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EISP PROGRAM WSPÓŁPRACY TRANSGRANICZNEJ POLSKA-BIAŁORUŚ-UKRAINA 2007-2013

WARSZTATY Z ZASAD SPORZĄDZANIA RAPORTÓW ORAZ WYMAGAŃ PROMOCJI

Raporty opisowe projektów w ramach Programu

BIAŁYSTOK 27-28 WRZESIEŃ 2011



4-miesięczne Raporty Rzeczowe (*Brief Narrative Report*):

- ✓ Raport musi być podpisany przez osobę upoważnioną.
- ✓ Raport należy wypełnić pismem maszynowym lub na komputerze.
- ✓ Jedną kopię należy wysłać do Wspólnego Sekretariatu Technicznego.
- ✓ Wspólny Sekretariat Techniczny odrzuci niekompletny lub źle wypełniony raport.
- ✓ Odpowiedzi na wszystkie pytania muszą pokrywać okres raportowania podany w punkcie 1.7 Raportu.
- ✓ Raport musi być wysłany mailem oraz pocztą/kurierem lub osobiście nie później niż 21 kalendarzowych po upływie **4-ch miesięcy – okres raportowania.**



4-miesięczne Raporty Rzeczowe (Brief Narrative Report):



**Cross-border Cooperation Programme
Poland-Belarus-Ukraine 2007-2013**

<Title of the project>
Project №:...

**ANNEX VII
BRIEF NARRATIVE REPORT**

Report №:...

Reporting period: dd/mm/yyyy – dd/mm/yyyy

- This report must be signed by the Authorised person.
- Please complete the report using a typewriter or computer. Please expand the paragraphs as necessary.
- Please send one copy of the report to the Joint Technical Secretariat.
- The Joint Technical Secretariat will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point 1.7
- The report must be sent by e-mail and registered mail/ courier service or hand delivery not later than 21 calendar days after the end of **each 4 months reporting period**.

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 Authorised person.:
- 1.4. Name of partners in the Action:
- 1.5. Title of the Action:
- 1.6. Contract number:
- 1.7. Start date and end date of the reporting period:
 - Start date:
 - End date:

Opis –
ogólna
informacja o
projekcie



4-miesięczne Raporty Rzeczowe

Informacja o
działaniach
wdrożonych w okresie
raportowania

2. Description of implementation of Action activities

2.1. Activities and results

2.1.1 Please list all the activities and give brief description of activities implemented during the reporting period:

Activity (<i>in line with Annex 1 of the contract</i>)	Date and place	Description of implemented activity (partner responsible; number of participants, etc; information on activity modifications* if any)	Indicators of results achieved

* including reason for modification, delay, cancellation of activities

Informacja o
przyczynach
opóźnień działań

2.1.2 Please list activities that were planned but have not taken place and/or postponed for later period and give the reasons for such postponement:

Activity (<i>in line with Annex 1 of the contract</i>)	Initially planned date	Reason for postponement	New planned date



4-miesięczne Raporty Rzeczowe (Brief Narrative Report):

Informacja o
postępie we
wdrażeniu w %

Trudności i
wyjasnienie

Zaktualizowany
plan działania

Informacja o
promocji

2.2 Project progress

	in reporting quarter	from the beginning of the Action
Project progress/implemented activities in relation to (%) total activities/Action:		
Level of expenditure in relation to total budget (%):		

2.3 Please describe any difficulties or problems faced by partners during the reporting period

2.4 Please provide an updated activity plan of the Action¹

Year	Semester 1						Semester 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Activity	example												Example
													Partner 1

2.5 Please list all information and promotional materials produced during the reporting period

Publications, information materials, etc	No of copies	Target group and methods of dissemination

¹ This plan will cover the activities in the calendar year



4-miesięczne Raporty Rzeczowe (Brief Narrative Report):

2.6 Please give a plan of activities for the next reporting period (next 4 months period)

Informacja dotycząca działań w następnym okresie raportowania

3. Partners and other Co-operation

How do you assess the relationship between the partners of this Action?

Jak przebiega współpraca?

4. Visibility

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

Wizualizacja działań projektu

The European Commission, Joint Managing Authority and Joint Technical Secretariat may wish to publicise the results of Actions. Do you have any objection to this report being published on EuropeAid, JMA/JTS website? If so, please state your objections here.



4-miesięczne Raporty Rzeczowe (Brief Narrative Report):

5. Subcontracting

5.1 works (if any)

Items subcontracted	Name of subcontractor	Date of signing	Subcontract value		Procurement procedure applied
			National currency	EUR ²	

5.2 supplies (if any)

Items subcontracted	Name of subcontractor	Date of signing	Subcontract value		Procurement procedure applied
			National currency	EUR ²	

5.3 services (if any)

Items subcontracted	Name of subcontractor	Date of signing of	Subcontract value		Procurement procedure applied
			National currency	EUR ²	

Lista umów dotyczących działań w projekcie:
- roboty,
- dostawy,
- usługi.

Lista Załączników

6. Annexes:

Annex	Title	Enclosed

² Please use the average monthly Euro exchange rates, as published by the European Commission, available at: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>



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4-miesięczne Raporty Rzeczowe (Brief Narrative Report):

		Yes	No
A-1	Action indicators		

Name of the contact person/coordinator for the Action:

Signature:

Location:

Date report due:

Date report sent:

Podpis, pieczęć i
data



4-miesięczne Raporty

Rzeczowe (Brief Narrative Report):

Proszę wypełnić tabelę
używając wskaźników z
Wniosku aplikacyjnego

Annex A-1 Action indicators							
Name of the Beneficiary:							
Project №:							
Title of the project:							
Reporting period:				dd/mm/yyyy-dd/mm/yyyy			
#	Project indicator*	Indicator unit	Value of indicator, described in contract	Value of indicator, achieved in reporting period	Value of indicator achieved from the Action beginning	% - indicator progress (53 * 100 %)	Value of indicator, planned to achieve in the next reporting period
	1	2	3	4	5	6	7
1.							
2.							
3.							
Comments							
2) Non-quantitative indicators:							
3) comments on Action impact							
Date:							
Signature of the Beneficiary's representative:							
<i>Official stamp of the Beneficiary</i>							

* Please, fill in there all indicators mentioned in your logical framework



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Okresowy i końcowy raport składa się:





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Część opisowa Okresowego Raportu:

Raport musi być dostarczony w oryginale i kopii mailem.

Punkty od 1.1 do 1.7 są takie same jak 4-miesięcznym Raporcie Rzeczowym



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

<Title of the project>
Project №:...

ANNEX VI
INTERIM NARRATIVE REPORT

Report №:...

Reporting period: dd/mm/yyyy – dd/mm/yyyy

- 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.
- The answer to all questions must cover the reporting period as specified in point 1.7

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 Authorised person :
- 1.4. Name of partners in the Action:
- 1.5. Title of the Action:
- 1.6. Contract number:
- 1.7. Start date and end date of the reporting period:



Część opisowa Okresowego Raportu::

1.8-1.10
Informacja o kraju, końcowych beneficjentach i grupach docelowych.

Informacje o realizacji działań (proszę wpisać informacje we wszystkich punktach)

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 reporting period (no more than ½ page)

2.2. Activities and results

Please list all the activities in line with Annex 1 of the contract during the reporting period

2.2.1. Activity 1:

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):

2.2.2. Activity 2:

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>:

Please give your assessment of the results of above activities:

2.3. Please list activities that were planned and that you were not able to implement, explaining the reasons for these.

2.4. What is your assessment of the result of the Action so far? Include observations on the performance and the achievement of outputs, outcomes and impact in relation to specific and

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.



Część opisowa Okresowego Raportu:

Problemy, osiągnięte rezultaty (wskaźniki), zaktualizowany plan działania, publikacje, itd.

Szczegółowa informacja o współpracy pomiędzy Partnerami

overall objectives, and whether the Action has had any unforeseen positive or negative results (please quantify where possible; refer to Logframe Indicators).

Please list potential risks that may have jeopardized the realisation of some activities and explain how they have been tackled. Refer to logframe indicators.

If relevant, submit a revised logframe, highlighting the changes.

Please list all contracts (works, supplies, services) awarded for the implementation of the action during the reporting period, giving: for each contract the amount, the award procedure followed and the name of the contractor.

2.5. Please provide an updated action plan²

Year	Semester 1						Semester 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Example	example												Partner 1
Preparation Activity 1 (title)													Partner 1
Execution Activity 1 (title)													Partner 2
Preparation Activity 2 (title)													Etc.
Etc.													

2.6. Please list all publications (and no. of copies) produced during the reporting period 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).

Please state how your publications are being distributed and to whom.

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

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

- Contractor(s)³ (if any)

² This plan will cover the financial period between the interim report and the next report.

³ "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.



Część opisowa Okresowego Raportu:

W jaki sposób projekt był promowany?

Pieczęć,
podpis i data

Załączniki

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

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

3.5. 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).

4. Visibility

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

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

Name of the Authorised person for the Action:

Signature:

Location:

Date report due:

Date report sent:

Signature of the Beneficiary's representative:

Official stamp of the Beneficiary

Annexes:

Annex	Title	Enclosed	
		Yes	No
A-1	Action indicators		
A-2	Sources of funding		
A-3	Eligible costs of Action		
A-4	Forecast timetable of Action payments		
A-5	Interim financial report		
A-6	Summary of Timesheets		
A-7	Summary of Per diems		
A-8	Forecast Budget & follow up		
A-9	List of expenditures		
B	Request for payment		
D	Letter of endorsement		
E	Expenditure verifications		
F	Copy of the invoices		
G	Copy of the Timesheets		
H	Copies of all the supporting documents (contracts, subcontracts, contract with auditor etc.)		
I	Tender documentation, if appropriate		
J	Certificate of origin, if appropriate		
K	Copy of studies, documentation produced for seminars, meetings and publication purposes		
L	Copy of works and/or supplies Certificate of provisional acceptance		
M	Photo documentation of the Action, newspaper or Internet articles etc.		



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Część opisowa Okresowego Raportu:

Załączniki

D	Letter of endorsement		
E	Expenditure verifications		
F	Copy of the invoices		
G	Copy of the Timesheets		
H	Copies of all the supporting documents (<i>contracts, subcontracts, contract with auditor etc.</i>)		
I	Tender documentation, if appropriate		
J	Certificate of origin, if appropriate		
K	Copy of studies, documentation produced for seminars, meetings and publication purposes		
L	Copy of works and/or supplies Certificate of provisional acceptance		
M	Photo documentation of the Action, newspaper or Internet articles etc.		



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Część opisowa Okresowego Raportu:

Podobnie jak
w 4-
miesięcznym
Raporcie
Rzeczowym

Annex A-1 Action indicators							
Name of the Beneficiary:							
Project №:							
Title of the project:							
Reporting period:				dd/mm/yyyy-dd/mm/yyyy			
#	Project indicator*	Indicator unit	Value of indicator, described in contract	Value of indicator, achieved in reporting period	Value of indicator achieved from the Action beginning	% - indicator progress (5/3 * 100 %)	Value of indicator, planned to achieve in the next reporting period
	1	2	3	4	5	6	7
1.							
2.							
3.							
Comments							
2) Non-quantitative indicators:							
3) comments on Action impact							
Date:							
Signature of the Beneficiary's representative:							

Official stamp of the Beneficiary

* Please, fill in there all indicators mentioned in your logical framework



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Część opisowa Końcowego Raportu:

Raport musi być dostarczony
w oryginale i kopi mailem.

Opis zawiera takie same
informacje jak Okresowy
Opisowy Raport



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

<Title of the project>
Project №:...

ANNEX VI FINAL NARRATIVE REPORT

Report №:...

Reporting period: dd/mm/yyyy – dd/mm/yyyy

- 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 Authorised person:
- 1.4. Name of partners in the Action:
- 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):



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Część opisowa Końcowego Raportu:

Ocena wdrożenia
wszystkich działań w
okresie realizacji całego
projektu

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

2.2.1 Activity 1:

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:

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>:

Please give your assessment of the results of above activities:

2.3. Activities that have not taken place

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).

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.



Część opisowa Końcowego Raportu:

Ocena wdrożenia wszystkich działań
w okresie realizacji całego projektu

Współpraca
Partnerów

- 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).
- 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.
- 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 rights², gender equality³, democracy, good governance, children's right and indigenous people, environmental sustainability⁴.

The Action was in compliance with ⁵ :	Yes/No/Not applicable
• Equal opportunities policy	
• ICT policy	
• The protection of environment policy	

- 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 other 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?

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

³ http://www.isw.nl/publications/2004/toolkit_on_mainstreaming_gender_equality/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



Część opisowa Końcowego Raportu:

Współpraca Partnerów

Wizualizacja

Podpis, pieczęć i
data

Załączniki takie jak
w Okresowym
Raporcie (oprócz
A-4 i A-8)

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 publicize 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 Authorised person:

Signature: Location:

Date report due: Date report sent:

Signature of the Beneficiary's representative:

Official stamp of the Beneficiary

Annexes:

Annex	Title	Enclosed	
		Yes	No
A-1	Action indicators		
A-2	Sources of funding		
A-3	Eligible costs of Action		
A-5	Final financial report		
A-6	Summary of Timesheets		
A-7	Summary of Per diems		
A-9	List of expenditures		
B	Request for payment		
C	Transfer for ownerships		

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.



Część opisowa Końcowego Raportu :

Załączniki takie jak
w Okresowym
Raporcie (oprócz
A-4 i A-8)

D	Letter of endorsement		
E	Expenditure verifications		
F	Copy of the invoices		
G	Copy of the Timesheets		
H	Copies of all the supporting documents (<i>contracts, subcontracts, contract with auditor etc.</i>)		
I	Tender documentation, if appropriate		
J	Certificate of origin, if appropriate		
K	Copy of studies, documentation produced for seminars, meetings and publication purposes		
L	Copy of works and/or supplies; Certificate of final acceptance		
M	Photo documentation of the Action, newspaper or Internet articles etc.		



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Ogólne uwagi dotyczące raportowania:

- ✓ Wszystkie raporty muszą być wypełnione po angielsku.
- ✓ WIZ/WST może zapytać czy dofinansowanie zostało przekazane do partnerów.
- ✓ Zaliczki są wypłacane Partnerowi Wiodącemu w ciągu 45 dni po zatwierdzeniu raportu przez WIZ.

W przypadku, kiedy koszt nie był uwzględniony w poprzednim raporcie proszę wpisać w bieżący



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WSPÓLNY SEKRETARIAT TECHNICZNY

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