

**[MODEL]**

**Annual Implementation Report: <Year>**

**Cross-border cooperation between IPA II beneficiaries:**

**<Beneficiary X> - <Beneficiary Y>**

**(Article 80 of the Framework Agreement)**

Model template proposed by the CBIB+ 2 project team

Version of 3 April 2017

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Glossary of Acronyms

<…>

1. Identification

|  |  |
| --- | --- |
| CROSS–BORDER PROGRAMME | Programme title:  IPA II Cross–border programme <country A> – <country B> |
| <20XX-20XX> appropriations/allocations: <amount including the TASC> |
| ANNUAL REPORT ON IMPLEMENTATION | Reporting year: <from 1 January 20XX until 31 December 20XX> |
| Prepared by:   * <operating structure beneficiary X> * <operating structure beneficiary Y> |
| Date of examination of the annual report by the Joint Monitoring Committee: <date and type of procedure for its adoption, i.e. meeting or written> |
| Programme eligible area: <…> |

Legal basis: Article 80 of the IPA II Framework Agreement

2. Overview of the implementation of the cross–border cooperation programme

2.1 Achievement and analysis of the progress

<A summary of programme implementation during the reporting period, that is, the state of play with the implementation of calls for proposals including preparatory activities (e.g. partners’ search forums) and details or analysis of the evaluation; contracts signed (see model table below); progress with strategic projects; capacity building events for prospective applicants, grant beneficiaries (including helpdesk support), operating structures and JTS staff; JMC meetings; OSs technical meetings.>

<If relevant, include also information on the 2014-2020 programme revision or on the 2021-2027 programming.>

<Model table on the CBC contracts under implementation during the reporting period:

<Table no. : XX>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Thematic priority: <…> | | | | | | |
| Title and contract number | Name, type and country of origin of coordinator and partners involved | Brief project info | Start and end date | Total contracted amount/eligible costs and EU grant value | Main achievements to date | Comments> |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

2.2 Progress made in implementing the cross –border cooperation programme

<Very brief presentation of the CBC programme thematic priorities and specific objectives, along with a summary description of the progress made in implementing the cross-border cooperation programme and in particular in achieving the specific objectives per thematic priority (and also of the TA priority), including qualitative and quantitate elements indicating progress in relation to targets.>

2.2.1 Quantitative analysis

<Information on the progress made in implementing the cross–border programme with quantifications when possible using the targets and indicators included in the programme.

Analysis of the achievements as measured by the physical and financial indicators. Indicators shall be broken down by gender, where possible.

If the figures (data) are not yet available, information on when they will become available and when they will be included in the annual report on implementation should be provided. In addition, the information may be presented graphically.

Model table of indicators (output, outcome and impact) with an example per programme thematic priority, specific objective and result:

<Table no. : XX>

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Thematic priority: <…>**  **Specific objective: <…>**  **Result: <…>** | | | | | | | | | | | |
| **Name and type[[1]](#footnote-2)** | **Definition** | **Baseline** | | **Milestones** | | | | **Target** | | **Sources of information** | **Data collection responsibility and frequency** |
| **Value** | **Year** | **Value** | **Year** | **Value** | **Year** | **Value** | **Year** |
| (%) of students (disaggregated by gender) being employed (outcome indicator) | (%) of young boys and girls finishing secondary education finding employment within one year after the end of studies | 50% | 2017 | 60% | 2019 | 65% | 2021 | 70% | 2023 | Public  Employment  Service statistics | Grant beneficiaries  Quarterly |
|  |  |  |  |  |  |  |  |  |  |  |  |
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2.2.2. Qualitative analysis

<Qualitative analysis of the progress (conceptual advances and refinement of interventions) made in implementing the cross-border programme including an analysis of the impact of the programme in the eligible area, with a geographical scope (concentration/harmonious dispersion) and habitat differentiation (rural/urban). Explain how the programme has contributed or is going to contribute to better neighbourly relations as well as how you can measure or demonstrate this. Describe how operating structures and designated intermediary bodies kept track of the learning that occurs during the programme implementation period, for instance, for the establishment and operation of functional data collecting systems (for both statistical and administrative purposes). For qualitative analysis, the programme structures have to make recourse to data providing information on people’s views, opinions, or observations. These data are mostly collected through evaluations, monitoring visits findings, interviews, meetings, focus groups, opinion polls, surveys, etc. Finally, elaborate on how the cross-cutting issues (in particular those relevant to cohesion policy: equal opportunities, sustainable development and fight against discrimination) run across the design of calls for proposals and the implementation of grant contracts.>

2.3 Detailed information about the financial execution of the cross–border cooperation programme

<Detailed information on contracting and, under indirect management, disbursement of yearly appropriations per thematic priority and per type of grant beneficiary, including the project partners (co-beneficiaries).

<Analysis of the following factors:

* Financial status
* Information on co-financing
* Factors that impeded and/or delayed the financial implementation
* Factors that that had a positive impact on the financial implementation.>

Model table on the financial execution of CBC contracts under implementation during the reporting period:

<Table no. : XX>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Thematic priority: <…> | | | | | |
| Contract number | Names, type and countries of origin of the coordinator and other partners | | Start and end date | Total contracted amount/Estimated total eligible costs and EU grant value | Cumulated value of payments | Percentage of payments executed[[2]](#footnote-3) | Comments> |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |

2.4. Information on the steps taken by the operating structures and/or the joint monitoring committee to ensure the quality and effectiveness of implementation

2.4.1 Monitoring and evaluation

<Monitoring measures taken by the operating structures or the joint monitoring committee, including data collection arrangements, review of grant contract reports, findings and follow-up on recommendations of the monitoring visits.

In programmes implemented under indirect management, preparation, execution, findings, recommendations and follow-up on evaluation measures taken by the operating structure where the contracting authority is located (see Article 57 of the FWA). In programmes implemented under direct management, support, findings, recommendations and follow-up on evaluation measures undertaken by the Commission.> .>

2.4.2. Problems encountered and corrective actions

<Summary of any significant problems encountered in implementing the programme and in ensuring sustainability, as well as any corrective actions taken and recommendations for further action.

Recommendations for (further) corrective actions.>

2.5 Visibility and publicity

<Measures taken to ensure the visibility and publicity of the programme (i.e. communication and visibility plan, see Article 78 of the FWA), including promotional items, press clipping follow-up, advertising in mass media, examples of best practice, highlighting significant events such as workshops, conferences, round tables, forums, the European Cooperation Day and project fairs; maintenance of a database of prospective applicants, the programme website, etc.>

2.6 The use made of technical assistance

<Detailed explanation of the use made of technical assistance and, where appropriate the preparation of a bid for the following negotiated procedure, along with a summary table of the activities funded under the TASC for the reporting period, financial data on the use of resources under the TASC, plans for an addendum of the TASC and any significant problems encountered in implementing the TA budget. Finally, an analysis of the output, outcome and impact indicators of the TASC has to be presented in a similar way as in section 2.2.1 above

<Table model for the reporting period:

<Table no. : XX>

| **List of activities carried out** | **Problems encountered (per activity where relevant)** | **Data on the use of resources (fees, incidental expenses, expenditure verification)** | **Plans and content of addendums** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |

2.7 Changes in the context of the cross–border programme's implementation

<If relevant, description of any element which, without stemming directly from the assistance of the programme, have a direct impact on the programme's implementation (e.g. legislative changes, relevant socio–economic changes, etc.)>

2.8 Complementarities with other sector policies or instruments

<A summary of the programme’s actual coordination and coherence with other EU Member States and national programmes or initiatives. Coordination and coherence of the programme with other Community policies. Complementarity with other financial instruments and/or international assistance.>

2.9 Success stories

<Describe in terms of results achieved one but preferably two examples of grant contracts whose period of implementation ended during the reporting period and which could be considered under the following parameters as a success story:

* Genuine CBC dimension (“*joint implementation of activities by partners resulting in the intensification of cross-border links and sustainable cross-border partnerships and/or the removal of cross-border obstacles to sustainable socio-economic development*”).
* Genuine CBC impact: better neighbourliness and a benefit to people from both sides in a way that a ‘national project’ would not have managed.
* Innovative: by field, by the partners involved or the activities and methods applied.
* Efficient: Results achieved in time and in line with the planned budget.
* Good dissemination: visibility, replicability, multiplier and/or spill-over effects.
* Good sustainability prospects: likely benefits beyond the project duration and long-lasting partnership.>

< The stories could have the following structure:

Catching sentence summarising the project success

Title of the project

Thematic priority

Location: Municipalities per country

Type of project partners

Budget amount (incl. EU grant)

Problem background

Objective(-s) achieved (including statements of partners)

Main results attained

Main activities carried out

Start and completion dates

Website

Contact details of the CBC partners>

1. Each indicator shall be identified as impact, outcome or output indicator. [↑](#footnote-ref-2)
2. [Cumulated value of payments/EU grant value] x 100 [↑](#footnote-ref-3)