



# DG Justice

## Project Management



European  
Commission

## Project Life Cycle

*Start  
Eligibility*



*End  
Eligibility*

*Closing of  
Project*

AMENDMENTS



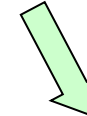
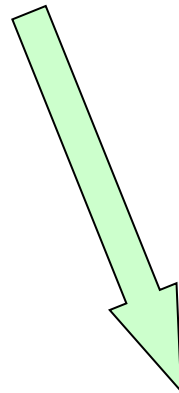
Proposal

Grant  
Agreement

Progress  
report

Final  
Report

AUDIT



Pre-  
financing  
payment



2nd Pre-  
financing  
payment (if  
applicable)



Final  
Payment  
/  
Recovery



# Progress Report

- 15 March 2014
- Technical implementation report
- Summary financial statement

# Final Report

- 31 May 2015
- Final technical implementation report
  - Narrative report
  - Meeting reports, presentations, signed attendance lists, etc.
  - Publications, products and any other planned deliverables
- Financial statement
  - Signed cost claim
  - Detailed budget execution - List of expenses
  - Budget & execution summary
  - VAT declarations

# Evaluation of Reports

- **Policy Officer**
  - Evaluation of the technical content of the Report and the results of the project
- **Project Officer**
  - Operational and administrative aspects and outputs
- **Financial Officer**
  - Eligibility of costs, implementation period, supporting documents, exchange rates, VAT, etc.

# Reporting starts now !

- Supporting documents
  - Financial supporting documents
  - Dissemination material
  - Meetings and events reports,
  - Signed attendance lists
  - Publications
- Financial statement

# Recommendations

- Study the grant agreement and the contractual obligations
- Study the management guide
- Read your project description again
- Monitor the timeline
- No changes unless they are absolutely necessary and the EC has agreed to them in writing



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Thank you for your attention!