Cross-border Co-operation Programme
Poland-Belarus-Ukraine 2007-2013

ANNEX VI
FINAL NARRATIVE REPORT

This report must be completed and signed by the Authorised person

The information provided below must correspond to the financial information that appears in the financial report.

Please complete the report using a typewriter or computer.

Please expand the paragraphs as necessary.

Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned

The Joint Managing Authority/ Joint Technical Secretariat will reject any incomplete or badly completed reports.

Unless otherwise specified, the answer to all questions must cover the reporting period as specified in point 1.7

Please do not forget to attach to this report the proof of the transfers of ownership referred to in Article 7.3 of the General conditions.

1. Description

1.1. Priority and Measure of the Programme

1.2. Name of beneficiary of grant contract;

1.3. Name and title of the Contact person;

1.4. Name of partners in the Action:

<table>
<thead>
<tr>
<th>Role in the Action (PLPU/MLP/MP)</th>
<th>Name, country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner of the lead partner (PLPU)</td>
<td>If applicable</td>
</tr>
<tr>
<td>Lead partner of micro-project 1 (MPL1)</td>
<td></td>
</tr>
<tr>
<td>Partner of micro-project 1.1 (MP1.1)</td>
<td></td>
</tr>
<tr>
<td>Partner of micro-project 1.n (MP1.n)</td>
<td></td>
</tr>
<tr>
<td>Lead partner of micro-project 2 (MPL2)</td>
<td></td>
</tr>
<tr>
<td>Partner of micro-project 2.1 (MP2.1)</td>
<td></td>
</tr>
</tbody>
</table>

Komentarz [JTS1]: Title of the umbrella project – in accordance with the Grant Contract

Komentarz [JTS2]: Number of the Grant Contract:
IPBU.03.02.00-XX-XXX/12-00
and the last addendum, e.g.
IPBU.03.02.00-XX-XXX/12-01

Komentarz [JTS3]: IPBU.03.02.00-XX-XXX/12-01/R
– number of the final report if no interim report was submitted.
IPBU.03.02.00-XX-XXX/12-02/R
– number of the final report if one interim report was submitted, etc.

Komentarz [JTS4]: Reporting period:
- the whole period of project implementation if no Interim Report was submitted
- the whole period not covered by the Interim Report, till the end of project implementation.
Example:
The last Interim Report covers reporting period 15/01/2014 - 14/01/2015, thus the Final Report will cover reporting period from 15/01/2015 till the end date of the project implementation.

Komentarz [JTS5]: Please complete part 1. in a similar way as Interim Narrative Report.
Presented information and data must cover the whole period of project implementation if no Interim Report was submitted
or
the whole period not covered by the Interim Report, till the end of project implementation.
1.5. Title of the Action:

1.6. Contract number:

1.7. Start date and end date of the reporting period:

1.8. Target country(ies) or region(s):

1.9. Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):

1.10. Country(ies) in which the activities take place (if different from 1.8):

2. Assessment of implementation of Action activities

2.1. Executive summary of the Action

Please give a global overview of the Action’s implementation for the whole of the project

2.2. Activities and results

Please list all the activities in line with Annex 1 of the contract since the last interim report if any or during the reporting period indicating the activity implementation level: micro-project (MP1, MP2...) or management (UP) level

2.2.1. Activity 1/Level of the activity implementation (MPn/UP):

Title of the activity: Conference at town W with X participants for Y days on Z dates

Topics/activities covered <please elaborate>:

Reason for modification for the planned activity <please elaborate on the problems - including delay, cancellation, postponement of activities - which have arisen and how they have been addressed> (if applicable):

Results of this activity <please quantify these results, where possible; refer to the various assumptions of the Logframe>:

2.2.2. Activity 2/Level of the activity implementation (MPn/UP):

Title of the activity: Conference at town W with X participants for Y days on Z dates

Topics/activities covered <please elaborate>:

Komentarz [JTS6]: Please complete part 1 in a similar way as Interim Narrative Report.

Komentarz [JTS7]: Please complete part 1 in a similar way as Interim Narrative Report. Presented information and data must cover the reporting period.

¹ “Target groups” are the groups/entities who will be directly positively affected by the Action at the Action Purpose level, and “final beneficiaries” are those who will benefit from the Action in the long term at the level of the society or sector at large.
Reason for modification for the planned activity <please elaborate on the problems - including delay, cancellation, postponement of activities- which have arisen and how they have been addressed> (if applicable):

Results of this activity <please quantify these results, where possible; refer to the various assumptions of the Logframe>:

Please give your assessment of the results of above activities:

2.3. Activities that have not taken place indicating the activity implementation level: micro-project (MP1, MP2...) or management (UP) level

Please outline any activity and/or publications foreseen in the contract, that have not taken place, explaining the reason for these.

2.4. What is your assessment of the results of the Action? Include observations on the extent to which foreseen specific objective and overall objectives were met and whether the Action has had any unforeseen positive or negative results. (please quantify where possible; refer to Logframe [Indicators]).

2.5. What has been the outcome on both the final beneficiaries &/or target group (if different) and the situation in the target country or target region which the Action [addressed]?

2.6. Please list all materials, publications (and no. of copies) produced during the Action on whatever format, amongst others containing new approaches, innovative ways of communication etc. (please enclose a copy of each item, except if you have already done so in the past). Also indicate the activity implementation level: micro-project (MP1, MP2...) or management (UP) level.

Please state how the items are being distributed and to whom.

2.7. Please list all contracts (works, supplies, services) awarded for the implementation of the action since the last interim report if any or during the reporting period, giving for each contract the amount, the award procedure followed and the name of the contractor, as well as the level of the contract signing - micro-project (MP1, MP2...) or management (UP).

2.8. Describe if the Action will continue after the support from the European Community has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the Action?

2.9. Indicate please in the table below if the Action has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, democracy, good governance, children’s right and indigenous people, environmental sustainability.

<table>
<thead>
<tr>
<th>The Action was in compliance with:</th>
<th>Yes/No/Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Equal opportunities policy</td>
<td></td>
</tr>
<tr>
<td>• ICT policy</td>
<td></td>
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</tbody>
</table>

2 Including those of people with disabilities. For more information see “Guidelines note on disability and development” at http://ec.europa.eu/development/body/publications/docs/Disability_en.pdf


4 Guidelines for environmental integration are available at: http://www.environment-integration.eu/

5 You can add as many cross-cutting policies as your Action concerned
2.10. How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received, including from the beneficiaries.

2.11. What has your organisation/partner learned from the Action and how has this learning been utilised and disseminated?

3. Partners and Co-operation

3.1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)? Please specify for each partner organisation.

3.2. Is the partnership to continue? If so, how? If not, why?

3.3. How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action?

3.4. Where applicable, describe your relationship with any other organisations involved in implementing the Action:

- Contractor(s) 6 (if any)
- Final Beneficiaries and Target groups
- Other third parties involved (including other donors, other government agencies or local government units, NGO’s, etc).

3.5. Where applicable, outline any links you have developed with other actions.

3.6. If your organisation has received previous EC grants in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant EC grants).

3.7. How do you evaluate co-operation with the services of the Joint Managing Authority?

4. Visibility

How is the visibility of the EU contribution being ensured in the Action?

The European Commission may wish to publicise the results of Actions. Do you have any objection to this report being published on EuropeAid Co-operation Office website? If so, please state your objections here.

Name of the contact person for the Action: ………………………………………

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6 “Contractor” within the meaning of the Guidelines and the PRAG (version from November 2010) corresponds to the “subcontractor” within the meaning of the relevant Ukrainian legislation.
Signature: ………………………………Location: ………………………………

Date report due: ……………………..…Date report sent: ………………………………

Signature of the Beneficiary’s representative: …………………………………………………

Official stamp of the Beneficiary

Annexes:

<table>
<thead>
<tr>
<th>Annex</th>
<th>Title</th>
<th>Enclosed</th>
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<tbody>
<tr>
<td>A-1</td>
<td>Action indicators</td>
<td></td>
</tr>
<tr>
<td>A-2</td>
<td>Sources of funding</td>
<td></td>
</tr>
<tr>
<td>A-4_Management</td>
<td>Final financial report for the Action management</td>
<td></td>
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<tr>
<td>A-4_MP1</td>
<td>Final financial report for the micro-project 1 (MP1)</td>
<td></td>
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<tr>
<td>A-4_MP2</td>
<td>Final financial report for the micro-project 2 (MP2)</td>
<td></td>
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<tr>
<td>A-4_MPn</td>
<td>Final financial report for the micro-project n (MPn) etc</td>
<td></td>
</tr>
<tr>
<td>A-5_Management</td>
<td>List of expenditures for the Action management</td>
<td></td>
</tr>
<tr>
<td>A-5_MP1</td>
<td>List of expenditures for the micro-project 1 (MP1)</td>
<td></td>
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<tr>
<td>A-5_MP2</td>
<td>List of expenditures for the micro-project 2 (MP2)</td>
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<tr>
<td>A-5_MPn</td>
<td>List of expenditures for the micro-project n (MPn)</td>
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<tr>
<td>B</td>
<td>Request for payment</td>
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<tr>
<td>C</td>
<td>Transfer for ownerships</td>
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<tr>
<td>D</td>
<td>Letter of endorsement</td>
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<tr>
<td>E</td>
<td>Expenditure verifications</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Copy of the invoices</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Copy of the Timesheets</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Copies of all the supporting documents (contracts, subcontracts, contract with auditor etc.)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Tender documentation, if appropriate</td>
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<tr>
<td>J</td>
<td>Certificate of origin, if appropriate</td>
<td></td>
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<tr>
<td>K</td>
<td>Copy of studies, documentation produced for seminars, meetings and publication purposes</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Copy of works and/or supplies Certificate of final acceptance</td>
<td></td>
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<tr>
<td>M</td>
<td>Photo documentation of the Action, newspaper or Internet articles etc.</td>
<td></td>
</tr>
</tbody>
</table>

Komentarz [JTS25]: Deadline for submission of the report (in accordance with art. 7.2.4 Special Conditions: no later than three months after the implementation period)

Komentarz [JTS26]: Signature(s) of the person(s) who signed the Grant Contract or another authorized person (relevant authorization should be submitted to the JTS not later than along with this report). Stamp of abovementioned person(s) and stamp of the beneficiary’s organization.

Komentarz [JTS27]: Checklist for beneficiary. Annexes should be stamped and signed; in case of photocopies they should be certified as a true copy by the authorized person.


Komentarz [JTS29]: Auditor’s report, in accordance with Annex VII of the Grant Contract.