**Annex 5.1.1**

**Project closure/Final Report Template**

***Project code and Acronym***

***LP name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Project story** TEXT max 2000 CHARACTERS

* What are the project's overall challenges (regional and sectoral)?
* What was the specific problem addressed and the linked key solution(s) that the project developed and tested?
* Describe how the project developed the solution(s) and why cooperation was important in that process
* To what extent has cooperation been important for achieving the project results? Specify CB added value/enlargement contribution achieved, especially for IPA countries
* What did change in the targeted regions and sectors because of the project solutions?
* How did the project change affect the target groups? Specify target groups typology and numbers reached
* How will the durability of the solutions be ensured?
* Do you still see future possible challenges and opportunities in the field of the content your project was dealing with? Are there something to be transferred or re-use? If yes to who?
* Specify EUSAIR pillar/actions matched and the level of contribution (low-medium-high)
* Which solution(s) has been capitalized and what has produced?

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**Project's relevant mentions and prizes**

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty. TEXT max 1000 CHARACTERS

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# **Output Summary Tab.**

**It is obligatory** to provide evidence of the outputs reported during project implementation **on a summary document**, for which a template is provided.

*The template may be used during project implementation, once the output is reached or it may be used for the Final Project Report, to provide the final evidence of all outputs delivered during project implementation and also giving an outlook of the follow-up activities, which are expected to lead to the expected result.*

**Final report “CHECK-LIST”:**

1. **CONTACT PERSONS AFTER CLOSURE:** Indicate contact persons after project closure for each project partner. These individuals must be available for contact in case of audits and evaluations throughout the entire project documents’ retention period. It is advisable to select internal staff with long-term contracts. Data protection applies as set out in the “Terms of service and data protection for the use of the Interreg IPA SOUTH ADRIATIC Joint electronic monitoring system (JEMS)” found on the following link: <https://www.italy-albania-montenegro.eu/programme/south-adriatic-2021-27/south-adriatic-jems> (*link to be updated as soon as the new webportal will be online*). By doing so, you confirm that the indicated persons have been informed on (i.e. for each LP / PP2, PP3, etc., enter name, surname and e-mail). - TEXT max 1000 CHARACTERS

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1. **ARCHIVING OF DOCUMENTS:** in compliance with Art.82 of Reg. (EU) 2021/1060, the documents must be appropriately kept for a 5-year period starting from the 31st of December of the year in which the last payment by the Managing Authority is made, and in case of State aid for at least 10 years from the date of granting of the last aid (the retention period is interrupted in case of legal proceedings or by EC request). Please indicate the physical location of the supporting documents for each partner. - TEXT max 1000 CHARACTERS

*RATIONALE: The objective is to raise awareness and make it sure that partner take up the responsibility on the retention of documents.* Per each beneficiary (LP / PP2, PP3, etc.), in the case of physical documents, indicate the detailed archive’s precise address, and in the case of digital documents, indicate the name of the platform and the organization responsible for its maintenance*.*

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1. **DIGITAL APPLICATIONS:** indicate for each project digital application (if any), the name of the designated organization/office responsible for functional maintenance, hosting services, and renewing web domains for a minimum period of five years. TEXT max 500 CHARACTERS

*RATIONALE:* For each digital application produced, provide its name, web address, and the name of the organization/office responsible for maintenance and the related contact references*.*

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1. **INVESTMENTS** (THEMATIC EQUIPMENT/WORKS): Please indicate for each partner the investment’s relevant data. The investments which generated expenditures validated during the project lifetime, if any, may not be changed or relocated and need to be kept for the next five years in compliance with Article 65 of Regulation (EU) 2021/1060**.** TEXT max 1000 CHARACTERS **Not applicable to small-scale projects (indicate N.A.).**

*RATIONALE: Considering possible changes and data provided in AF during the project implementation,* indicate for each partner (e.g., LP1, PP2, PP3, etc.) the name of the investment, its main purpose, precise address (the final location must be inside the same NUTS II), and the name of the organization bearing ownership and maintenance responsibilities with related contacts references.

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1. **PROJECT OUTPUTS AND RESULTS**: List the main project outputs (and related results) achieved and their sustainability. TEXT max 1000 CHARACTERS

*RATIONALE: fill in a final summary list, specifying per each: title* of the output and related result, very short description for not specialized public, *in which way the project’s outputs/results will be managed after the project closure,*  link to the Output summary tab, web-address for evidence of its reality.

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1. **CAPITALIZATION**: Indicate the outputs/deliverables that could be adapted or further developed (or have been during the project) for use by other target groups or in other territories (i.e. transferability and re-use). Specify the concrete actions you have taken to ensure that the relevant groups were made aware of your results/tools and were actually able to re-use them.

*RATIONALE: describe capitalization results achieved by your project or expected to be reached in the future. Specify per each relevant one:* WHAT/TO WHOM/IN WHICH WAY, in order to get a real benefit from the investment of EU funds.

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1. **DECOMMITMENT**: Confirmation, that through the FR submission, the legal representative of the LP has been made aware of the decommitment of the budget allocated to the project and not claimed until the Final Report, which may be committed to other projects. Please note that the FR may be accepted only if this is confirmed. - TICK BOX YES

*RATIONALE: Even though it is already regulated at programme level and in the subsidy contract, the LP confirms its awareness and its assumption of responsibilities related to the decommitment of not certified amounts.*

# **Template for Output Summary Tab. N…….**

***Copy and paste following table for each RCO (i.e. repeat for each RCO selected in the AF)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project ID** | *Project Code* | | **Acronym** | | *Project acronym* | | |
| **S.O.** | *Programme Specific Objective e.g. “1.1”* | | **LP** | | *Name of LP* | | |
| **RCO no.** | *Enter here number of programme Output Indicator selected in the AF, e.g. RCO 84* | | **RCR no.** | | *Enter here number of programme Result Indicator selected in the AF, if any. E.g. “RCR 104”* | | |
| **Output no. in A.F.** | *Enter here reference to the number in the Application Form work package, current version e.g. “1.1”* | | **A.F. output title** | | *Enter here title used in the application form e.g. “Digital system for monitoring X”* | | |
| **A.F. output target value** | *Enter here quantity target in the AF e.g. “2”* | | **Achieved output target value** | | *Enter here quantity achieved and to be reported e.g. “1”* | | |
| **Relevant**  **Deliverable/s** | | *Include the deliverable/s number/s and title/s from the AF (D x.x.x Xxxxxx) which directly contributed to the achievement of the output* | | **Project**  **Report no.** | | *Indicate the Project report number within which the output has been fully achieved* | |
| **Outputs summary description** | | | | | | |
| *Add here a short description you may have already used or you may use in the future for general non-specialized public and which may be also used for communication purposes. You may use proof-reading AI tool to correct or improve the style of your text. The outputs library on the website may have the same introductory text.*  max 500 CHARACTERS | | | | | | |
| **Outputs detailed description** | | | | | | |
| *Add here a detailed description on how the output has been implemented, ie:* max 1000 CHARACTERS   * PPs involved and contact references for capitalization purposes; * number and typology of target achieved and in which way * where evidence of the reality of the output or connected deliverables is made available (e.g. physical location address, project or organisation’s websites link) * IMPACT**:** how the project ensures the long-term sustainability and durability of the output/results at cross border level or to support the enlargement process of IPA countries (*eg.* whether the solutions developed have been adopted into regional or national IPA policies; whether the *Services realized will be managed by a specific organization in the future; whether the strategy/model implemented and tested will deliver benefits to a specific target group and when it is expected*, whether the provided skills enforce the governance actions of defined institutions, etc*)* * any potential deviations from the original plan (ie. any overachievement or underachievement) | | | | | | |