



# Template and guidance of the Project Final Report

The purpose of the project final report is to provide a comprehensive overview of the project achievements, its contributions to programme and project objectives, but also offers the opportunity for the project partnership to report its experience during the project's implementation with a critical eye.

The final report will be enabled by the project officer of the project. It is to be submitted via the [electronic monitoring system \(eMS\)](#) at the latest 3 months after the project end.

## A. Project impacts/results

**A.1 Please describe the achieved and expected (in foreseeable future) impacts/changes your project brings to the cooperation area. Indicate also the geographical extent to which your project brought change (partner level, regional, national, transnational or EU level) and explain the reasons why. If possible, please quantify these impacts and changes.**

Guidance: this question is linked to the programme result indicator of your application form (C.2.1). Changes could be tangible and/or intangible: some tangible changes are e.g. cost/time savings, reduced energy consumption, reduced environmental impact, reduced risks, improved access to services, to business development, job creations, etc.; some intangible impacts are e.g.: better governance, building institutional capacities, raising awareness, changing of attitude and behaviour. Please describe how you reach your target groups when explaining these changes.



**A.2 What kind of changes has the project brought to the partners and observers both individually and collectively?**

Guidance: Please collect comments and remarks from your partners and observers and compare them against the reasons given to join the project in section B of the application form. The project may have impacted also the way of working of the partners, brought some new competences and/or methodologies, opened new perspectives and kicked off new collaborations.

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**A.3 Contribution to EUSALP and other EU or wider strategies and policies: In particular, please describe how, with concrete measures, your project has contributed to EUSALP and the implementation of its action plan.**

Guidance: consider your contributions to the different strategies and policies (listed also in your application form C3.1 and C3.2) and identify key success factors, but also primary obstacles or missed opportunities that prevented the project from achieving a greater impact.

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## B. Transnational cooperation

**B.1 What has been the added value of the transnational approach of your project? Has your project had positive (but also possibly negative) effects that you did not expect?**

Guidance: please consider the added value of the transnational cooperation for the partnership, for the stakeholders' involvement, for the topic the project has dealt with and for the cooperation area. The focus of the question is on the transnational character of the project and its consortium (described in your application form C1.2).

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**B.2 Please report cooperation and concrete synergies with other Alpine Space projects and/or other EU programme and projects/international initiatives.**

Guidance: please refer to the box C3.3 "Synergies" and C3.4 "Knowledge" of your application form and describe which concrete cooperation and synergies were actually successful.

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## C. Partnership and project management

**C.1 Please describe the main challenges as regards working in a transnational partnership (with cultural differences).**

Guidance: Problems faced, solutions found and lessons learnt should be explained here. Please precise also the balance between benefits/challenges.

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**C.2 Evaluation of technical project implementation and project management – what worked out well, what not, what would you do differently now?**

Guidance: Were all the partners actively involved? Were the internal communication and work repartition effective? For example: was the coordination role of the WP leaders operational, did the project steering structures work efficiently? Was the cooperation with project observers successful?

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## D. Communication activities

**D.1 In your view, which was the most successful achievement in terms of communication of your project? Please explain why.**

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**D.2 How do project communication measures ensure durability and transferability of the project outputs/results?**

Guidance: please consider that those measures for durability and transferability are also related to specific target groups. The further use of the outputs by the target groups should be presented here too and illustrated with concrete examples.

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**D.3 What are the most important lessons learnt from your communication activities? Please consider your target groups and the different approaches used in the project to involve them.**

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## E. Future outlook

**E.1 What would be the future challenges and opportunities for further transnational exchange in the field/topic your project was dealing with? How will it be possible to capitalise on your project outputs?**

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**E.2 Please indicate how the partnership will continue the cooperation beyond this project (to ensure durability of project outputs).**

Guidance: please indicate if structures for maintenance of the project outputs were established (if yes, precise the names of the structures or the partners which will support them financially and what the tasks of such structures will be). Please describe if a long run action plan has been prepared (if yes, please indicate by whom the action plan has been agreed and what its time horizon is). What will happen with project outputs after the project closure? If strategic documents or/and planning procedures were amended to maintain the project outputs, please precise the nature of such adjustments and names of documents and procedures affected). Please countercheck what was initially planned in the sections “Durability and transferability of outputs“ for each output of your application form and if there is any deviation. If you are aware of follow up projects, please name and describe them briefly (e.g. possible funding sources...).

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## F. Checklist

The supplementary information in the eMS and particularly the location of the documents have been updated.	<input type="checkbox"/>
The project LP will get in contact with the JS in case of net revenues, irregularities or suspicion for fraud detected after the project end.	<input type="checkbox"/>
The relevant regulations of the European Community and the relevant national legislation as well as the provisions of the Alpine Space programme, especially the rules set out in the subsidy contract, have been obeyed by all projects participants	<input type="checkbox"/>
The provisions of the subsidy contract, especially article 4, 6, 7 (2), 11 and 13, are known and will be obeyed beyond the date of project closure.	<input type="checkbox"/>