



Joint Actions & Projects
FINAL REPORT

Call for Proposals 2008-2013

SECTION I

Declaration by the scientific representative of the project coordinator

I, as scientific representative of the coordinator of this project and in line with the obligations stated in the Grant Agreement declare that:

The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;

The project (tick as appropriate) :

has fully achieved its objectives and technical goals for the period;

has achieved most of its objectives and technical goals for the period with relatively minor deviations.

has failed to achieve critical objectives and/or is not at all on schedule.

The public website, if applicable,

is up to date

is not up to date

To my best knowledge, the financial statements that are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project and, if applicable, with the certificate of the financial statement.

All beneficiaries, in particular non-profit public bodies, have declared to have verified their legal status. Any changes have been reported under section wp1 Coordination and project management, in accordance with the requirements of the Grant Agreement.

Name of the scientific representative of the project Coordinator:

.....

Date://

SECTION II

Checklist

Please see the separate checklist (Checklist final payment.xls).

Please read the checklist and answer all respective questions in it.

the checklist has been filled, answered and printed. An printout is annexed to this report. An electronic copy is enclosed.

SECTION III

Specification of the project

Proposal title:

Acronym:

Starting date:

Duration (in months):

EC co-funding:

Priority area:

Sub-action:

Action:

Main partner information and contact person:

Associated partner information and contact person:

List of collaborating partners:

FOREWORD

Please describe in this section the following:

- What this report is about
- Why the project is important
- What the key findings are
- who might benefit from the outputs/outcomes
- what the target group (s) should do differently as a result

ACKNOWLEDGEMENTS

List of tables and figures (if applicable).

Keywords (using **Mesh** terms)

1. _____
2. _____
3. _____
4. _____
5. _____

SECTION IV

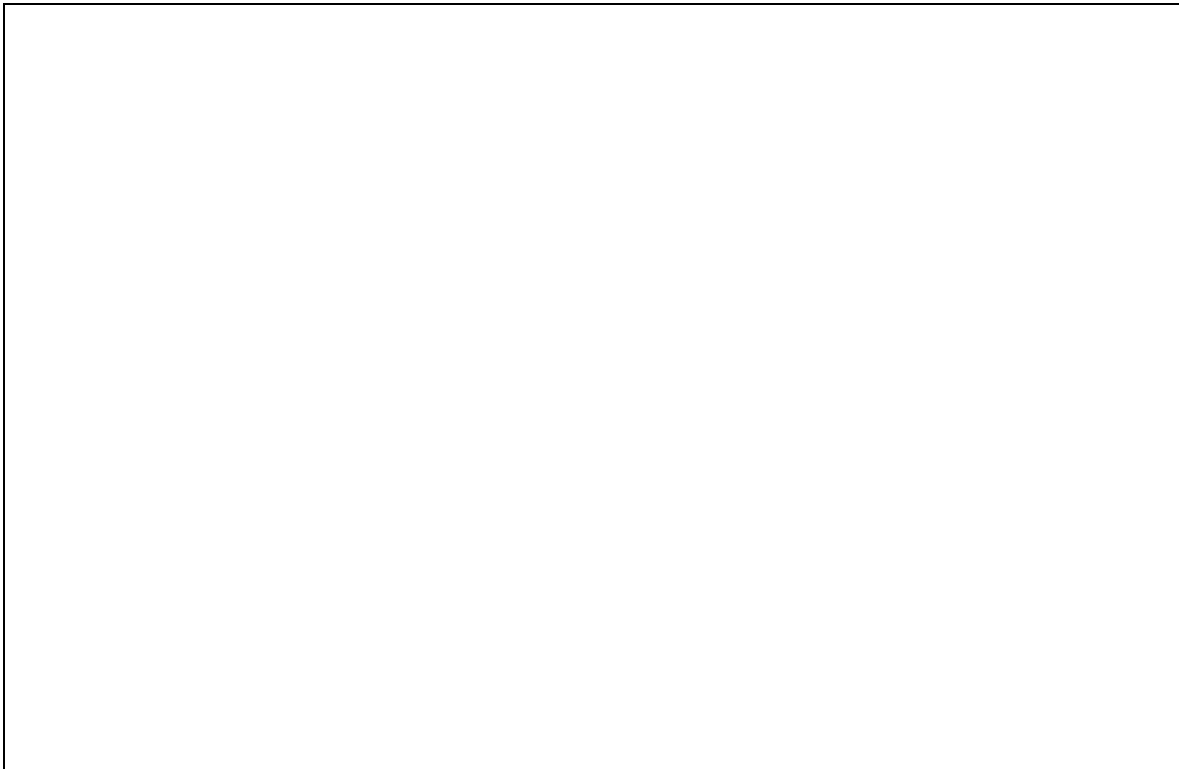
Final Publishable Executive Summary.

This is a comprehensive summary of your project. It should be formatted to be printed as a stand alone paper document - extending to a maximum of three pages- to reach a wide audience, including the general public. Kindly ensure that it is of suitable quality to enable direct publication by Chafea.

Please structure your executive summary as follows:

- A summary description of the project scope and objectives (general and specific).
- A description of the work achieved including methods and means.
- The final results in terms of outputs and outcomes, and their potential impact and use by the target group (including benefits).
- The strategic relevance and contribution to the Health Programme.
- Conclusions and recommendations.

Please include available diagrams or photos illustrating the work of the project.



SECTION V

Technical aspects of the project

Background and project scope

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General objective of the project

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Specific objective(s) of the project

	Title and Description	Link to the WPs (table xxx)	Link to the deliverables (table xxx)	Level of achievement (measured by the indicators specified in WP3)
1				
2				
...				

Overview of the workpage and deliverables:

	WP Title	Deliverables	Description	Confidentiality	Expected month of delivery	Actual delivery month	Justification for the delay (if applicable)
1							
2							
...							

Main activities carried out including methods and means.

Target groups

Evaluation of the degree of achievement of the objectives and discussion based on the project's indicators as outlined in your evaluation plan/ WP3.

Results and key findings

Please discuss the results achieved in terms of outputs and (actual or expected) outcomes and their potential impact and use by the target group (including the socio-economic impact, the wider societal implications of the project and contribution to the policy development at all levels of governance (EU, MS, Regional and local).

Coordination with other projects or activities at European, National and International level

Strategic relevance, contribution to the Health Programme, EU added value and level of innovation.

Effectiveness of the dissemination

Conclusions and recommendations, sustainability of the project (after EC co-funding) and lessons learned.

SECTION VI

Horizontal Work packages

Coordination of the project

Work package title :

Work package Number : 1

Work package Leader :

Number of associated partners involved :

Number of person/ days of this work package:

Total budget of this work package:

Starting Date. Ending date : :

Project management

Management Plan

yes/no

Sustainability plan available, describing the measures taken to ensure the continuation of the action after the end of the EC funding

yes/no

Partnership Internal Agreement

yes/no

Description of the work package:

Activities undertaken to ensure the coordination and management of the project and the partnership and to ensure that the activities are implemented as planned.

This section could include the following:

- Partnership management of tasks and achievements
- Management structure description, summary of the steering committee, advisory - board
- Description of the internal communication channels
- Monitoring and supervision
- Problems that have occurred and how they were solved or envisaged solutions
- Impact of possible deviations from the planned milestones and deliverables, if any
- List of project meetings, dates, venues, annotated agenda, action oriented minutes
- Amendments incurred or requested during the reporting period
- Changes in the partnership, if any
- Any changes to the legal status of any of the beneficiaries
- Impact of possible deviations from the planned milestones and deliverables, if any
- Financial management.
- Subcontracting rules applied and description of the process for implementing the public procurement (E5 subcontracting cost), if applicable
- Conclusions

PLEASE DO NOT FORGET TO ATTACH THE ANNEXES AS PER SECTION VII

List of deliverable(s) linked to this work package

Deliverable

	Title
1	
2	

Milestones reached by this WP

	Milestone title	Month of achievement
1		
2		

Horizontal Work packages

Work package title : **Dissemination of the project**

Work package Number : 2

Work package Leader:

Number of associated partners involved :

Number of person/ days of this work package:

Total budget of this work package:

Starting Date. Ending date : :

Dissemination plan available yes/no

Project leaflet/brochure/newsletters submitted to EAHC yes/no

Project website: www.project.eu

The EU funding disclaim and EU logo are visible in the project website and public presentations yes/no

Description of the work package

This section could include the following:

- Description of the key messages.
- Visual project identity, including project logo, etc

Activities undertaken to ensure that the results and deliverables have reached the target groups: stakeholder matrix - analysis / target group identification, dissemination content, dissemination means, timing (...)

Problems encountered

How were problems resolved /limitations

Conclusions and recommendations for the future

PLEASE DO NOT FORGET TO ATTACH THE ANNEXES AS PER SECTION VII

Overview table showing the distribution and target for all project deliverables

	Title	Distribution Channel	Target audience
1			
2			

List of deliverable(s) linked to this work package

Deliverable

	Title
1	
2	

Milestones reached by this WP

	Milestone title	Month of achievement
1		
2		

Horizontal Work packages

Work package title : **Evaluation of the project**

Work package Number : 3

Work package Leader:

Number of associated partners involved :

Number of person/ days of this work package:

Total budget of this work package:

Starting Date. Ending date : :

Evaluation plan available: yes/ no

External evaluation: yes/no

Description of the work package

This section could include the following:

- Description of process and outcome evaluation.
- Evaluation methodology: Evaluation questions, design, method, measurement instruments, task, responsibilities and timing.
- Monitoring Tools developed for data collection.
- Problems encountered and suggestions for improvement

Performance indicators and their definitions:

- Baseline data
- Performance targets
- Data Source
- Method of data collection
- Frequency and Schedule of data collection
- Responsibilities for acquiring data

Plans for data analysis, reporting and use of information:

- Data analysis plans
- Identified needs for complementary evaluation
- Plans for communicating and the use of monitored information

- Terms of reference of the external evaluation

Name of the external evaluator, attachment of the CV

External evaluation plan

Evaluation final Report

Problems encountered

How were problems resolved / limitations

Conclusions and recommendations for the future

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Objective 1			
	Process indicators	Output Indicators	Outcome indicators
1			
2			
Objective 2			
	Process indicators	Output Indicators	Outcome indicators
1			
2...			

Objective 3			
	Process indicators	Output Indicators	Outcome indicators
1			
2...			
Objective 4...			
	Process indicators	Output Indicators	Outcome indicators
1			
2			

List of deliverable(s) linked to this work package

Deliverable

	Title
1	
2	

Milestones reached by this WP

	Milestone title	Month of achievement
1		
2		

Specific Work packages

Work package title :

Work package Number :

Work package Leader :

Number of associated partners involved :

Number of person/ days of this work package:

Total budget of this work package:

Starting Date. Ending date : :

Description of the work package

Work progress and achievements: Please provide a concise overview of the progress of the work in line with the structure of Annex I of the grant agreement and its amendments including details for each task. Highlight clearly significant results

If applicable, the reasons for deviations from Annex I and their impact on other tasks as well as on resource execution.

If applicable explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on the execution resources available.

A statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person months per work package and available resources.

PLEASE DO NOT FORGET TO ATTACH THE ANNEXES AS PER SECTION VII

Specific objectives of this WP

	Title
1	
2	

List of deliverable(s) linked to this work package

Deliverable

	Title
1	
2	

Milestones reached by this WP

	Milestone title	Month of achievement
1		
2		

SECTION VII

ANNEXES

**Annexes organised following the contractual Annex I structure.
Including for example:**

WP 1

**Management plan
Agenda and Minutes of Steering committee and General project meetings
Workpackage meeting's agenda and minutes**

WP 2

**Dissemination plan
Leaflet/brochure/Newsletter project
Posters
Presentations
Press releases**

WP 3

**Evaluation plan
Tools for process evaluation
Evaluation reports**

WP 4 to WP (...)

**The deliverables should be ordered following the deliverable table and
presented as pdf files to be uploaded on the Chafea database**

Deliverables:

**Study protocol
Survey tools
Questionnaires
Training activities: curricula, programmes and materials
Guide/guidelines/recommendations
Tool kits
Databases
Best practice definition and reports
Meetings: agenda, presentations, reports/minutes and attendance lists
Conferences, national events and stakeholders meetings
Scientific reports and publications
Any other result achieved**

**Publication list produced during the reporting period. Please include copies
of the articles as pdf files.**

**Graphs, tables, figures and other illustrations (when appropriate), in case of
photographs, please request the authorisation to be published in the project
and Chafea website and database**

**Don't forget to annex copies of any publications, products or other relevant
outputs or deliverables of the project as well as the administrative annexes
such as minutes of meetings, attendance lists etc**