



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Draft Working Document

SFC2014 EAFRD AIR technical guidance

**Proposed technical structure and content of
Annual Implementation Reports (AIR)**

(referred to in Article 50 of Regulation (EU) No 1303/2013, Article 75 of Regulation (EU) No 1305/2013 and in ANNEX VII to Commission Implementing Regulation (EU) No 808/2014)

Disclaimer:

This draft document does not cover the financial and monitoring tables and does not represent the final layout of the AIR for users (AIR report). It is constituted of the technical sections which are needed for encoding of the AIR information

2. THE PROGRESS IN IMPLEMENTING THE EVALUATION PLAN:

a) Description of any modifications made to the evaluation plan in the RDP during the year, with their justification.

1. **Objectives and purpose:** objectives and purpose of the evaluation plan may be modified without putting into question the minimum requirements which are to ensure that sufficient and appropriate evaluation activities are undertaken, as stated in Annex I, Part 1, point 9(1) of Commission Implementing Regulation (EU) No 808/2014. For example, changes may be made to additional programme-specific objectives of the evaluation plan if these have been formulated.
2. **Governance and coordination:** modification of the monitoring and evaluation arrangements, governance structures, roles and responsibilities of various bodies involved in the monitoring and evaluation of the RDP, links between evaluation activities and RDP implementation (for example, involvement of new stakeholders, changes in the composition and responsibilities of the evaluation steering group, set up of an evaluation unit, changes in the monitoring system/operations database to ensure data availability for evaluations, etc.).
3. **Evaluation topics:** modifications could involve for example adding or excluding certain evaluation topics, changes to their definition or focus, etc.
4. **Evaluation activities:** changes to the evaluation activities planned or in the timing to conduct them, as well as in the planned support for evaluation at LAG level.
5. **Data and information management:** changes to the system of statistical information on RDP implementation and in the provision of monitoring data for evaluation (I.e. changes in the data items list for Pillar II operations database or in the collection of data for RDP specific result indicators), changes in planned data sources to be used for evaluation, any new data gaps or issues related to data availability identified and measures taken.
6. **Timeline:** modifications shall not relate to legal requirements for reporting on evaluation; however, changes may be made on any evaluation activities planned to ensure that those requirements are fulfilled or on any milestones specific to the RDP. Changes may also relate to the indicative outline of timing for obtaining results, for example if it is realized that adjustments are needed to preparatory work steps.
7. **Communication of evaluation results:** changes in the communication strategy, for example in the target recipients, in the way to make results of evaluation activities available, in communication channels/means or in the procedures/mechanisms used to follow-up the findings and recommendations from evaluations.
8. **Resources:** changes in the resources foreseen to implement the evaluation plan, including financial, human, IT, data, as well as in the capacity building activities planned.

[A maximum of 14000 characters = approx. 4 page – Mandatory]

b) A description of the evaluation activities undertaken during the year (in relation to section 3 of the evaluation plan)*.

Describe activities/problems encountered/solutions in relation to:

1. Preparing and conducting the assessment of the contribution of the RDP to rural development priorities, of programme results and impacts, including a description of evaluation approach and methods chosen,
2. Preparing and conducting the evaluation of:
 - thematic issues (including those addressed by sub-programmes),
 - cross-cutting issues (sustainable development, climate change and innovation),
 - the National Rural Networks,
 - the contribution of CLLD strategies to RDP objectives, the added value of LEADER, etc.

[A maximum of 14000 characters = approx. 4 pages – Mandatory – Tables, Figures allowed]

c) A description of activities undertaken in relation to the provision and management of data (in relation to section 4 of the evaluation plan)*.

Describe activities/problems encountered/solutions in relation to:

1. Preparing and running the operations database to collect data and information for evaluation,
2. Screening data and information sources/providers to ensure the application of robust evaluation methods (including conducting the counterfactual analysis),
3. Agreements with data providers and necessary arrangements/legal steps to include the identified providers' data in the databases used in the RDP evaluation,
4. Arrangements to fill data gaps and collect missing information.

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Tables, Figures allowed]

d) A list of completed evaluations, including references to where they have been published online.

List evaluations in their original language:

- #1 Publisher/Editor. Authors (Year): Title. Subtitle. Abstract. (URL)
- #2 Publisher/Editor. Authors (Year): Title. Subtitle. Abstract. (URL)
- #3 etc.
- Alternatively to be substituted by table below

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Tables, Figures allowed]

Proposed table for reporting:

#	Publisher / Editor	Author(s)	Title. Subtitle. (Original language)	Abstract (50-100 words)	URL (Hyperlink)
1					
2					
3					

e) A summary of completed evaluations, focussing on evaluation findings.

Provide a summary of evaluation findings per topic (e.g. environment, local development, competitiveness etc.) and mention sources used in brackets:

Topic 1: Summary of evaluation findings (Source X, Source Y...)

Topic 2: Summary of evaluation findings (Source X, Source Y...)

Topic 3: Summary of evaluation findings (Source X, Source Y...)

[A maximum of 14000 characters = approx. 4 pages – Mandatory – Figures allowed]

f) A description of communication activities undertaken in relation to publicising evaluation findings (in relation to section 6 of the evaluation plan)*.

See table below

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Tables, Figures allowed]

Proposed table for reporting communication activities:

WHEN?	WHAT? (Title/topic/content of communication activity)	WHO? (organizer)	HOW? (format, channels)	TO WHOM? (type of target audiences)	HOW MANY? (approx. target number reached?)	URL (if available)

g) Description of the follow-up given to evaluation results (in relation to section 6 of the evaluation plan)*.

Description of how evaluation results have been taken into consideration and used to improve the programme design and implementation.

See table below:

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Tables, Figures allowed]

* Reference shall be made to the evaluation plan, any difficulties encountered in implementation shall be described, together with solutions adopted or proposed.

Proposed table for reporting:

Evaluation result relevant for follow-up (Describe finding & mention source in brackets)	Follow-up carried out:		Responsible for follow-up
	(a) improvement of programme design	(b) improvement of programme implementation	