**FINAL REPORT**

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| Title of the Project: | *indicate the title of the project* |
| Project index No: | *LT-RU-x-xxx* |
| Name of the Lead Beneficiary: | *indicate the name of the Lead Beneficiary* |
| Name, position and contact details of the Lead Beneficiary’s authorised person: | *indicate the name, position and contact details (phone number, e-mail) of the Lead Beneficiary's authorised person* |
| Reporting period | from | *start date* *dd/mm/yyyy* | to | *start date* *dd/mm/yyyy* |
| Project implementation period: | from | *start date* *dd/mm/yyyy* | to | *start date* *dd/mm/yyyy* |
| Report No: | *insert the No of the Report* |
| Website(s) of the Beneficiaries where information on the Project is available: | *indicate websites of all beneficiaries where information on the project and its results is available* |
| Priority: |  |

* This Final Report must be completed and signed by the Lead Beneficiary’s signatory of the Grant Application Form Part III Declaration by the Applicant or other authorised representative of the Lead Beneficiary (in this case the valid authorisation is enclosed).
* The Final Report must be submitted in a bound 1 original, in paper version, and in electronic version.
* The Final Report must be sent to the Joint Technical Secretariat to the following address:

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| **Joint Technical Secretariat****Konstitucijos pr. 7, LT-09308,****Vilnius, Lithuania** |

* The Joint Technical Secretariat/ Managing Authority will reject any incomplete or poorly completed reports.
* The answers to all questions must cover the respective reporting period.
* Add Letters of Endorsement issued by Beneficiaries proving they have read the Final Report and they comply with the provided information. Each Beneficiary shall sign a separate letter, indicating the date of signature of the Final Report they refer to.
* For ecological reasons we suggest to use double-sided printouts as much as possible.

**1. IMPLEMENTATION OF ACTIVITIES PER REPORTING PERIOD**

*1. If there is no information to be indicated, mark the relevant text fields with N/A.*

*2. If additional information is to be indicated, add as many rows as necessary.*

*3. If there are GAs or activities not planned in the project, do not leave empty rows, but delete them.*

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| **1.1 The first group of activities (GA1)** |
| **Planned activities**  | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** |
| **Description of related outputs** | **Number of outputs** |
| **Activity 1.1. Management and coordination system** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 1.2. Internal monitoring and reporting procedures** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented / has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.****NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **Changes in the Project staff** |
| *If there were changes in the Project staff (project manager, financial manager or contact person) within the reporting period, indicate positions changed and a reason for changes.* ***NB: an informative letter with a detailed information on the changed staff members (name, surname, phone/mobile phone number, e-mail) must be submitted to the JTS timely.*** |

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| **1.2 The second group of activities (GA2)** |
| **Planned activities**  | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** |
| **Description of related outputs** | **Number of outputs** |
| **Activity 2.1.**  | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 2.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 2.3.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups** | **Problems solved or needs met** | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | *Describe what needs of the group were met or problems were solved within the activity.* | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |

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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.****NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.3 The third group of activities (GA3)** |
| **Planned activities**  | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** |
| **Description of related outputs** | **Number of outputs** |
| **Activity 3.1.**  | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.3.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.4.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.5.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups** | **Problems solved or needs met** | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | *Describe what needs of the group were met or problems were solved within the activity.* | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.****NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.4 The fourth group of activities (GA4)** |
| **Planned activities**  | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** |
| **Description of related outputs** | **Number of outputs** |
| **Activity 4.1.**  | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 4.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 4.3.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 4.4.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 4.5.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups** | **Problems solved or needs met** | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | *Describe what needs of the group were met or problems were solved within the activity.* | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |

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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.****NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.5 The fifth group of activities (GA5)** |
| **Planned activities**  | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** |
| **Description of related outputs** | **Number of outputs** |
| **Activity 5.1.**  | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 5.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 5.3.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 5.4.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups** | **Problems solved or needs met** | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | *Describe what needs of the group were met or problems were solved within the activity.* | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |

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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.****NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.6 Implementation of communication plan** |
| **No of the GA, title, aim and description of communication activity** |  | **Implemented within the current reporting period** |
| **Target group/ target audience** | **Description of implemented communication activity** | **Achieved results** |
| *Indicate the No and the title of the project activity (from GA), to which the communication activity is related. Indicate the concrete purpose (aim) of the communication activity, describe how the chosen activity will contribute to the project implementation. Specify the concrete tools and methods through which the activity is being implemented. List all the Beneficiaries, which are involved in implementation of the activity (e.g., LB (for Lead Beneficiary) and B5 (for Beneficiary 5).* | *Describe the target group or audience which the activity is aimed at (target audience, stakeholders, vulnerable groups and etc.). Provide quantification.* | *Describe how the activity was implemented within the reporting period.**If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented / has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.* | *Describe the expected effect/outcome of implementation of activity / of activity. Describe any deviations, give reasons, explain contribution to the overall and specific objectives of the project.* |
| *Indicate the No and the title of the project activity (from GA), to which the communication activity is related. Indicate the concrete purpose (aim) of the communication activity, describe how the chosen activity will contribute to the project implementation. Specify the concrete tools and methods through which the activity is being implemented. List all the Beneficiaries, which are involved in implementation of the activity (e.g., LB (for Lead Beneficiary) and B5 (for Beneficiary 5).* | *Describe the target group or audience which the activity is aimed at (target audience, stakeholders, vulnerable groups and etc.). Provide quantification.* | *Describe how the activity was implemented within the reporting period.**If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented / has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.* | *Describe the expected effect/outcome of implementation of activity / of activity. Describe any deviations, give reasons, explain contribution to the overall and specific objectives of the project.* |
| *Indicate the No and the title of the project activity (from GA), to which the communication activity is related. Indicate the concrete purpose (aim) of the communication activity, describe how the chosen activity will contribute to the project implementation. Specify the concrete tools and methods through which the activity is being implemented. List all the Beneficiaries, which are involved in implementation of the activity (e.g., LB (for Lead Beneficiary) and B5 (for Beneficiary 5).* | *Describe the target group or audience which the activity is aimed at (target audience, stakeholders, vulnerable groups and etc.). Provide quantification.* | *Describe how the activity was implemented within the reporting period.**If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented / has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.* | *Describe the expected effect/outcome of implementation of activity / of activity. Describe any deviations, give reasons, explain contribution to the overall and specific objectives of the project.* |
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| **Output** | **Number of Outputs** | **No of copies/ edition, circulation (if applicable)** | **Description of output** | **Activity (GA)** |
| *Indicate the produced communication output (e.g., article, brochure, memory plate, stand, audio/video material, press conference, etc.). Add as many rows for outputs as needed.* | *Indicate the number of the produced output* | *In case of published materials (e.g., articles, books, brochures, flyers, etc.), indicate their circulation.* | *Indicate detailed information on the produced output. In case of printed publications or audio/video materials, indicate their titles, when and where they were published/broadcast, how they were disseminated, how large the reached target audience was (number) and indicate a direct link (if available online).*  | *Indicate the related activity.* |
| *Indicate the produced communication output (e.g., article, brochure, memory plate, stand, audio/video material, press conference, etc.). Add as many rows for outputs as needed.* | *Indicate the number of the produced output* | *In case of published materials (e.g., articles, books, brochures, flyers, etc.), indicate their circulation.* | *Indicate detailed information on the produced output. In case of printed publications or audio/video materials, indicate their titles, when and where they were published/broadcast, how they were disseminated, how large the reached target audience was (number) and indicate a direct link (if available online).*  | *Indicate the related activity.* |
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| **1.7 External/internal problems and counter measures taken**  |
| **External/internal problems** | **Counter-measures undertaken** |
| *Describe internal and external problems or difficulties in implementation which occurred within the reporting period. Add as many rows as needed.* | *Provide the information about the counter-measures undertaken by the Lead Beneficiary and Beneficiaries to overcome the problems or difficulties* |
| *Describe internal and external problems or difficulties in implementation which occurred within the reporting period. Add as many rows as needed.* | *Provide the information about the counter-measures undertaken by the Lead Beneficiary and Beneficiaries to overcome the problems or difficulties* |

**2. LOGICAL FRAMEWORK**

*1. Provide an updated version of the Logical framework for the project. Additional lines can be added for listing activities or outputs.*

*2. Take into account the information indicated in the report(s) and the Grant Application Form Part I Project Description, when filling in the Logframe matrix.*

*3. See definitions below the Logframe matrix in order to fill it in correctly.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Results chain** *(What we want to achieve)* | **Indicators***(How to measure change)* | **Contracted value (1)** | **Achieved within reporting period (2)** | **Achieved since the start date (cumulative) (3)** | **Progress (%) (4)****4=3/1x100%** | **Sources and means of verification***(Where / how to get information)* | **Assumptions***(What else to be aware of)* |
| **Overall objective: impact** |  |  |  |  |  |  |  |  |
| **Specific objective(s) (SO): Results (outcomes)** | **SO** |  |  |  |  |  |  |  |
| **SO** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Outputs (O)** | **O of GA1** |  |  |  |  |  |  |  |
| **O of GA2** |  |  |  |  |  |  |  |
| **O of GA3** |  |  |  |  |  |  |  |
| **O of GA4** |  |  |  |  |  |  |  |
| **O of GA5** |  |  |  |  |  |  |  |
| **Activities (Act):** | **Act of GA1** |  |  |  |
| **Act of GA2** |  |  |  |
| **Act of GA3** |  |  |  |
| **Act of GA4** |  |  |  |
| **Act of GA5** |  |  |  |

**Definitions:**

***Overall objective******- impact*** means the primary and secondary, long term effects produced by the Project.

***Specific objective(s) -results (SO)*** means the achieved direct short-term and medium-term effects of the project’s outputs.

***Outputs (O)*** mean the products, capital goods and services which result from the project's activities.

***Activities (Act)*** mean the collection of tasks to be carried out in order to achieve the outputs.

***Indicator*** is the quantitative and/or qualitative factor or variable that provides a simple and reliable means to measure the achievement of the results of the project.

**3. INFORMATION ON PROCUREMENT PROCEDURES IN PROJECT**

*List all contracts (works, supplies, services) above* ***EUR 10 000*** (*without VAT*) *awarded within the reporting period, implemented procurement procedures for each type of the contracts, i.e., service, supplies and work contracts and the name of the contractor. Add as many rows as necessary.*

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| --- | --- | --- | --- |
| **Title of the contract** | **Contractor** | **Amount** | **Procurement procedure** |
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**4. OVERALL PROJECT IMPLEMENTATION**

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| **4.1 Executive summary of the overall implementation of the project** |
| *Please give an executive summary of the overall project's implementation for the whole implementation period from its start until the end. Emphasise the achieved overall results and produced outputs, impact on the target groups (including vulnerable groups and social groups at risk), and the added value. Provided information should be easy to read, attractively written and without references to other parts of the Final Report or other attached documents as it will also be used for publishing on the Programme website.* |

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| **4.2 Sustainability of the outputs and results after the project implementation** |
| 1. Ownership of the outputs and results and institutional sustainability | *The project shall produce outputs and/or results, which are tangible and sustainable and shall be used beyond the project implementation phase. Describe sustainability of all outputs and results achieved during the implementation of the project, both of soft activities and infrastructure component. Describe division between the project beneficiaries regarding ownership of outputs/results and describe institutional sustainability of project results, including responsible bodies for maintenance, further financing, policies, procedures and duration of sustainability period.* |
| 2. Financial plan | *Describe a concrete financial plan to ensure financial sustainability of project results, including responsible bodies, further financing (with amounts), policies, procedures and duration of sustainability period.* |
| 3. Action plan and further use of the project outcomes | *Describe further use of the project outcomes (outputs and results), provisions shall be clearly defined and specified. The target groups (users) for produced outcomes shall be clearly defined.* |
| 4. Accessibility to public | *Describe how the produced outputs shall be made available for the public freely. How the investments and other results will be publicly accessible. If there are any restrictions or special provisions apply, they shall be described and justified.*  |
| 5. Sustainable structures/ networks, if relevant | *Describe sustainability of any structures or networks established and created within the project. It also regards soft component, e.g. partnership structure or cooperation network.* |

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| **4.3 Contribution to the Programme indicators** |
| **Contracted Programme indicators** | **Number** | **Achieved indicators** | **Description of the achieved results or produced outputs** |
|  |  |  | *Describe the results achieved or outputs produced during the whole project implementation period and quantify the achieved indicator.* |
|  |  |  | *Describe the results achieved or outputs produced during the whole project implementation period and quantify the achieved indicator.* |
|  |  |  | *Describe the results achieved or outputs produced during the whole project implementation period and quantify the achieved indicator.* |
|  |  |  | *Describe the results achieved or outputs produced during the whole project implementation period and quantify the achieved indicator.* |

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| **Indicators not reached** |
| *If you have not reached any of the contracted indicators, justify the reasons and refer to the logical framework, if necessary. Clarify how has it has affected the achievement of the project objectives.* |

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| **4.4 Final conclusions** |
| **Cross-cutting issues** |
| *Explain how the project has mainstreamed applicable cross-cutting issues such as environmental sustainability, local democracy, HIV / AIDS and gender equality.* |
| **Lessons learned** |
| *Indicate experience made, good and bad practices, success factors, difficulties overcome, most successful communication tools, etc. that could be useful to other projects.* |
| **Cooperation between the partners during and after the implementation of the project** |
| *Assess the relationship and cooperation between the beneficiaries of the project.* |
| **Feedback about the Programme support** |
| *Evaluate cooperation with the Programme Managing Authority, National Authorities and the Joint Technical Secretariat.* |
| **Links and synergies** |
| *Where applicable, outline any links and synergies you have developed with other projects.* |
| **Visibility, information and communication** |
| *Describe how the project results were made visible to the target groups concerned and to the public. Indicate how was / is the visibility of the Programme support was ensured in the project during and after its implementation. Refer to the communication plan of the project.* |

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| *<insert name of organisation, position, name and surname of the signatory>* | *<insert date of signature of the Report>* | *<signature, stamp (if applicable)>* |