

Annex 4.5 - Model Grant Agreement for multi-beneficiary action

Annex V - Model Technical Report

CALL FOR PROPOSALS **2022/CFP/RIU/01 – NOVEL TECHNOLOGIES FOR BORDER MANAGEMENT (OPEN THEME)**

FRONTEX RESEARCH GRANTS PROGRAMME

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# Instructions

* This template is to be used by the beneficiaries of a grant to fund an action under the Frontex Research Grants Programme – Call for Proposals 2022/CFP/RIU/01 in order to produce the following two Technical Reports (see the Call for Proposals paragraph 11.6), which represent the main project monitoring and reviewing mechanism:
  + **Interim Technical Report**, to be submitted to Frontex within 10 working days from the midterm date of the project (end of Reporting Period 1); this Technical Report is also an accompanying document to the **Request for Interim Payment** to be submitted by the Coordinator to Frontex within 60 calendar days following the end of the Reporting Period 1.
  + **Final Technical Report**, to be submitted to Frontex not later than 15 working days before the closing date of the project (end of Reporting Period 2); this Report is also an accompanying document to the **Request for Final Payment** to be submitted by the Coordinator to Frontex within 60 calendar days following the end of the Reporting Period 2.
* The structure of this Report cannot be altered or manipulated (it must contain all its parts).
* Into each section of this template there are guidelines and information to guide the Coordinator in correctly completing them and providing the required information. All instructions and guidelines are in blue text. Please remove this text once you correctly completed these sections.
* This template must be properly filled-in in all its sections:
  + electronically in English;
  + following the instructions provided into each section.
* The following formatting conditions apply to the body text and the text in tables in sections 1 to 8:
  + Font Type and colour: Trebuchet MS (Windows platforms), black colour.
  + Font size: The minimum font size allowed is 9 points, the maximum is 10 points.
  + Character and Line spacing: Standard character spacing and a minimum of single line spacing is allowed.
  + Page size and margins: must be as in this template (not to be changed in its layout for page size and margins).
  + Text elements other than the body text and the text in tables, such as footnotes, captions, formula's, may deviate from the indications above, but must be legible.
* **Page limit**: **sections 3 to 7 together, should not be longer than 20 pages, and not shorter than 15 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit**.
* The information provided in this Report must be **complete**, **correct**, **concise** and **readable**. Frontex may ask any of the co-beneficiaries to provide additional information other than that included into this Report or clarifications regarding the content of the Report.
* This Report has to be signed by the **Legal Representative** of the Coordinator in [section 8](#_Signature).
* Once completed, please save the Report both in .docx (not signed) and .pdf (signed) versions with the following filename: <*Type of Technical Report*> - <*Project Acronym*>

where:

* *Type of Technical Report* is either “Interim Technical Report” or “Final Technical Report” depending on the type of report it is intended to be;
* *Project Acronym* is the acronym of the project as in the Description of the Action (DoA).

and send both versions (.docx and .pdf) to Frontex by email to the address and with the modalities indicated in the Grant Agreement article I.7.

* Please make sure that this Report:
* is submitted on the correct form, completed in full and dated;
* is signed by the Legal Representative of the Coordinator;
* presents costs in [paragraph 6.4](#_Costs) in conformity with the funding rules, the Grant Agreement and its amendments (if any);
* meets the submission arrangements set out in the Call for Proposals and in the Grant Agreement;
* is submitted by the deadline.
* By submitting this Technical Report, the co-beneficiaries accept that Frontex has the right to use any non-sensitive information contained in this Report for communication, dissemination and publicity purposes, during the project implementation or afterwards, according to the provisions contained in the Grant Agreement. Regarding this, please make sure that any sensitive information that this Report might contain is explicitly marked as such in this document. If no such a marking is included, Frontex will consider the information provided as non-sensitive.

# General information

|  |  |
| --- | --- |
| **PROGRAMME CONCERNED** | FRONTEX RESEARCH GRANTS PROGRAMME |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** | **2022/CFP/RIU/01** |
| **TITLE OF THE CALL** | **NOVEL TECHNOLOGIES FOR BORDER MANAGEMENT (OPEN THEME)** |

|  |  |  |
| --- | --- | --- |
| **Grant Agreement (GA) number** | | Please insert here the number of the signed Grant Agreement. |
| **Amendments to the Grant Agreement**  **(if any)** | | In case any amendments to the GA were done until the date of this report, please list them here indicating their reference numbers. |
| **Project Title** | | Please insert here the title of the action as indicated in the GA. |
| **Project Acronym** | | Please insert here the acronym of the project. |
| **Identity of the grant beneficiaries** | **Beneficiary No 1**  **(Coordinator)** | Please insert here the name of the first beneficiary, which will also be the Coordinator of the consortium. |
| **Beneficiary No 2** | Please insert here the name of the second beneficiary. |
| **Beneficiary No 3** | Please insert here the name of the third beneficiary (if any). |
| **Beneficiary No 4** | Please insert here the name of the fourth beneficiary (if any). |
| **Duration (months)** | | Please insert here the duration (in months) of the action as indicated in the GA. |
| **Start date of the project** | | Please insert here the official start date of the project as indicated in the GA [dd/mm/yyyy]. |
| **End date of Reporting Period 1** | | Please insert here the end date of the Reporting Period 1 for the project as indicated in the GA [dd/mm/yyyy]. |
| **End date of Reporting Period 2**  **(End date of the project)** | | Please insert here the end date of the Reporting Period 2 for the project as indicated in the GA [dd/mm/yyyy]. This shall correspond to the end date of the project. |
| **Total estimated eligible costs declared on the basis of lump sums (EUR)** | | Indicate here the **Total estimated eligible costs declared on the basis of lump sums** as in the Estimated Budget annexed to the GA – section 7. |
| **Maximum amount of the grant (EUR)** | | Please insert here the *maximum amount of the grant* (in EUR) as indicated in the GA. |
| **Name of the Contact Person of the Coordinator** | | Please insert here the Name and Surname of the Contact Person of the Coordinator as indicated in the Grant Application Form. |
| **Name of the Legal Representative of the Coordinator** | | Please insert here the Name and Surname of the Legal Representative of the Coordinator as indicated in the Grant Application Form. |
| **Date of the Kick-off Meeting** | | Please insert here the date of the Kick-off Meeting of the project [dd/mm/yyyy]. |
| **Period covered by this Technical Report** | | **Reporting Period 1**  **Reporting period 2** |
| **Type of Technical Report** | | **Interim Technical Report**  **Final Technical Report** with annexed the **Research Report** |
| **Version of the document** | | Please insert here the number of the version of this Technical Report (version 1, version 2, … version n). |
| **Authors of the Technical Report** | | Please insert here the Name and Surname of the authors of this Technical Report, who must be listed amongst the members of the Project Team whose composition is reported in the DoA. |
| **Date of submission of this Technical Report to Frontex** | | Just before sending this report to Frontex, please insert here the date of submission [dd/mm/yyyy]. |
| **Date of Interim Review Meeting**  **(if applicable)** | | If an *Interim Review Meeting* was agreed with Frontex to briefly present and discuss the content of the Interim Technical Report, please insert here the relevant date [dd/mm/yyyy]. If this date is not available, please insert “Not available”. |
| **Date of Final Review Meeting**  **(if applicable)** | | If a *Final Review Meeting* was agreed with Frontex to briefly present and discuss the content of the Final Technical Report (including the Research Report), please insert here the relevant date [dd/mm/yyyy]. If this date is not available, please insert “Not available”. |

# Executive Summary

This section must contain a concise summary of the whole Technical Report and must be drafted with suitable quality to enable direct publication by Frontex. It should be easy to read, i.e. written in a language easily understandable by a broader public, thereby promoting the dissemination and supporting the exploitation of the outcomes of research projects funded through the Frontex Research Grants Programme. **It must not exceed 4000 characters (with spaces)**. This part must not contain any sensitive information[[1]](#footnote-2).

This Executive Summary must be drafted as a "stand-alone" text. No references should be made to other parts of the report. References can be made only to publicly available information. Diagrams or photographs illustrating and promoting the work of the project can be included[[2]](#footnote-3).

Please make sure this text includes a **very concise summary** of:

* the context and overall objectives of the project;
* the work performed **from the beginning** of the project to the end of the period covered by this report, i.e.:
  + if this is the Interim Technical Report, the work performed in Reporting Period 1;
  + if this is the Final Technical Report, the work performed in Reporting Period 1 and Reporting Period 2 (i.e. the whole project implementation period);
* the main results achieved since the beginning of the project;
* progress beyond the state of the art since the beginning of the project;
* expected results until the end of the project (if this is the Interim Technical Report) or potential future exploitation paths (if this is the Final Technical Report).

# Overall assessment

|  |  |
| --- | --- |
|  | The project has **fully achieved** its objectives and milestones foreseen for the Reporting Period, **delivering exceptional results** with significant immediate or potential impact |
|  | The project has **fully achieved** its objectives and milestones foreseen for the Reporting Period. |
|  | The project has **achieved most** of its objectives and milestones foreseen for the Reporting Period with **relatively minor deviations**. |
|  | The project has **achieved some** of its objectives and milestones foreseen for the Reporting Period; however, **corrective actions will be required**. |
|  | The project has **failed to achieve** critical objectives and/or milestones foreseen for the Reporting Period and/or is **severely delayed**. |

In the questionnaire above, please tick only the line that best describes the status of the project at the end of the Reporting Period.

In this section, please provide an overview and self-assessment about the overall progress and achievements **from the beginning** of the project to the end of the period covered by this report, in particular:

* the overall work carried out by the Project Team;
* the overall progress done towards the objectives of the project;
* the main scientific/technological results achieved so far;
* any deviations, corrective actions or delays experienced;
* the work to be carried out in the next Review Period (only if this is the Interim Technical Report).

# Excellence

## Objectives

|  |  |  |
| --- | --- | --- |
|  | Yes | Not |
| Are the objectives of the project still scientifically and /or technologically relevant? |  |  |
| Are there any significant deviations in the objectives compared to the original ones (as specified in the DoA)? |  |  |
| Is the work carried out during the Reporting Period in line with objectives and work plan as specified in the DoA? |  |  |

In this section, please concisely:

* list the main scientific objectives of the project consistently with those indicated in the DoA;
* summarise the work carried out **during** the Reporting Period towards the achievement of each listed objective;
* provide information on any significant deviations (if there are) in the objectives compared to the original ones (as specified in the DoA) that occurred **during** the Reporting Period;
* provide clear and measurable details.

## Research Methodology

|  |  |  |
| --- | --- | --- |
|  | Yes | Not |
| Is there any significant deviation in the research methodology compared to the original one (as specified in the DoA)? |  |  |
| Is the work carried out during the Reporting Period in line with the research methodology as specified in the DoA? |  |  |

In this section please concisely:

* describe how the proposed methodology and/or which part of it was applied **during** the Reporting Period;
* provide information on any significant deviations (if there are) in the research methodology compared to the original one (as specified in the DoA) that occurred **during** the Reporting Period.

# Scope of the research

|  |  |  |
| --- | --- | --- |
|  | Yes | Not |
| Have the research already started to showcase innovative results as foreseen in the DoA? |  |  |
| Is there any significant deviation in the scope of the research compared to the original one (as specified in the DoA)? |  |  |
| Is the work carried out during the Reporting Period in line with the scope of research as specified in the DoA? |  |  |
| Are there any significant deviations between the technical characteristics (e.g. functionalities, general design concept and targeted performance specifications) of the technological solution originally envisaged (as described in the DoA) and those of the actual technological solution being developed in the project? |  |  |

In this section please concisely report on the progress towards achieving the scope of the research obtained **during** the Reporting Period, in particular with reference to:

1. **The nature of the envisaged technological solution and technical specifications:**

* provide information on progress towards achieving the expected **technical characteristics** (e.g. functionalities, general design concept and targeted performance specifications) for the technological solution under development;
* provide information on any significant deviations (if there are) between the technical characteristics (e.g. functionalities, general design concept and targeted performance specifications) originally envisaged (as described in the DoA) and those of the actual technological solution being developed in the project;

1. **Contributing to the General Objectives of the Call:**

* Describe concisely how the work done during the Reporting Period contributed to the General Objectives of the Call.

1. **Contributing to the Specific Objectives of the Call:**

* Describe concisely how the work done during the Reporting Period contributed to the Specific Objectives of the Call.

1. **Matching the Themes of the Call:**

* Describe concisely how the work done during the Reporting Period contributed to developing an innovative technological solution potential to address operational tasks relevant to border management.

1. **Targeting the Priorities of the Call:**

With reference to the technological solution under development, describe concisely the progress towards:

* Priority 1 (Focus on applied research): **evolving from the initial TRL to the final TRL**;
* Priority 2 (Present innovation potential): **going beyond the state of the art**;
* Priority 3 (Realise viable technological solutions): **achieving viability** (i.e. feasibility, cost-effectiveness and suitability for operationalisation);
* Priority 4 (Contribute to the Thematic Categories): **contributing to the Thematic Categories** listed in the Call for Proposals;

1. **Producing the Expected Outputs of the Call**: describe concisely the progress done during the Reporting Period towards the final outcome of the project (novel technological concepts, proof-of-concepts, or prototypes to be formulated, realised, validated or demonstrated), as well as the delivery of the Research Report.

Please also report on any synergies or complementarities (if there are) established with foreseen, ongoing or completed research projects conducted in the MSs/SACs in the field of border security.

If this project is part of a larger-scale research initiative that the co-beneficiaries are conducting or to which the co-beneficiaries are taking part, which is funded by other sources, please provide concise information on how such a connection has evolved during the Reporting Period.

# Implementation

## Overview

|  |  |  |
| --- | --- | --- |
|  | Yes | Not |
| Has the project been efficiently and effectively managed? |  |  |
| Is the management of the project in line with the obligations of the co-beneficiaries? |  |  |
| Have there been any changes (in composition or role of members) in the Project Team? |  |  |

Please provide here a very short overview of the progress done by the Project Team, **during** the Reporting Period in terms of:

* the implementation of the work plan and the corresponding achievements;
* the risks that materialised and the main difficulties encountered;
* the status of the costs.

In case there have been any changes in the composition or the role of the members of the Project Team, please provide here a short explanation of the changes and the reasons behind them.

## Progress on Work Packages

|  |  |  |
| --- | --- | --- |
|  | Yes | Not |
| Is there any significant delay in the execution of the activities planned to be executed during the Reporting Period? |  |  |
| Are the work performed within each of the Work Packages and the corresponding Objectives, Deliverables and Milestones in line with those committed in the DoA? |  |  |
| Were the human resources (person-months) and instrumental resources used as described in the DoA and were they actually necessary to achieve the objectives of the work? |  |  |

* Please list, in **Table 1**, the **completed** WPs and corresponding Deliverables produced (if any), Milestones achieved, the actual implementation period (start/end calendar dates) and Person-Months that were needed since the beginning of the project. If this is the Final Technical Report, please remember that there is a **mandatory deliverable** that shall be obligatorily included in your workplan and made available to Frontex at the end of the project: the **Research Report** (see the Call for Proposals – paragraph 11.6.1).
* For each of the WPs on which some progress has been done (not only those completed) **during** the Reporting Period, please provide the relevant information using **Table 2.X** below (to be replicated for all the WPs you have worked on during the Reporting Period). In doing this, please follow the guidelines included in the same table, be consistent with the information provided in the similar tables in the DoA, and:
  + in the field “**Person-Months**”, please insert the number of Person-Months actually devoted to the execution of the WP during the Reporting Period;
  + in the field “**Start Date**”, inset the actual calendar date when the WP activities started;
  + in the field “**End Date**”, inset the actual calendar date when the WP activities ended (if the WP has already been completed during the Reporting Period) or the foreseen end date (if not completed yet).

| **List of completed Work Packages** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| WP No | Work Package Title | Deliverables[[3]](#footnote-4) | Milestone[[4]](#footnote-5) | Start Date | End Date | Person-Months |
| WP 1 |  |  |  |  |  |  |
| WP 2 |  |  |  |  |  |  |
| WP 3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| WP n |  |  |  |  |  |  |
| Total Person-Months | | | | | |  |

**Table 1 – List of completed Work Packages and corresponding Deliverables, Milestones and Person-Months needed** (add/delete as many lines as necessary).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package No |  | Work Package  Title | **Here insert the WP Title as in the DoA.** | | | Person-Months | |  |
| Status | **completed** | Start Date | |  |
| **in progress** | End Date | |  |
| Contributing beneficiaries | | Beneficiary No 1 | | Beneficiary No 2 | Beneficiary No 3 | | Beneficiary No 4 | |
| Person-Months by each beneficiary | |  | |  |  | |  | |
| Objectives | | | | | | | | |
| Here briefly explain what you wanted to achieve as result of the work performed in this WP. | | | | | | | | |
| Description of work | | | | | | | | |
| Explain the work carried out in the WP **during** the Reporting Period giving details of:   * the research activities performed; * the results of any assessments conducted (e.g. tests, experiments, trials, validations or demonstrations) and the corresponding laboratory environment used; * any proof-of-concepts or prototypes realised; * the researcher(s) involved; * the research infrastructure(s) used.   In the rows below, please provide a very brief overview of the contribution to the work performed in this WP by each of the co-beneficiaries. | | | | | | | | |
| **Beneficiary No 1** |  | | | | | | | |
| **Beneficiary No 2** |  | | | | | | | |
| **Beneficiary No 3** |  | | | | | | | |
| **Beneficiary No 4** |  | | | | | | | |
| Deviations from the original Work Plan | | | | | | | | |
| In case there is any deviation from what was foreseen in the original Work Plan (as in the DoA), please explain:   * which critical objectives of the WP are not fully achieved or achievable; * which foreseen research activities were not fully implemented, and/or are not on schedule; * which deviations were detected between actual and planned use of resources (especially Person-Months for the Work Package); * the reasons for deviations from the DoA (if there are) and the proposed corrective actions; * the consequences of the deviations on the project in terms of impact on the overall work plan, on other WPs and/or on the available resources (especially Person-Months). | | | | | | | | |
| Deliverables | | | | | | | | |
| * Please name the Deliverables with the same convention used in the DoA. * Here briefly list and describe the type and content of the Deliverables produced (if any). | | | | | | | | |
| Milestone | | | | | | | | |
| * Please name the Milestone with the same convention used in the DoA. * Here, briefly describe the progress towards the achievement of the Milestone. **The information provided should address specifically the milestone and the corresponding means of verification as set out in the DoA.** Remember that, as explained in the Call for Proposals – paragraph 11.4, the grant amount will be paid out to the co-beneficiaries only for the completed WPs. The completion of a WP shall be demonstrated through the achievement of the corresponding milestone. | | | | | | | | |

**Table 2.X – Description of progress in Work Package during the Reporting Period** (table to be replicated for each WP on which some progress has been done (not only those completed) during the Reporting Period, changing the numbering i.e. Table 2.1 for WP 1, Table 2.2 for WP 2, etc.)**.**

## Project risks

|  |  |  |
| --- | --- | --- |
|  | Yes | Not |
| Are all the critical implementation risks, mitigation measures and contingency measures described in the DoA still relevant? |  |  |
| Is there any need to update the list of critical risks in order to add new ones? |  |  |

In this section, please do the following:

* Please list in **Table 3** below all the critical risks included in the DoA, plus any unforeseen (i.e. not already included in the DoA) critical risks (if any) that emerged from the beginning of the project to the end of the Reporting Period.
* Please fill-in **Table 4** below to give the state of play of every risk identified in Table 3 and, if necessary, propose (in “Comments”) new mitigation or contingency measures.

| **List of critical risks** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| No | Description of critical risk | L | S | WPs involved | Risk mitigation measures | Contingency measures |
| R1 |  |  |  |  |  |  |
| R2 |  |  |  |  |  |  |
| R3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| Rn |  |  |  |  |  |  |

**Table 3 – Updated list of critical risks** (add/delete as many lines as needed)**.**

| **List of critical risks** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Is the risk still relevant? | | Did you apply the risk mitigation measures? | | Did the risk materialise? | | If the risk materialised, did you apply the contingency measures? | | Comments  [*insert comment if needed; mandatory if*   1. *the risk is not relevant anymore, or* 2. *the risk mitigation measures have not been applied, or* 3. *the risk materialised and the contingency measures not applied,*   *explaining the motivation.*  *If necessary, propose here new mitigation or contingency measures*.] |
| yes | no | yes | no | yes | no | yes | no |
| R1 |  |  |  |  |  |  |  |  |  |
| R2 |  |  |  |  |  |  |  |  |  |
| R3 |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |
| Rn |  |  |  |  |  |  |  |  |  |

**Table 4 – State of play of critical risks** (add/delete as many lines as needed)**.**

## Costs

|  |  |  |
| --- | --- | --- |
|  | Yes | Not |
| Were the financial resources used as described in the DoA and in the Estimated Budget, and were they necessary to achieve the project objectives? |  |  |
| Are there any deviations from the Estimated Budget, i.e. between actual and planned costs (as stated in the DoA and the Estimated Budget)? |  |  |
| During the Reporting Period, did you need to apply any adjustments to the Estimated Budget, including transfers between the different cost categories or between the different Work Packages? |  |  |

In this section please concisely report on the use of financial resources **during** the Reporting Period. In particular:

* please briefly summarise the project’s financial management and cost effectiveness and provide a short overview of the budget used; if you encountered difficulties related to financial management, please indicate the type of problems and the solutions found to address them;
* include information on deviations (if any) between actual and planned costs (as stated in the DoA and in the Estimated Budget), explaining the reasons and the connection of these with the progress of the work plan (especially for costs of personnel and equipment);
* if during the Reporting Period there has been the need to change the budget breakdown, including transfers between the different cost categories or between the different Work Packages, please provide concise explanations of the changes done and why they were necessary to achieve the objectives of the project;
* Budget Breakdown: The breakdown of the costs incurred by each co-beneficiary on each WP (completed or not) during the Reporting Period shall be summarised in the corresponding Financial Statement excel file. Therefore, it is not necessary to report it here.
* **Cost breakdown for WPs and justification**: From the Financial Statement excel file – “*Claimed Eligible Costs*” worksheet, please:
  + extract the cost figures resulting under the “*Sub-total for cost category 1 to 6*” and the “*Total claimed eligible costs declared on the basis of lump sums*” for each WP (completed or not) on which costs were incurred during the Reporting Period;
  + using these cost figures, complete the **Table 5.X** below (one table for each WP);
  + for each of the different categories of costs (and for each co-beneficiary), provide, in the same table, a clear and concise **justification** of the incurred direct eligible costs.

Costs must be fully consistent with the research activities conducted under the WP as described in [paragraph 6.2](#_Progress_on_Work).

| Work Package No |  | Cost breakdown per WP | | |
| --- | --- | --- | --- | --- |
| Direct Eligible Costs | | Sub-total for cost category (EUR) | Justification | |
| **1. Costs of personnel** | |  | Beneficiary No 1 |  |
| Beneficiary No 2 |  |
| Beneficiary No 3 |  |
| Beneficiary No 4 |  |
| **2. Costs of travel and related subsistence allowances** | |  | Beneficiary No 1 |  |
| Beneficiary No 2 |  |
| Beneficiary No 3 |  |
| Beneficiary No 4 |  |
| **3. Costs of equipment or other assets** | |  | Beneficiary No 1 |  |
| Beneficiary No 2 |  |
| Beneficiary No 3 |  |
| Beneficiary No 4 |  |
| **4. Costs of consumables and supplies** | |  | Beneficiary No 1 |  |
| Beneficiary No 2 |  |
| Beneficiary No 3 |  |
| Beneficiary No 4 |  |
| **5. Costs arising directly from requirements imposed by the Agreement** | |  | Beneficiary No 1 |  |
| Beneficiary No 2 |  |
| Beneficiary No 3 |  |
| Beneficiary No 4 |  |
| **6. Duties, taxes and charges** | |  | Beneficiary No 1 |  |
| Beneficiary No 2 |  |
| Beneficiary No 3 |  |
| Beneficiary No 4 |  |
| Total estimated eligible costs declared on the basis of lump sums | |  |  | |

**Table 5.X – Cost Breakdown per WP** (table to be replicated for each WP) on which costs were incurred during the Reporting Period changing the numbering i.e. Table 5.1 for WP 1, Table 5.2 for WP 2, etc.)**.**

# Follow-up of recommendations from Frontex

In this section, please list any formal recommendations you might have received from Frontex during the Reporting Period, e.g. during the Kick-off Meeting (if this is the Interim Technical Report) or in relation to the results of the Interim Technical Report (if this is the Final Technical Report), giving concise information on how they have been followed up during the reporting period.

# Signature

|  |  |  |
| --- | --- | --- |
| **Final Declarations** | | **Declared** |
| I declare that, to the best of my knowledge, the declarations and information I provided in this Technical Report are correct and complete. I am aware that should any of the declarations or information provided prove to be false, incorrect or inappropriate, this would result in administrative sanctions. | |  |
| Date (dd/mm/yyyy) |  | |
| Place |  | |
| Full Name and Surname  **(Legal Representative of the Coordinator)** |  | |
| Signature  **(Legal Representative of the Coordinator)** |  | |

**Instructions for the signature.**

This Technical Report can be signed according to two alternative modalities:

1. **Electronic signature (recommended option).**

In case you have the possibility to sign this document using a qualified electronic signature (QES), please convert this document to pdf format and have the resulting pdf signed electronically by the Legal Representative of the Coordinator. Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

Before submitting the signed Technical Report to Frontex, please check the signature and validity of the certificate with one of the following online tools:

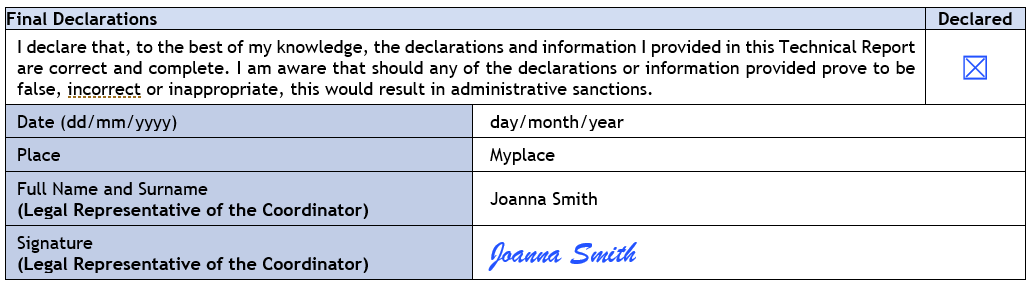
* DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in the document.
* EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List:

[https://webgate.ec.europa.eu/tl-browser/#](https://webgate.ec.europa.eu/tl-browser/)

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

1. **Handwritten signature.**

In case you do not have the possibility to sign this document using a qualified electronic signature (QES), please fill-in the above “Final Declarations” table electronically (except the field “Signature (Legal Representative of the Coordinator)”), where the hand-written signature must go), then print this page, have it signed by the Legal Representative of the Coordinator by a hand-written signature, scan the page and copy/paste only the scanned image of the above table into the blue rectangle below, replacing the current sample image. Please keep the original signed paper document available in your records.



Sample Image

1. See definition in the Call for Proposals – Glossary of Terms. [↑](#footnote-ref-2)
2. Please remember that any rights of third parties must be cleared in advance in accordance with the Grant Agreement. The co-beneficiaries must ensure to have all the rights to use any pre-existing rights during the implementation of the Agreement. [↑](#footnote-ref-3)
3. Here please put only the deliverables abbreviated with the corresponding WP number and progressive number (e.g. for Deliverable n. 2 of WP3, use D3.2). [↑](#footnote-ref-4)
4. Here please put only the single milestone abbreviated with the corresponding WP number (e.g. for WP3, use ML3). [↑](#footnote-ref-5)