[Insert ETC/XXX and/or logo(s)]

|  |  |
| --- | --- |
|  |  |

Specific Agreement 333x/B20xx/EEA.xxxx

Action Plan 20XX-XX

Final Report

Key deliverable

Version x.x

Date: DD.MM.YEAR

Prepared by/compiled by:

Organisation:

Contents

[1 Summary 3](#_Toc65837640)

[1.1 Introduction 3](#_Toc65837641)

[1.2 Main highlights 3](#_Toc65837642)

[1.3 Problems encountered 3](#_Toc65837643)

[1.4 Risk Management 3](#_Toc65837644)

[1.5 Stakeholder Management 3](#_Toc65837645)

[1.6 ETC communication 4](#_Toc65837646)

[1.7 Lessons Learned and Best Practices 4](#_Toc65837647)

[2 key deliverables accepted (cumulative) 5](#_Toc65837648)

[3 Percentage of staff days spent by end SA (cumulative) 7](#_Toc65837649)

[4 Estimated spending of budget per partner (cumulative) 7](#_Toc65837650)

[5 Estimated spending of budget per task (cumulative) 7](#_Toc65837651)

# Summary

[The purpose of this final report is to summarise and document all the key elements that are found during the implementation of the specific agreement. The report is developed from the regular progress reports, providing in addition an overall evaluation of the delivery of the action plan(s) and document lessons learned, best practices and offer post project recommendations. Extensive text is not needed. Summary lists can be used to capture the main elements. ]

## Introduction

[Short text introducing work of the ETC during the SA.]

## Main highlights

[Brief summary of main activities and products delivered, etc. Highlights can also be around improvements such as those delivering more effective information or knowledge uptake or efficiencies in processing regular tasks (ex due to technological improvements) Sometimes these two aspects may happen at the same time – ex a dataflow processing is made more efficient and at the same time the outputs are extended or the quantity of data processed is increased within the original budget scope. ]

## Problems encountered

[Brief summary of major issues/obstacles encountered, if applicable]

**Summary of signed change requests during SA**

[If applicable]

## Risk Management

[Highlight:

* Significant risks that were identified and actually occurred
* Significant risks that occurred but were not identified
* Effectiveness of the selected strategies and action plans for the risks that actually occurred
* Identify risks that need to be taken into account in future AP
* Note best practices and lessons learned. ]

## Stakeholder Management

[Summarise the effectiveness of stakeholder management in the project. Stakeholders include organisations critical to the success of the work and could be other organisations in other ETC consortia, People or units in DG Env and EEA

Highlight:

* Key stakeholders that weren't identified at project start
* Stakeholder management activities that were particularly effective
* Stakeholder management activities that could have been done better or should be avoided
* Stakeholders that need to be engaged in the following AP
* Identify and outline specific issues.
* Note best practices and lessons learned]

## ETC communication

[Summarise the effectiveness of the communication plan developed for the project

Highlight:

* + Communication activities that were particularly effective
  + Communication activities that could have been done better or should be avoided
  + Identify and discuss specific issues.
  + Note best practices and lessons learned]

## Lessons Learned and Best Practices

[Summarise the lessons learned and any recommendations. You can also suggest next steps required to actually implement any improvement ideas. Recommendations might also be suggestions follow up activities to improve efficiency or effectiveness. You can organise and present these in categories (e.g. technical, governance, project management, risk management, etc. ]

# key deliverables accepted (cumulative)

**[The first five columns of this table should be copied from respective APs]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Due date**  **(as per AP)** | **Task number** | **Title** | **ETC task manager** | **EEA Responsible** | **New due date (ref to**  **Change Request/ Amendment No)** | **Delivered (upload)** | **Comments** |
| DD/MM/YYYY |  | Title with hyperlink to Forum folder for key deliverable |  |  |  | DD/MM/YYYY |  |
| DD/MM/YYYY |  | Title with hyperlink to Forum folder for key deliverable |  |  |  | DD/MM/YYYY |  |
| DD/MM/YYYY |  | Title with hyperlink to Forum folder for key deliverable |  |  |  | DD/MM/YYYY |  |
| DD/MM/YYYY |  | Hyperlink to forum folder for key deliverable |  |  |  | DD/MM/YYYY |  |
| DD/MM/YYYY |  |  |  |  |  | DD/MM/YYYY |  |
| DD/MM/YYYY |  |  |  |  |  | DD/MM/YYYY |  |

**Resources [from AP]**

**Staff (days)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner** | **Seniority or name** | **No of days budgeted** | **No of days spent** |
| Partner 1 |  |  | [Cumulated to end SA] |
| Partner 1 |  |  |  |
| Partner 2 |  |  |  |
| Partner 2 |  |  |  |
| etc. |  |  |  |
| **Total** | |  |  |

# Percentage of staff days spent by end SA (cumulative)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Partner 1** | **Partner 2** | **Partner 3** | **Partner 4** | **Partner 5** | **Etc.** |  |  |  |  |  |  |  |  |
| x.x.x.x | xxx% | xxx% |  |  |  |  |  |  |  |  |  |  |  |  |
| x.x.x.x | xxx% | xxx% |  |  |  |  |  |  |  |  |  |  |  |  |
| x.x.x.x | xxx% | xxx% |  |  |  |  |  |  |  |  |  |  |  |  |
| x.x.x.x | xxx% | xxx% |  |  |  |  |  |  |  |  |  |  |  |  |

# Estimated spending of budget per partner (cumulative)

|  |  |  |  |
| --- | --- | --- | --- |
| Partner | Percentage of consumed budget | Consumed budget (€) | Total Budget (€) |
| Partner 1 |  |  |  |
| Partner 2 |  |  |  |
| Partner 3 |  |  |  |
|  |  |  |  |

# Estimated spending of budget per task (cumulative)

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Percentage of consumed budget | Consumed budget (€) | Total Budget (€) |
| x.x.x.x |  |  |  |
| x.x.x.x |  |  |  |
| x.x.x.x |  |  |  |
|  |  |  |  |