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|  | EUROPEAN COMMISSION  DIRECTORATE GENERAL  ECONOMIC AND FINANCIAL AFFAIRS  Macroeconomic policies  **Euro protection and euro cash** |

**PERICLES 2020 PROGRAMME**

**FINAL TECHNICAL REPORT**

The purpose of this report is to provide an overview of the results of the training action - in terms of activities, developments, partnerships, etc. The technical final report is also the reference document for information about the development of the training action.

**For each training action, a paper copy and an electronic copy of all the results which have been developed and/or which are under development must be attached to the report.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the action** Please insert the title as indicated in your grant agreement | | | |
|  | | | |
| **Grant agreement number** Please insert the nr as indicated in your grant agreement | | | |
|  | | | |
| **Period covered by the report** | | | |
| From (dd/mm/yyyy) |  | To  (dd/mm/yyyy) |  |
| **Location of the event** | | | |
|  | | | |

The purpose of this report is to provide an overview of the results of the training action - in terms of activities, developments, partnerships, etc. The technical final report is also the reference document for information about the development of the training action.

**DECLARATION**

I hereby declare the attached information to be correct to the best of my knowledge.

(Original signature of the person legally responsible for the beneficiary organisation and the stamp of the beneficiary organisation)

**NAME:**

**BENEFICIARY ORGANISATION*:***

**POSITION WITHIN THE BENEFICIARY ORGANISATION:**

**MADE AT:**

**DATE**:

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| To be returned to the following address:  European Commission  Directorate General for Economic and Financial Affairs  ECFIN.C.5 – Euro protection and euro cash  Mr. Philip Tod, head of unit – CHAR 15/243  1049 Brussels, Belgium | And, by e-mail, to the following address:  ECFIN-PERICLES@ec.europa.eu |

**I.- INTRODUCTION**

The evaluation procedure plays a crucial role in the project cycle insofar as it makes it possible to weigh up and make a qualitative and a quantitative assessment of:

* the results achieved in relation to the objectives;

The final report is an ideal tool for such evaluation. Hence, it is important that it reflects the reality of the training action as closely as possible. Beneficiaries are therefore advised to carefully read the report form in order to familiarise themselves with the content of this form and the data required for the completion of the report.

**II.- FORMAL CONDITION FOR THE ACCEPTANCE OF THE REPORT**

The report must fulfil the following formal conditions in order to be accepted and to enable the Commission/ECFIN to carry out the assessment:

II.1 An **original** version of thefinal report and **one copy** are required.

II.2 The following documents must be attached to the report (in paper form and electronic form):

* **the list of participants including contact details (emails)**
* **attendance list signed by the participants on every day of implementation (see annex II Checklist)**
* **final programme**
* **all speeches/slides**
* **all documents distributed to the participants**
* **the list of speakers**
* **the assessment of the event by the participants (see form attached)**

II.3 The report must include the **original signature of the legal representative**[[1]](#footnote-1) of the beneficiary organisation. The name of this representative, as well as his/her job function and title, and the official stamp of the beneficiary organisation should be printed underneath the signature.

* The final report form should be submitted in its entirety (i.e. all pages), duly completed and signed in the appropriate places.

**III.- general information: report on activities: results**

Given that the purpose of the final report is to allow the assessment of the training action in its entirety, **all activities** must be finalised before its submission.

The standard form includes a part called **Report on Activities/Results**, which should give a detailed view of the training action.

**iv.- DESCRIPTION OF THE TRAINING ACTION**

This part of the final report is vital in providing us with a clear understanding of your activity. To enable us to undertake a comprehensive analysis of your training action, it is essential that you answer all the following questions.

***This part should not exceed three pages.***

IV.1 Please describe the event, giving a general assessment of the results achieved in relation to the specific initial objectives set out in the original application.

Initial objectives:

Results achieved in relation to those objectives:

If the results were not achieved, could you please explain why this is the case and what you suggest to do?

Results achieved in relation to PERICLES programme objectives (multi-disciplinarity, trans-nationality):

IV.2 Please describe the impact of your training action in terms of systems and participants (beneficiaries), as well as, where applicable, the impact of your training action on:

* the acquisition of qualifications and skills;
* the establishment of training partnerships, etc.

IV.3 Please state how the action has met the training/skills or qualification needs i identified in your proposal.

* Needs identified;
* How needs have been met.

IV.4 Please give the conclusions you have drawn from the **evaluation** **forms** and any internal evaluation you produced (see annex II)

* Number of evaluations received:
* Percentage of stakeholders filling in evaluation forms:
* Degree of satisfaction expressed by the forms, in particular the **percentage** of participants expressing “good” or above in the evaluation form:

IV.5 Please describe the key successes of your training action.

IV.6 Please describe the **problems** you have encountered (administrative, legal and practical obstacles, difficulties within the partnership, the difficulties in completing products and in achieving results, etc.) during the implementation of your training action, and the specific **solutions** found.

**V.- results of training action**

This section is intended to give an overview of results of the training action and products developed over the period of the action. Please identify the products / results developed during the period covered by this report:

Material Type:

 printed (books, manuals, guides)

 audio cassettes  video cassettes

 electronic materials (please specify)

 others (specify)

**V.- PARTNERS OF THE TRAINING ACTION**

Please give a brief description of the **role** of each Partner in the different phases of the training action.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Partner’s Name | Country | Description of roles |
|  |  |  |  |

**annex i.- results of training action**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participants Origin** | | | | | |
| **EU Member States** | | | | | |
|  | Number of participants |  | Number of participants |  | Number of participants |
| Austria |  | Belgium |  | Bulgaria |  |
| Croatia |  | Cyprus |  | Czech Republic |  |
| Denmark |  | Estonia |  | Finland |  |
| France |  | Germany |  | Greece |  |
| Hungary |  | Ireland |  | Italy |  |
| Latvia |  | Lithuania |  | Luxembourg |  |
| Malta |  | Netherlands |  | Poland |  |
| Portugal |  | Romania |  | Slovakia |  |
| Slovenia |  | Spain |  | Sweden |  |
| **Other countries** | | | | | |
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| **Sector** | **Number Participants** |
| POLICE |  |
| MINISTRY OF FINANCE |  |
| NATIONAL CENTRAL BANKS |  |
| PROSECUTORS OFFICE |  |
| FINANCIAL SECTOR |  |
| OTHERS (please specify) | |
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| **Analysis Evaluation Forms** | **Number** |
| Number of Participants |  |
| Number of Evaluation forms received |  |
| Percentage of stakeholders filling in evaluation forms |  |
| Percentage of stakeholders marking “good” or above - Questions 1-8 |  |

**annex ii. - CHECK LIST OF SUPPORTING DOCUMENTS TO BE ANNEXED TO THE FINANCIAL REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Itemised List of Supporting Documents** | | | |
|  | **Type of document** | **details** | **Included**  **Yes/no** |
| (1) | **Signed request of payment** |  |  |
| (2) | **Signed declaration on actual cost** |  |  |
| (3) | **Itemised list (summary) of documents** |  |  |
| (4) | **Timesheets of staff** |  |  |
| (5) | * Payslips of staff;   or   * A signed and dated declaration by the legal representative that the salary rates at which staff is charged to the action corresponds to the normal remuneration policy of the grant beneficiary. |  |  |
| (6) | **Attendance list** | Including signatures of all participants on every implementation day proving the number of participants per day. |  |

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| * The beneficiary **is not required to submit invoices** with the final financial report. * The beneficiary must keep **at disposal a copy of the** invoices in case of request by the Commission for at least 5 years after the date of the payment of the balance. The period during which documents must be kept is limited to **3 years** if the **maximum amount of the grant** is **not more than EUR 60 000**. * The beneficiary **is requested to include the reference numbers, dates and short description of the** **invoice** in the final financial report. |

**annex iII.- evaluation form to be given to the participants in the action**

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|  | EUROPEAN COMMISSION  DIRECTORATE GENERAL  ECONOMIC AND FINANCIAL AFFAIRS  Macroeconomic policies  **Euro protection and euro cash** |

Nationality …………………………………………………………………………………

Your name (NOT obligatory) ……………………………………………………………..

**EVALUATION FORM**

**/PLEASE SPECIFY: TITLE OF THE ACTION, DATE, PLACE/**

Please complete this form as fully as you can. It will be used to assess the level of success and will provide valuable information for structuring future conferences of a similar nature.

Please rate each aspects of the event in accordance with the following scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate your agreement with the following statements about the event** (please tick corresponding box): | **1** | **2** | **3** | **4** |
| **Insufficient** | **Sufficient** | **Good** | **Very Good** |
| 1. Welcome |  |  |  |  |
| 1. General organisation |  |  |  |  |
| 1. Accommodation |  |  |  |  |
| 1. Food and beverages |  |  |  |  |
| 1. Language facilities |  |  |  |  |
| 1. Relevance of the subject matter |  |  |  |  |
| 1. Documentation |  |  |  |  |
| 1. Overall impression of the seminar |  |  |  |  |

**Your personal thoughts on the conference.** If you answered ‘**NO**’ or ‘**YES**’ please give your reasons.

1. Was the time devoted to the conference sufficient for your needs? ………………………………………………………………………………………………………………………………………………………………………………………………
2. Was the content of the conference as you expected or hoped it would be? ………………......................…………………………………………………………………………………………………………......………………………………………………
3. Was the speed of the delivery of the sessions acceptable for you? ……………………………………...……………………………………………………..... ………………………………………………………………………………………………
4. Were your questions and concerns addressed to your satisfaction? …………………………….…………………………………………………………………..….. ………………………………………………………………………………………....
5. Were the presentations put to you in an interesting and enthusiastic way? ……………………………..……………………………………………………………….………………………………..…..………………………………………………………....
6. Did you have enough time for questions and discussions? …………………………………………..….……………………………………………………………………………………………………....……………………………………...
7. Were the session chaired in an appropriate way? ………………………………………………………………………………………………………..…..…………………………………………………………………………………
8. Do you consider that your time was well-spent on the conference? ………………………………………………………………………………………………………............……………………………………………………………………………....
9. Is there anything, which you feel, should be included in the conference which was not included this time? …………..……..……………………………………………………………………………..................................…………………………………………………………………………
10. Suggestion for improvements ………………………………………………………………………………………………..
11. Suggestion for future actions: ……………….……………………………………………………….….…………………………………………………………………………………………………………………

**Thank you for your co-operation!**

**Your views are very important to us.**

**If you do not have time to fill in this form at the end of the conference,**

**please send it by mail to**

[**ECFIN-PERICLES@ec.europa.eu**](mailto:ECFIN-PERICLES@ec.europa.eu)

1. *By legal representative, we mean the person who is authorised to enter into legally and financially binding commitments on behalf of his/her organisation.* [↑](#footnote-ref-1)