

**Project Database Project Steering Group  
Fourth Meeting  
Bad Neuenahr  
23 September 2008**

<b>Reference</b>	DPSG 4/5/Info 1
<b>Title</b>	A Database on Public Health Projects in North Eastern Europe and its neighboring countries – Reporting requirements (Annex III to the Grant Agreement)
<b>Submitted by</b>	Secretariat
<b>Summary / Note</b>	<p>When developing the final report the Secretariat, as the Main Project Partner, will have to heavily rely on the information to be submitted by the Project Associated Partners (including, but not limited to the Work Package Lead Partners).</p> <p>In this regard the Secretariat would like to draw the attention of the Project Associated Partners to the following provisions included in the Annex III to the Grant Agreement. They describe <b>the type of information that the Secretariat will <u>not</u> be able to produce on behalf of the Project Associated Partners, and will need to receive from them in accordance with Article I.3.2 of the Grant Agreement.<sup>1</sup></b></p> <p><b>“2.1.2. Manpower for the execution of the activities</b></p> <p>This section of the report should present a complete list of all the persons who have participated in the execution of the project and, for each of them, the man/days of work, the professional level or category and the corresponding unit and the total cost. In order to conciliate the man/days of work with the expenditure, the portion of time of each individual carrying out the action must be recorded.</p> <p>[...]</p> <p>It must be shown how the data requested for Annex II compares with the corresponding information provided with the proposal. It should naturally also correspond to the details provided in the financial report.</p> <p><b>2.1.3. Partners involved</b></p> <p>This section should present how the work has been distributed among the various partners. It will explain which activities the various partners have conducted, how they have been coordinated and how they have contributed to the set objectives.”</p>
<b>Requested action</b>	For reference

<sup>1</sup> In accordance with this article the co-beneficiaries shall *inter alia*, “forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents provided for in the agreement including its Annexes.”



This document arises from the project “NDPHS Project Database” which has received funding from the European Union, in the framework of the Public Health Programme

## ANNEX III REPORTING REQUIREMENTS

### 1. INTERIM IMPLEMENTATION REPORT(S)

The interim technical implementation report(s) will describe the work carried out and the results obtained during the period indicated in article I.6 of this grant agreement and state in particular:

- the results obtained to date and an indication of any deviation from the initial work programme set out in annex I to the grant agreement that has occurred or is likely to occur<sup>1</sup>;
- the work programme planned for the following period;
- copies of any publications, products or other relevant outputs or deliverables of the project to date.

The interim financial implementation report(s) will compare the expenditure incurred during the reporting period with the foreseen budget stated in Annex II of this grant agreement. The budget implemented in the interim financial report should follow the same structure as the estimated budget in Annex II.

The interim implementation report(s) and any other documents referred to, must be sent to the Executive Agency before the date indicated in article I.6.

### 2. FINAL IMPLEMENTATION REPORT

The final implementation report referred to in Article I.6 should include in particular a final technical implementation report and a final financial report<sup>2</sup>:

#### 2.1. Technical implementation report

##### *2.1.1. Detailed description of all the activities conducted*

The description should relate to the activities specifically foreseen in Annex I. This section of the report should summarise the activities specifically foreseen and those directly related to the objectives of the project and present and explain the activity actually done, their correspondence to the foreseen programme and objectives, and show how each activity has contributed to the stated objectives.

Copies of any publications, products or other relevant outputs or deliverables of the project to date shall be annexed.

Any difference between the programme and objectives foreseen and those actually conducted and achieved must be highlighted and explained.

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<sup>1</sup> Without prejudice to Art. II.13.

<sup>2</sup> N.B. : The description of the required content of the activity report is not exhaustive

### ***2.1.2. Manpower for the execution of the activities***

This section of the report should present a complete list of all the persons who have participated in the execution of the project and, for each of them, the man/days of work, the professional level or category and the corresponding unit and total cost. In order to conciliate the man/days of work with the expenditure, the portion of time of each individual carrying out the action must be recorded.

In the case of partner organisations or external bodies, the organisation to which each person belongs should be clearly identified. The activities conducted by each person involved will be described and it will be explained how they relate to the various activities and objectives of the project.

It must be shown how the data requested for Annex II compares with the corresponding information provided with the proposal. It should naturally also correspond to the details provided in the financial report.

### ***2.1.3. Partners involved***

This section should present how the work has been distributed among the various partners. It will explain which activities the various partners have conducted, how they have been co-ordinated and how they have contributed to the set objectives.

### ***2.1.4. Countries involved***

This section should explain what activities have been conducted in each of the countries involved and how the results have been made available in each country.

### ***2.1.5. Achievement of the objectives***

This section should explain how the objectives have been achieved. It should present an evaluation of the results achieved and explain on what monitoring, assessment or relevant evidence the conclusions presented on the results achieved are based. Any problem in achieving the objectives must be highlighted and explained.

## ***2.2. Financial report***

The beneficiaries should respect the following rules:

- Their final financial report must follow the same structure as the estimated budget in Annex II.
- The financial report must be certified according to the provisions of the Article 180, paragraph 1a of the Implementing Rules<sup>3</sup> and signed.
- The payment request (dated and signed) must be jointed to this report.

**IMPORTANT: The absence of complete, clear and structured information and data as described in this annex will be a reason for non acceptance of the activity report.**

<sup>3</sup>

The beneficiary shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.