and trans-national dissemination will be promoted through a Towns Forum and dedicated [web-site](#).

### Objectives

The project aims to support progress in participating towns by benchmarking their starting positions on three broad dimensions. In each case it looks to encourage greater confidence and local ownership of the future, and to chart each community's achievements as it progresses. A cycle, or more properly, a *spiral* of improvement is the objective with each town at different starting points and seeking improvement at its own pace.

### Project activities

Small Towns Network aims to resource the process of change in the Highlands by the appointment of shared project officers to facilitate and service the local volunteer groups. It will also establish a 'community chest' of seed finance which the local initiatives can draw on to kick-start modest priority projects of a social, economic or environmental nature.

### Expected results

The above principles form a positive platform for practical community regeneration work, which is viewed as central to the future of the Northern Periphery as a vibrant and successful part of Europe. Small Towns Network aims to provide a shared agenda for regional agencies and local groups and requires active citizen involvement because this underpins the formation of 'social capital' and then nurtures it to reinforce a strong sense of community. A confident community can

then invoke self-help, set its own goals, prioritise its own needs and mobilise its own resources. It can draw inspiration and help from its neighbours and the wider network. It can influence business, draw upon that sector's commercial acumen, and where necessary (in circumstances of 'market failure') set up community enterprises.

### Results Achieved so Far

- Surveys carried out on local people to determine their wishes and vision for the future
- Transnational Conference held in Finland, which included a Steering Committee meeting
- 20 Community Chest grants have been awarded, totalling just over €33000, for projects totalling €193,000. These range from creation of a web site through to environmental improvements to support for a village officer.
- Work commenced on the organisation of the Highland Transnational Conference
- Discussions have taken place on a Swedish / Scottish exchange of Project Officers and initial discussions on sending a Highland Officer to Central Finland for an exchange
- A newsletter has been produced describing the work of the project and sent to a variety of people/ bodies with an interest in the project
- A simple measuring procedure to monitor the progress of the Network towns has been completed by the various towns
- New events and marketing campaigns undertaken
- A draft has been prepared of a document containing "Visions" for the various small towns.
- Project website established, press releases issued, several presentations of project given to decision-makers

### Partners

2	Västernorrland Association of Local Authorities	Sweden
3	Business and Regional Development Centre of East Iceland	Iceland
4	Regional Council of North Savoia	Finland
5	Caltonness and Sutherland Enterprise	Scotland
6	Ross and Cromarty Enterprise	Scotland
7	Inverness and Nairn Enterprise	Scotland

Project website: [www.smalltownsnetwork.com](http://www.smalltownsnetwork.com)

## ADDITIONAL INFO TO BE SUBMITTED

- PowerPoint project presentation: General overview  
Should not exceed 3MB
- Project photos: Preferably at least 3 including 1 of the project group
- Press articles
- Copies of publications
- Copy of the project website in html format
- Any other relevant info or dissemination material
- Electronic copies (where possible) and hard copies to be submitted



## SUMMARY OF FINAL REPORTING DOCUMENTS

- 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

All docs relating to final report to be sent to JPS no later than 6 months after end of project activities

