

V. QUANTITATIVE INFORMATION

Please send us an electronic copy of all documents/material resulting from your dissemination process

| 1. REPORTS | Unit | Planned | Actual |
|--|--------------------------------|----------|----------|
| Were there any REPORTS (written reports, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced as part of your project? Yes: <input type="checkbox"/> No: <input type="checkbox"/> | | | |
| <i>Guidance:</i> Please provide the total number of independent written outputs, irrespective of whether they were published or not. An output produced in several languages counts as a single output. Next please disaggregate the total number into the subcategories provided according to the written output's primary objective. A single output may fall into several categories (e.g., a study may aim to produce policy advice and at the same time to identify good practice). | | | |
| The total number of reports , of which | Number | [insert] | [insert] |
| • <i>reports aimed at providing policy advice, research and analysis</i> | Number | [insert] | [insert] |
| • <i>reports aimed at identifying good practices</i> | Number | [insert] | [insert] |
| • <i>monitoring and assessment reports on the implementation of laws or policies</i> | Number | [insert] | [insert] |
| • <i>reports aimed at developing appropriate statistical tools, methods and indicators</i> | Number | [insert] | [insert] |
| Scope of dissemination: Have the reports been actively distributed? Yes: <input type="checkbox"/> No: <input type="checkbox"/> | | | |
| If yes, please indicate: | | | |
| Total number of paper copies distributed (please provide a total cumulative number for all the reports), of which to: | No of paper copies distributed | [insert] | [insert] |
| • <i>EU-level policy and decision-makers</i> | No of copies distributed | | [insert] |
| • <i>National/regional/local-level policy and decision-makers</i> | No of copies distributed | | [insert] |
| • <i>Social, economic/business partners</i> | No of copies distributed | | [insert] |
| • <i>Civil society, NGOs</i> | No of copies distributed | | [insert] |
| • <i>Academia, experts, think tanks</i> | No of copies distributed | | [insert] |
| • <i>Media, Journalists</i> | No of copies distributed | | [insert] |
| • <i>If the reports have been published online, please also provide the total number of downloads by individual users (if web address differs from the one given in Part I, please indicate website address here)</i> | No of downloads | | [insert] |

| 2. INFORMATION/PROMOTIONAL MATERIAL/WEBSITE | Unit | Planned | Actual |
|---|---|----------|----------|
| Were there any INFORMATION/PROMOTIONAL MATERIALS (leaflets, brochures, newsletters, websites, articles in media, video material, etc.) produced as part of your project? Yes: <input type="checkbox"/> No: <input type="checkbox"/> | | | |
| <i>Guidance:</i> Please provide the total number of information and promotional items, irrespective of how they were published (video, electronic document, printed on paper, etc.). An output produced in several languages counts as a single output. Next please provide the total cumulative number of copies of these materials disseminated (e.g. number of printed/published copies distributed to your target audiences, number of downloads of the electronic copies published on websites, number of individual visitors to your information/promotional website(s), etc.). | | | |
| Total number of pieces of such information and promotional material, of which | | [insert] | [insert] |
| • <i>Total number of printed copies</i> | | [insert] | [insert] |
| • <i>Number of copies in easy-to-read language for disabled people</i> | | | |
| • <i>Number of copies in each language</i> | | | |
| English | | [insert] | [insert] |
| French | | [insert] | [insert] |
| German | | [insert] | [insert] |
| Other | | [insert] | [insert] |
| Scope of dissemination: | | | |
| Total number of copies distributed, of which to: | No of copies distributed | [insert] | [insert] |
| • <i>EU-level policy and decision-makers</i> | No of copies distributed | | [insert] |
| • <i>National/regional/local-level policy and decision-makers</i> | No of copies distributed | | [insert] |
| • <i>Social, economic/business partners</i> | No of copies distributed | | [insert] |
| • <i>Civil society, NGOs</i> | No of copies distributed | | [insert] |
| • <i>Academia, experts, think tanks</i> | No of copies distributed | | [insert] |
| • <i>Media, Journalists</i> | No of copies distributed | | [insert] |
| • <i>Total number of visits to websites related to information and promotion (e.g. your project website)</i> | Average number of individual visits per month during the reporting period | | [insert] |

VI. FORMAL CONDITIONS FOR ACCEPTANCE OF THE REPORT

The report must fulfil the following formal conditions in order to be accepted and to enable OLAF to carry out the assessment:

1. An **original** version of the final financial and technical report and **one electronic copy** are required. The final financial report must be dated and signed. Where appropriate, the stamp of the organisation concerned should also be affixed on it.
2. A **formal payment request**, dated and signed by the legal representative, printed on the organisation's letterhead, including address and legal registration, if any. The VAT number is to be mentioned, or a declaration made to the effect that the beneficiary is exempt from VAT or VAT is to be paid when purchasing goods and services and the organisation does not have the right to recover VAT at the end of the year¹.
The beneficiary must inform the Commission of any interest or equivalent benefits yielded by pre-financing payments greater than €50.000. It must do so when submitting a request for payment of the balance. Any such interest will be directly deducted from payments. Interest is not due to the EU on pre-financing paid to Member States or, to their regional or local authorities including bodies under their control.
3. All documents relevant to the event, e.g. presentations, speeches, illustrations, etc., must be attached to the report in **electronic** form. Do not send paper copies unless expressly requested to do so. These documents include:
 - final programme;
 - all speeches and slides;
 - all documents distributed to the participants;
 - the list of speakers (and, if possible, their CVs);
 - the complete list of participants;
 - the assessment of the event by the participants (forms to be downloaded at OLAF's website: http://ec.europa.eu/anti_fraud/about-us/funding/index_en.htm);
 - including your overall summary of the feedback to participants;
 - copies of sub-contracting contracts, where applicable;
 - copies of all invoices (see Annex III of the grant agreement).

¹ It should be noted that VAT paid by a public body to operators who are subject to VAT (when purchasing goods or supplying services within the framework of the implementation of the co-financed action) is not eligible. The VAT thus collected by operators liable for tax will in fact be returned to accounts of the Member State of the public body. Considering this VAT as an eligible cost would lead to double financing (by the Union and by the fiscal revenue).

VII. FINANCIAL REPORT

A final financial report (excel format) is to be used, which is published at http://ec.europa.eu/anti_fraud/about-us/funding/index_en.htm

Before submitting the report, the beneficiary must check that the amounts shown in the financial tables take into account the information provided in the technical explanatory note (see Annex III of the grant agreement). The various financial tables form a coherent structure: the results obtained should be internally consistent. The amounts shown on this form must be in euro. Before submitting the report, the beneficiary must also carefully check that the totals and sub-totals presented are mathematically correct.

Expenses

Expenses claimed must have been incurred within the project period. No other expenses will be accepted. This means that the beneficiary must make any commitments for outstanding project expenses before the end of the project period.

No transfer between budget headings in excess of 10 % will be accepted without the prior approval of the Commission (see also Article I.3.4 of the grant agreement).

The invoices proving the project costs have to comply with the obligatory requirements for invoices: An invoice must give information as to who (name, address, VAT number if applicable) delivered to whom (name, address) what kind of service (description of service, e.g. translation of the report XY from English to French, 200 pages @ €32/page), when (dates) and at what rate).

Please list each item of expenditure separately and do not forget to fill in, under the column 'N° to be copied on supporting document', the number stated manually on each invoice, to link the costs stated on the final financial report.

Staff costs

Under the column 'name', you should give the staff member's full name. Under the column 'function' you should insert the function of the person, e.g.: secretary, project leader. Please use the same terms that you used to describe the person's function in the budget estimate.

Subsistence costs:

Subsistence costs are only considered as eligible costs when there is a signed list of participants accompanying the final financial report.

Finally, the beneficiary should be aware that all the supporting documents must be kept for at least five years by their organisation, in case of a possible audit by the Commission.

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VIII. SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE REQUEST FOR FINAL PAYMENT

The ranking number stated in the first column of the final financial report is to be shown on the supporting documents. Supporting documents may only be submitted as copies. Only invoices relating to the period covered in Article I.2 of the grant agreement are accepted.

1. Staff costs

Documents to be provided:
statutory staff/personnel of national administrations

- a copy of the employment contract for each project staff member, indicating duties, working hours, employment status and salary;
- time sheets for each project staff member, indicating working time and activity/tasks performed for the project, signed and dated by the employee and the employer;
- a copy of the salary slips or payrolls of each project staff member for each day worked on the project;
- a copy of the documents proving amounts of employers' tax and social contributions paid;
- in addition to the gross salary of each project staff member: proof of payment through a bank account of the salaries, tax and social contributions paid for each project staff member;
- a copy of the secondment decision (public officials)/letter of assignment (non-profit-making organisations) stating the name and function of the permanent employee seconded to the project.

External staff: interpreter, translator, hostess, speaker

- a copy of the contract or invoice indicating task, date, rates and amount to be paid;
- proof of payment (bank transfer).

2. Conference rooms and related charges

Documents to be provided: invoices and proof of payment.

3. Travel expenses

Documents to be provided:

- a copy of the invoice for flight or rail tickets stating name of passenger, date of travel and itinerary and proof of payment;
- copies of flight or rail tickets, including boarding passes;
- travel expenses by private car (personal or company car): a copy of the reimbursement claim made to the beneficiary. The cost of a journey by car is calculated at a rate per km in accordance with the internal rules of the organisation concerned up to a maximum of €0.22. If several people travel in the same vehicle, only one ticket/kilometre rate will be considered;
- Travel expenses by taxi: Original supporting documents duly and clearly complete (transfers to airports or stations at the place of the event, where public transport is not available);
- proof of payment or of reimbursement to the participant, if the ticket was purchased directly by him/her (payment through bank account, unless the Commission has authorised other forms of payment);
- a copy of the attendance list (dated and signed).

4. Subsistence expenses

Subsistence costs (hotel, meals, local transport) for eligible participants can be calculated in two different ways (only one choice can be made):

Documents to be provided:

1. Reimbursement on actual costs basis:

Documents to be provided:

- The attendance list of the meeting held, signed by all participants;
- Invoices indicating clearly the name of the person concerned, the dates of stay, the cost per night (excluding telephone and minibar expenses) or or separate document with the list of people issued by the hotel, if hotel invoice;
- Invoices indicating clearly the number of meals, if restaurant;
- Proof of payment or reimbursement in every case (payment through bank account).

2. Reimbursement on daily subsistence allowance (DSA) basis

The DSA includes all costs (hotel, meals, local transport, taxis, etc.) and must be within the limit set by the beneficiary; moreover, it must not exceed the maximum amounts set by the call for proposals, which can be found at the following URL: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

Documents to be provided:

- The attendance list of the meeting held, signed by all participants;
- Proof of payment or reimbursement.

5. Miscellaneous

Documents to be provided: invoices and proof of payment

6. Subcontracting expenses

Documents to be provided: The contract which must include: information on the services provided (including the terms of reference), the start and end dates of the contract, the price (breakdown and description of costs), timetable and payment arrangements.

7. Indirect expenses

Beneficiaries are not required to justify the total amount, but must bear in mind that the type of costs covered through overheads (general administrative costs) cannot be claimed under any other budget heading. An amount of overheads (with a maximum of 7 % of the eligible costs) must have been foreseen in the provisional budget of the project concerned.

