COST Action number

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| Title |

FINAL ASSESSMENT REPORT

(Action start date – Action end date)

This report assessing the full lifetime of the Action is submitted by the Rapporteur.

**Confidentiality:** This report, other than the Summary Assessment, is confidential to the Management Committee and the COST Association (including the Committee of Senior Officials, Scientific Committee and Administration). The Summary Assessment is non-confidential.

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| Summary assessment of outcomes and impacts **(for publication):** |
| Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and successes of the Action here. Action Rapporteur enters 500 word summary assessing the outputs, impacts and  |

***Confidential to COST Association and Action Management Committee***

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| I. Assessment of Achievements  |
| **MoU objectives** |
| Assess the extent to which the Action achieved the objectives stated in the MoU. In the case of any that were not achieved please assess the validity of the justification given by the Action in this regard. |
| **MoU deliverables** |
| Assess the extent to which the Action delivered the deliverables stated in the MoU. In the case of any that were not delivered please assess the validity of the justification given by the Action in this regard. |
| **Co-authored publications and FP7/ H2020 proposals/ projects** |
| Assess the quality, quantity, significance and geographic inclusiveness[[1]](#footnote-1) of the Action’s co-authored publications. |
| Assess the quality, quantity, relevance and inclusiveness of the Action’s FP7/ H2020 proposals and projects. |
| **Additional Outputs and achievements** |
| Assess the relevance and significance of any additional outputs and/ or achievements generated by the Action. |
| General assessment of achievements |
| To make the overall assessment of achievements:1. Select the overall level of risk that best corresponds to that of the MoU objectives and deliverables[[2]](#footnote-2) (high/ moderate/ low) at the time the Action was approved and
2. Select the statement that corresponds to the level of achievement of these objectives, delivery of deliverables and any additional outputs. Policy as well as scientific/ technological outputs and impacts must be addressed.

Correlate the selected options in order to arrive at the overall assessment (which is a result of the combination of achievement level and risk/ ambition level).  |
|  | Level of MoU objective achievement, MoU deliverable delivery and additional outputs | General risk/ ambition level of Action MoU objectives and/ or deliverables (at the time of submission) |
|  | [ ] High | [ ] Moderate | [ ] Low |
| Scientific/ technological and policy outcomes and impact | [ ]   | Achieved all MoU objectives and delivered MoU deliverables and delivered multiple valid additional outputs, contributed to the COST mission of “COST enables break-through scientific developments leading to new concepts and products and thereby contributes to strengthen Europe’s research and innovation capacities.” | Excellent | Excellent | Very Good |
| [ ]   | Achieved all MoU objectives and delivered MoU deliverables and delivered at least one valid additional output. | Excellent | Excellent | Very Good |
| [ ]   | Achieved all MoU objectives and delivered MoU deliverables OR achieved most MoU objectives and delivered some MoU deliverables AND delivered at least one valid additional output. | Excellent | Very Good | Good |
| [ ]   | The majority of MoU objectives achieved and MoU deliverables delivered and no valid additional outputs. | Very Good | Good | Fair |
| [ ]   | Half of the MoU objectives achieved and MoU deliverables delivered. | Good | Fair | Poor |
| [ ]   | Few if any of the MoU objectives achieved and MoU deliverables delivered although there were some other valid outputs. | Fair | Poor | Fail |
| [ ]   | The Action failed to achieve any MoU objectives, deliver any MoU deliverables, or deliver any valid additional outcomes. | Poor | Fail | Fail |

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| **II. Assessment of the Networking** |
| **Added value of the networking** |
| 1. Comment on the Action’s description of the added value of the networking
 |
| Enter comment here.  |
| 1. For each of the Action MoU objectives achieved and any additional outputs listed by the Action identify whether the networking added value was essential for their achievement (would the output have been generated anyway, to the same level of quality, without the networking via the Action).
 |
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| MoU objective | Dependence of achievement on the Action networking |
| Fully | Partially | Independent |
| Copy MoU objective from Final Achievement Report | [ ]  | [ ]  | [ ]  |
| Copy MoU objective from Final Achievement Report | [ ]  | [ ]  | [ ]  |
| Copy MoU objective from Final Achievement Report | [ ]  | [ ]  | [ ]  |
| Copy additional output from Final Achievement Report | [ ]  | [ ]  | [ ]  |

 |
| Select which of the following statements best summarises the added value of the Action networking with regard to the Action achievements (MoU objectives and deliverables, co-authored publications and FP7/H2020 proposals/ projects and additional outputs) as listed in point I.D of the Achievement Report and point 2 above: |
| [ ]   | All of the Action’s achievements were fully dependent on the Action networking [Excellent] |
| [ ]   | All of the Action’s achievements were fully or partially dependent on the Action networking [Very Good] |
| [ ]   | Most of the Action’s achievements were fully or partially dependent on the Action networking [Good] |
| [ ]   | At least half of the Action’s achievements were partially dependent on the Action networking [Fair] |
| [ ]   | The majority of the Action’s achievements were independent of (would have occurred anyway, even without) the Action networking [Poor] |
| [ ]   | All of the Action’s achievements were independent of (would have occurred anyway, even without) the Action networking [Fail] |
| 1. Assess the validity of the Action’s statement regarding the necessity of the added value of the Action networking for the Action co-authored publications:
 |
| [ ]   | Action statement is valid |
| [ ]   | Action statement is not valid for the following publications for the following reasons

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| (specify which publications and justify/ explain) |

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| III. Assessment of Impacts[[3]](#footnote-3) |
| 1. With reference to the definition of impacts in Annex 1 comment on the validity, relevance and significance (in particular importance and timeliness) of the impacts (Scientific/ technological, Economic, Societal) claimed by the Action (in Section I.D of the Achievement Report).
2. Indicate any additional possible impacts not considered by the Action.
 |
| Enter comment addressing points 1 and 2 here. |
| **Overall assessment of impacts** |
| Select the statement that best describes the Action’s impacts: |
| [ ]   | Multiple highly significant impacts are reasonably foreseen, at least one of which is already observed [Excellent] |
| [ ]   | Multiple highly significant impacts are reasonably foreseen for the future OR one highly or moderately significant impact is already observed [Very Good] |
| [ ]   | One highly significant or multiple moderately significant impacts are reasonably foreseen for the future [Good] |
| [ ]   | One moderately significant impact or multiple impacts of low significance is/ are reasonably foreseen for the future OR one impact of low significant is already observed [Fair] |
| [ ]   | At least one impact of low significance may occur in the future [Poor] |
| [ ]   | No impacts have occurred or can be foreseen to occur in the future [Fail] |

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| **IV. Assessment of Dissemination and exploitation of Action results** |
| 1. Assess the effectiveness of the Action’s dissemination and exploitation approach.
 |
| Add description here |
| 1. Indicate whether each initiative implemented by the Action was effective and added value or not.
 |
| Item/ activity | Target audience | Result | Hyperlink | Effective and added value Y/N |
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| 1. Select which of the following statements best describes the Action
 |
| [ ]   | There were many highly effective Action activities focusing on dissemination and exploitation of Action results [Excellent] |
| [ ]   | All Action activities focusing on dissemination and exploitation of Action results were effective [Very Good] |
| [ ]   | Most Action activities focusing on dissemination and exploitation of Action results were effective [Good] |
| [ ]   | A few Action activities focusing on dissemination and exploitation of Action results were effective [Fair] |
| [ ]   | The activities undertaken focusing on dissemination and exploitation were ineffective [Poor] |
| [ ]   | The Action did not undertake any valid activities focusing on dissemination and exploitation of Action results [Fail] |

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| V. Assessment of Action Success(s) |
| COST regularly communicates the successes of Actions. Please comment on the validity of the aspect(s) identified by this Action as its greatest successes (see Final Achievement Report Section I.G). |
| Enter comment here |
| If you believe that another aspect(s) (outcomes and/ or impacts, rather than activities) of the Action should be considered its greatest success(es) please define these below (maximum two).

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| Description of the success story | Dimension of the success Breakthrough: scientific, technological or socioeconomic Policy implementation (specify which policy) Capacity building) |
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| **VI. Assessment of the management of the Action budget** |
| Funds spent outside of the COST countries |
| 1. If the Action spent funds on STSMs to approved institutions in International Partner Countries (IPC) or Near Neighbour Countries (NNC) and/ or STSMs from an approved institution in a NNC please assess the value of these activities to the Action.
 |
| Add comment here |
| 1. If the Action spent funds on any “Invited Speakers” for meetings and/ or Training Schools or on Dissemination meetings please assess the value these added to the Action
 |
| Add comment here |
| General comments on Action management |
| Add any general comments on the effectiveness of the Action management |

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| Action Rapporteur details and procedures |
| Action Rapporteur nameAffiliationCountryTelephoneEmail address |
| In completing the Assessment Report the Action Rapporteur * reviewed the following documents:
	+ Action MoU (insert hyperlink)
	+ Draft Action Achievement Report
	+ XXXXXXX
* used the following methodology: XXXXXXX.
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Please remember to write a summary assessment of outcomes, impacts and successes on the first page of this report. This summary will be made public, while the rest of this report will not.

Annex

Definitions:

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| **COST Action Challenge (main aim)** | “The research question addressed by the COST Action targeting scientific, technological, and / or socioeconomic problems” |
| **COST Action Innovation** | “The creation and / or development of new or improved concepts, products, processes, services, and / or technologies that are made available to markets, governments and society” |
| **COST Action objectives** | “COST Action objectives are the results that an Action needs to achieve in order to respond to meet its challenge. These are SMART (Specific, Measurable, Achievable, Relevant, Timely) and twofold: research coordination objectives and capacity building objectives.” |
| **COST Action research coordination objectives** | “Achieving these objectives turns COST Actions from initially scattered teams into one transnational team and leverages the existing funded research. These objectives entail the distribution of tasks, sharing of knowledge and know-how, and the creation of synergies among Action participants to achieve specific outputs.” |
| **COST Action capacity building objectives** | “Achieving these objectives entail building critical mass to drive scientific progress, thereby strengthening the European Research Area. They can be achieved by the delivery of specific outputs and / or through network features or types and levels of participation.” |
| **COST Action networking activities** | “any activities organised by the COST Action (whether or not directly funded by COST) in order to achieve research coordination and capacity building objectives.” |
| **COST Action networking tools** | “instruments through which eligible activities can be funded” |
| **COST Action outputs** | “direct results from the COST Action activities. These can be codified knowledge, tacit knowledge, technology, and societal applications.” |
| **COST Action impact** | “the short- to long-term scientific, technological, and / or socioeconomic changes produced by a COST Action, directly or indirectly, intended or unintended.” |
| **COST Action deliverable** | “a distinct, expected and tangible output of the Action, meaningful in terms of the Action’s overall objectives such as a report, a document, a technical diagram, a software etc. Action deliverables are used to measure its progress and success.” |
| **COST Action milestones** | “Control points in the Action that help to chart progress. They are also needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the Action where, for example, the MC must decide which of several technologies to adopt for further development (e.g. core group and MC meetings, mid-term reviews)” |
| **Inclusiveness Target Country (ITC):** | Current COST Member Countries targeted by the COST inclusiveness Policy (“Inclusiveness Target Countries” (ITC)): EU 13 (Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Malta, Poland, Romania, Slovenia, Slovakia), EU candidate countries (the former Yugoslav Republic of Macedonia, Montenegro, Republic of Serbia, Turkey) and potential EU candidate countries (Bosnia and Herzegovina). In addition, to comply with the EC criteria for ‘Spreading Excellence and Widening Participation’, Portugal and Luxemburg are included. |

1. The Action participants involved in the publication are listed in column 4 of the Co-authored publications table in section I.B. In particular the presence of Action participants from Inclusiveness Target Countries (see Annex) must be assessed. [↑](#footnote-ref-1)
2. When assessing achievement of MoU objectives and delivery of MoU deliverables any changes approved by the (Scientific Committee/ CSO) must be considered the base against which the assessment is made. [↑](#footnote-ref-2)
3. Scientific/ technological, Economic, Societal [↑](#footnote-ref-3)