



MINISTRY OF PUBLIC WORKS,  
DEVELOPMENT AND ADMINISTRATION

**INSTRUCTION No.27/15.10.2020**

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**TO: Beneficiaries of the 1st Call for Proposals of the ENI CBC Black Sea Basin Programme 2014-2020 regarding the submission of the final report**

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**FROM: Iulia Hertzog, Head of the Managing Authority, Directorate Managing Authority for European Territorial Cooperation**

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In order to provide guidance and support to the Beneficiaries of the 1<sup>st</sup> Call for preparing final report,

Taking into consideration the provisions of the grant contract Article 4 - Payment arrangements, Article 5 - Obligation to provide information and reports, the MANAGING AUTHORITY HAS ISSUED THE FOLLOWING INSTRUCTION, which explains and provide details on how to define reporting periods and fill in the narrative part of the final report.

**Article 1**

By fully understanding the provisions of the Grant Contract and of the Project Implementation Manual as concerns the requirements (in terms of timing, structure, supporting documents, etc.) for drawing up progress, interim, and final reports, Lead Beneficiary (LB) and the Beneficiaries (B) must draw up in the programme electronic Monitoring System (eMS) final reports and submit them to the Joint Technical Secretariat/ Managing Authority by following the steps described below.

**Article 2 Final Project report - Reporting Periods**

The final report shall be submitted no later than six months after the project implementation period has elapsed as defined in Article 2.2 of the Grant Contract.

According to Article 5.8 of the Grant Contract, in case there is an overlapping between the months when the progress report and the final report is due, only the final report shall be submitted.

In case the last project period under “Define Periods” section is less than 2 months, the LB can request modification in eMS to adjust the last reporting period accordingly and correlate information “Project budget per period” section by inserting financial installment amount for respective period.

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**Article 3 Final Partner Report**

**Narrative Part**

The narrative part of the partner Final report shall cover the whole project implementation period, from the first until the last date. In the final report the Partners should provide a comprehensive description of each of the action and full account of the progress achieved according to the application form and not just a reference to the previous partner/project progress reports. The Partner report should have all mandatory annexes and documents, uploaded under relevant report sections, as required by the Grant Contract and Project Implementation Manual.

- 1) Start and End Date of Partner Report: is filled in automatically in eMS and should be left unchanged as it is.
- 2) Summary of Partners Work: The text: “THIS IS FINAL REPORT FOR THE PERIOD ...” followed by project start and end date should be introduced under “Summary Describe” section. Only after this statement Partners will describe project progress.
- 3) Project Main Outputs Delivered: The progress made shall describe entire project implementation period with emphasis on partner’s role/contribution. The description of Outputs should correlate to the last version of the approved application form and shall represent the Partner’s contribution/activities performed. **It is requested that under this section the Partner reflect the impact (change), achieved following the implementation and contribution to Programme Output Indicator progress, rather than only enumerate actions performed.** Proof of achievement of project Outputs should cover the whole project implementation period and will be uploaded under Output evidence.
- 4) Target Groups Reached: The information shall be provided for the whole project period, the numbers reached should be counted as units (entities/persons/institutions, etc.) according to their description in the application. The institutions shall be entered under appropriate category and same organization should not be counted twice. The achieved values shall represent groups, reached by Partner, be realistic, evidence based and correlate with the information from previous reporting periods. It is requested that for the large numbers, the explanation on the estimation is provided under “Target Group Reached Description” field.
- 5) Reporting Per Work Package: The information, entered in the respective fields should include the whole period of project implementation. The progress achieved should be presented in a style of press release and in line with activities from the last version of the approved application form, including the correct titles of delivered results. Evidence for deliverables and outputs shall be relevant and well organized: named in English, uploaded under corresponding sections, scanned as one document in pdf. or grouped into rar. or zip. folders. It is highly recommended that the comments box is filled in with explanatory information. **Pictures should be of a good quality, properly named in English, and reflect the nature of deliverables /outputs.** The equipment stickers should bear the clear vision of the Programme logo. The number of pictures should be limited to what is absolutely necessary.

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Having in mind eMS storing capacity, Partners are requested to attach only the relevant documents, especially pictures, which should be of a good quality, properly named in English, and relevant to the deliverables (i.e. reflecting its nature.) The equipment stickers should bear the clear vision of the Programme logo. Partners are instructed to limit the number of pictures to what is absolutely necessary.

### **Financial Part**

After creation in eMS of a Partner report with the narrative part, each Beneficiary has to fill in the List of Expenditures Section for expenses made from the first day after the interim report, until the last day of the project implementation period. An exception is made only for expenditure verification, and, if the case, final evaluation of the project, which may be incurred after the implementation period of the project, as stipulated in Art.8 of the Grant Contract. The final report may also include other expenditures not included in the Interim report, if the case. This process is explained in detail in Chapter 4 - Section 4.3.2 - of the Annex 5 of PIM.

The section Supplementary Information - Procurements has to be filled in with the required information, covering the reporting period, and to be linked with the data entered under List of expenditures.

Once the financial part of the Partner's interim report is completed, submit it to FLC (name of the controller into the eMS).

In order to do this, each project Partner (including LB) has to have assigned controllers in eMS.

If the controller who has performed the expenditure verification for interim report is changed, the beneficiary must- take into account that the assignment of the controllers in eMS is performed by the Control Contact Point in each respective country. After selecting a controller, Beneficiaries in countries that have established a decentralized system of expenditure verification, should inform their national Control Contact Point/CCP (<http://blacksea-cbc.net/black-sea-basin-2014-2020/management-structures/control-contact-points/>) about the selected controller and the need for expenditure verification and the CCPs will assign in the eMS the controller for the project.

To support the beneficiaries in the reporting process, a "Checklist for the Final Report" has been developed as a self-control tool, before the report is submitted to the controller. The checklists for the narrative and financial report can be found at the Programme website under Project Implementation section.

### **Article 4 Final Project Report**

#### **Narrative Part**

The narrative part of the Project Final report shall cover the whole project period, from the first until the last project implementation date. It presents achieved results,

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summarizes partners' contribution, and should thus correlate with the information and numbers indicated in partners reports.

- 1) Start and End Date of Project Report: is filled in automatically in eMS and should be left as it is.
- 2) Highlights Of Main Achievements: The "Description" section shall start with the text "THIS IS FINAL REPORT FOR THE PERIOD ..." followed by project start and end date. Only after this statement LB will describe progress achieved at project level.
- 3) List Of Partner FLC Certificates: The same steps to be followed as during Interim report.
- 4) Project Specific Objectives: Progress achieved and introduced under the sections "Level Of Achievement" and "Explanations" should cover the whole project implementation period and be correlated with the information provided in previous project reports.
- 5) Project Main Outputs Achievement: The section presents a summary of numbers, reported as achieved in the previous reporting periods and values, introduced at the last reporting period. It helps LB to check the level of achievement of Project Main Outputs for the project.
- 6) Target Groups Reached: For this section, eMS cumulates already entered numbers, therefore, LB has to enter the numbers, reached during the last progress reporting period, and which were not reported in already submitted reports. However, information to be entered under "Source of Verification" and "Description of Target Group" sections should relate to the entire project implementation period. LB also has to ensure that the total number of target groups declared at Project level, correlates with the numbers, provided in the partner reports.
- 7) Work packages Tab, Project Main Outputs: "Level of Achievement" for each Workpackage, selected from the drop-down menu, should correlate with the status of respective Activities and Deliverables.

When filling in Project Main Outputs section, LB has to pay attention, that eMS cumulates the quantities, already entered in previous progress reports for this section. Therefore, to avoid duplication in calculation of already reported Outputs, under the tab "Achieved in this Report" LB has to indicate the values, which have not been reported in previous reports, and were achieved exclusively during the last reporting period. At the same time, proof of achievement of project Outputs should cover the whole project implementation period and will be uploaded under Output evidence.

- 8) Deliverable evidence: indicate clearly the relevant section/link from the partner's Final report, where the evidence can be found.

### **Financial Part**

The **financial part** is compiled automatically by the system based on available FLC certificates included in the project report by the LB.

The Lead Beneficiary consolidates the information in the Project report and has the obligation to send the project report (final report), together with all the FLC Certificates (including his own) to the JTS.