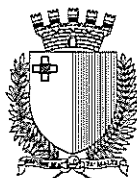


L-UFFICCJU TAL-PRIM MINISTRU



MALTA

OFFICE OF THE PRIME MINISTER

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

RA Circular 09/12

To: Project Leaders

From: Head of Responsible Authority

Date: 6th August 2012

Subject: Update to RA Circular 02/2012 – General Programme Solidarity and Management of Migration Flows (2007 – 2013)

Following the issuance of RA Circular 02/2012, the RA would like to inform all Beneficiaries that the new template of the Final Closure Report as announced in the said circular has been prepared and is being attached to this Circular and uploaded on the FPD website. This new template will be replacing the one present in the Manual of Procedures. To facilitate your work, the RA will be filling parts of the said template and will be submitting the document via email to your good selves.

The Final Closure Report for the 2010 projects needs to be submitted as a signed hard copy by the 30th September 2012. If the final reports are compiled earlier than the specified date, they can be sent to the RA as a soft copy, to be checked by the officers within the RA, and then submitted as a signed hard copy by the above mentioned date. In relation to the other projects submitted under the subsequent Annual Programmes, the attached final report would need to be submitted within 3 months following the closure of the eligibility period of the applicable Annual Programme.

Please abide by the above-mentioned deadlines.

A handwritten signature in black ink, appearing to read 'R. Scerri', written over a circular stamp or seal.

Raphael Scerri
Head of the Responsible Authority
Funds and Programmes Division

Annex 19 – Final Project Report

To be deleted where not applicable: External Borders Fund (EBF), European Return Fund (RF), European Refugee Fund (ERF), European Fund for the Integration of Third-Country Nationals (IF)

Report compiled by the Beneficiary organization

General Programme Solidarity & Management of Migration Flows
2007 – 2013

Project part-financed from the European Union
To be deleted where not applicable: External Borders Fund (EBF), European Return Fund (RF), European Refugee Fund (ERF), European Fund for the Integration of Third-Country Nationals (IF)

Co-financing rate: 75% EU Funds: 25% Beneficiary Funds



Sustainable Management of Migration Flows

Project Final Report

This final report is designed to assist in the evaluation of both the financial and qualitative objectives of this project. This will assist the RA to identify the extent to which the objectives of this project were reached.

Please submit this final report to your respective Project Manager within three months following the closure of your project.

Part I. Project Details *(This Part will be filled by the RA Official)*

Project Reference Number ¹	
Project Title	
Beneficiary	
Name of Project Partners (if applicable)	
Project Partner Contact Person (if applicable)	
Date of Grant Agreement	
Date of Addenda to the Grant Agreement	
Total Eligible Project Cost	
Project Start Date ²	
Project End Date	
Total Duration of the Activities of the Project in months ³	
Place(s) where the project was implemented	
Number and Dates of On the Spot Check	1.
Date of Interim Report Received (if applicable)	

¹ Please insert the reference as indicated in the Grant Agreement

Annex 19 – Final Project Report

	Project Cost as declared in the Grant Agreement	Actual Expenditure (the actual costs paid by the Treasury)	Final Project Costs to date (following any recoveries)
100%	€	€	€
75% EU	€	€	€
25% Beneficiary/National	€	€	€
Comments: <i>Provide justification if final costs are lower than 90% of those projected.</i>			

Budget Components: <i>Insert the budget components as per Grant Agreement</i>	Costs budgeted in the Grant Agreement	Actual Expenditure (the actual costs paid by the Treasury)
Staff Costs	€	€
Travel & Subsistence	€	€
Equipment	€	€
Real Estate	€	€
Consumables, Supplies & General Services	€	€
Subcontracting	€	€
Costs deriving directly from requirements linked to EU co-financing	€	€
Expert Fees	€	€
Specific Expenses in relation to target group	€	€
Indirect Costs	€	€
Total	€	€

Part 2. Project Implementation

2.1 Overall Project Summary : *(minimum half a page)*

Annex 19 – Final Project Report

2.2 Project Aims as described in the Grant Agreement

Please list down the aims of the project as provided in the Grant Agreement (please use bullet form)

-

2.3 Priorities of the Fund Addressed by the Project (This Part will be filled in by the RA official)

2.4 Description of activities

In the table below, please insert the list of activities/actions that were undertaken to contribute the established results as provided in the Grant Agreement and any extra activities carried out for the completion of the project. If the project involves partnership, please insert under the comments section the role of the partners in the activities. If an activity was not completed in full or was not completed within the eligibility period, please give the reasons under the Comments section.

Activity/Actions	Completed in full		Comments
	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Annex 19 – Final Project Report

2.5 Indicators					
List the output, result and impact indicators that were declared in the Grant Agreement	Result Achieved		Summary/ Description of Achievements or under achievements. ⁴	Explain the reason why results have been partially; under achieved or over achieved.	Highlight any remedial actions taken to address the under achievement of results.
	Yes	No			
Output Indicators					
1.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	<input type="checkbox"/>	<input type="checkbox"/>			
Result Indicators					
1.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	<input type="checkbox"/>	<input type="checkbox"/>			
Impact Indicators					
1.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	<input type="checkbox"/>	<input type="checkbox"/>			

Add extra rows if necessary

List any other results that were NOT anticipated in the Grant Agreement

2.6 Dissemination of results
<i>Please give a detailed description of measures undertaken to disseminate the results of the project.</i>

⁴ If result has been achieved, explain how it has been achieved; specify the duration, the countries involved, the number of participants, the implemented activities, the methods applied and the amount of the EU grant. Please be concise and clear.

Annex 19 – Final Project Report

Have you carried out additional measures assuring dissemination of project's results? Yes No

If so, please describe them, give additional information on the target group and include a timetable of the activities carried out.

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2.7 Administrative Adjustments

List down any administrative, management and monitoring changes, if any, present during the project implementation. Please provide a description of these changes and their impact on the project's output. Also highlight any financial implications.

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2.8 Risks & Threats

List down the risks and difficulties you may have encountered during the implementation of the project and how these were addressed.

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2.9 Evaluation

List down the methodology utilised to evaluate the project.

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Annex 19 – Final Project Report

In the section below, please give a description of the evaluation results.
Please provide your recommendations and observations on the basis of the evaluation results.

2.10 Sustainability of the Project
Describe how the benefits of the project will continue to be delivered after the project.

2.11 Publicity and Visibility
In the textbox below kindly list all the documents, leaflets, booklets, websites, press releases, and other visibility tools that publicised the Fund. Please attach all the publicity and visibility material you have in hand in relation to the project.
<ul style="list-style-type: none">••

Part 4. Signature of the legal representative

I the undersigned hereby certify that all the information and financial data contained in this final project report are accurate and complete to the best of my knowledge and believe.

None of the eligible costs stated within this report are or have been already partly or wholly funded by other EU Funds and to the best of my knowledge no other irregularity is present on the project.

The Beneficiary declares that none of the eligible costs within this reimbursement request is or has been already partly or wholly funded by other EU or National Schemes. If any reduction in working hours within my / our undertaking over the past year has been due to voluntary departure, disability, retirement on grounds of age, voluntary reduction of working time or lawful dismissal due to misconduct, and not as a result of redundancy.

The beneficiary allows the Responsible Authority and the European Commission to make available and use all data provided in this report for the purposes of managing and evaluating the External Borders Fund (EBF), European Return Fund (RF), European Refugee Fund (ERF), European Fund for the Integration of Third-Country Nationals (IF) All personal data collected for the purpose of this project shall be processed in accordance with the Data Protection Act.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Responsible Authority

The beneficiary declares having informed the partners (where applicable) and participants in its project on the provisions and practices regarding data protection applied under the External Borders Fund (EBF), European Return Fund (RF), European Refugee Fund (ERF), European Fund for the Integration of Third-Country Nationals (IF)

Having read and understood all of the above statements and conditions, I also understand that failure to adhere to any one (1) or more of the above will render me ineligible for reimbursement or payment and subject to recovery of funds should I have already been paid.

Name of Project Leader		Name of Legal Representative in capital letters	
		Designation of Legal Representative	
Stamp of Project Leader		Signature	

Date	
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