

LIFE Project Number

<LIFEyy IPX/XX/XXXXXX>

Interim / Final Report

**Covering the project activities from dd/mm/yyyy[[1]](#footnote-1) to dd/mm/yyyy**

**corresponding to Phase(s) X(-Y)**

Reporting Date[[2]](#footnote-2)

<dd/mm/yyyy>

LIFE PROJECT NAME or Acronym

<Name of the project>

Project Data

|  |  |
| --- | --- |
| Project location: |  |
| Project start date: | <dd/mm/yyyy> |
| Project end date: | <dd/mm/yyyy> **Extension date:** <dd/mm/yyyy > |
| Total budget: | €  |
| EU contribution: | € |
| (%) of eligible costs: |  |

Data Beneficiary

|  |  |
| --- | --- |
| Name Beneficiary: |  |
| Contact person: | <Mr/Mrs/Ms> <first name> <last name> |
| Postal address: | <Street, n°, postal code, town/city, member state> |
| Telephone: | xx-xx-xxxxxxx + direct n° |
| E-mail: |  |
| Project Website: |  |

# Package completeness and correctness check

This table comprises an essential part of the report and should be filled in before submission. The evaluation of your report may only commence if the package complies with all the elements in this receivability check. The evaluation will be stopped if any obligatory elements are missing. All elements are expected in electronic version only.

|  |  |
| --- | --- |
| **Obligatory elements** | **✓ or N/A** |
| Technical report |
| The correct latest template for the type of project (i.e. integrated project) has been followed and all sections have been filled in, in English. |  |
| Index of deliverables with short description annexed, in English. |  |
| Interim report: Covers the phase concluded; Deliverables due in the phase being reported on (or due in previous phase(s) and not yet submitted) annexed.Final report: Covers the entire project duration (see instructions on exceptions to this in next page); Deliverables not already submitted with the Interim reports annexed including the Layman’s report and after-LIFE plan.Deliverables in language(s) other than English include a summary in English. |  |
| Financial report |
| The reporting period in the financial and technical reports is the same; the period corresponds to the duration of the phase being reported on. For the Final report, an additional consolidated financial statement covering the entire project duration is included. In the case of corrections / changes to costs submitted in a previous period:* An updated financial statement for the previous period is provided with the changes highlighted in a different colour;
* The difference (+ or -) per cost category is included in the financial statement of the new period in the related cost category at the bottom in one single line ‘changes to financial statement XX/XX/XX – XX/XX/XX’;
* The auditor has validated the changes (if needed);
* Explanations on the changes are provided in section 9 of the technical report.
 |  |
| Consolidated Financial Statement with all 5 forms duly filled in and signed and dated.*Preferred: electronic version signed with a Qualified Electronic Signature + full Excel fileAlternatively, a pdf of the blue-ink signed\* consolidated financial statement + full Excel files (the originally signed document should be kept by beneficiary in case of future audit).*  |  |
| Financial Statement(s) of the Coordinating Beneficiary, of each Associated Beneficiary and of each affiliate (if involved), with all forms duly filled in. The Financial Statement(s) of Beneficiaries with affiliate(s) include the total cost of each affiliate in 1 line per cost category.*Preferred: electronic version signed* ***by each beneficiary*** *with a Qualified Electronic Signature + full Excel files.**Alternatively, a pdf of the blue-ink signed\* financial statement(s) + full Excel files (the originally signed documents should be kept by beneficiary in case of future audit).*  |  |
| Names and other data (e.g. bank account) are correct and consistent with the Grant Agreement / across the different forms, and amounts are consistent across the different forms (e.g. figures from the individual statements are the same as those reported in the consolidated statement). |  |
| Beneficiary’s certificate(s) included for beneficiaries claiming 100% cost for durable goods.*Preferred: electronic version signed with a Qualified Electronic Signature**Alternatively, a pdf of the blue-ink signed\* beneficiary certificate(s) (the originally signed documents should be kept by beneficiary in case of future audit).*  |  |
| Certificate(s) on financial statement (if required, i.e. for beneficiaries with EU contribution ≥750,000 €) once the cumulative amount of payment requests reaches 325,000 €).*Preferred: electronic version signed with a Qualified Electronic Signature**Alternatively, a pdf of the blue-ink signed\* certificate(s) on financial statement (the originally signed documents should be kept by beneficiary in case of future audit).*  |  |
| Other checks |
| Clarifications and supporting documents requested in previous letters from the Agency. |  |
| This table, page 2 of the Interim / Final report, is completed - each tick box is filled in. |  |
| *\*original signature by a legal or statutory representative of the beneficiary / affiliate concerned* |

***Instructions:***

Please refer to the General Conditions annexed to your Grant Agreement for the contractual requirements concerning an Interim/Final Report.

The first Interim Technical Report shall report on progress from the project start-date; the following Interim Technical Reports shall detail progress during the Phase reported although where necessary a consolidated assessment of progress since the start of the project may be required, in particular when discussing the project’s contribution to the targeted Plan / Strategy and progress towards the attainment of the project objectives. Final Technical Reports shall report on progress from the project start-date, except for sections 6.3 and 9.4 which may refer only to the final phase (in addition section 8 is not applicable to them).

Interim Reports must be submitted to the Agency as indicated in the Annex II. The Final Report must be submitted to the Agency no later than 3 months after the project end date.

Please follow the reporting instructions concerning your technical report, deliverables and financial report that are described in the document “Guidance on how to report on your LIFE 2014-2020 projects”, available in the [Reporting section](https://cinea.ec.europa.eu/programmes/life/life-reporting_en#how-to-report) of the LIFE website. Note the specific guidance given for financial reporting at the Final report stage.

Please download the guidance anew with each report to ensure you have the latest version as it is regularly updated.

Additional guidance concerning deliverables, including the layman’s report and after-LIFE plan, are given at the end of this reporting template.

Regarding the length of your report, try to adhere to the suggested number of pages while providing all the required information as described in the guidance per section within this template.

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## List of keywords and abbreviations

## Executive Summary

(maximum 3 pages)

This section is meant to present the big picture view and observations by the project. Full explanation and detail should be provided in Section 4.

Progress summary: Compare in a few paragraphs the activities planned to the progress made to date (for Interim Reports focus on the phase covered). Please present this overview of progress already achieved in correlation to the Plan targeted by the project[[3]](#footnote-3) that is, linking to the extent possible the project activities to the themes/pillars[[4]](#footnote-4) of the target Plan, as discussed and agreed with the Agency and the external monitoring team. This should include the complementary actions and funds secured as well as the activities dedicated to stakeholders’ involvement. Summarise the key achievements, deviations, important problems and difficulties met during the project implementation. This summary should be a stand-alone text.

Feedback to EC policy units: In addition, in one or two paragraphs, please summarise the highlights, views and critical observations that you would like to communicate and transfer to the European Commission policy directorates as feedback in terms of, for example and where applicable:

* what works(ed) and what hasn’t/doesn´t work in the technical implementation of your project in the thematic policy context, based on your experiences to date;
* what the project has achieved that was significant in terms of environmental, social or economic impacts and benefits, including its impact in terms of policy change and influence;
* what did not work or was impeded because the laws, regulations and/or policies that are not suitable for use or fit for purpose and which may therefore impact on other, similar projects and Plan implementation;
* specific suggestions on changes to further the climate and environmental agenda in the member state(s) and the wider EU;
* what other policies and plans, at a local through to an EU/international level have been supported through project activity.

You may make reference to some parts of the progress summary above, to avoid repetition in this policy feedback subsection.

## Project relation to the Plan

(maximum 2 pages)

**If not included in a previous report**, describe the links between the project activities and the themes/pillars agreed with the Agency using either of the tables below. In subsequent Interim reports, and the Final report, describe only any relevant change, compared to previous reports, in these links.

If no grouping of actions by themes/pillars has been agreed with the Agency, describe (only if not done in a previous report) how the project activities and objectives link to the targeted Plan / Strategy, using either of the tables below or in free text. In subsequent Interim reports, and the Final report, describe only any relevant change, compared to previous reports / Grant Agreement.

**If there has been a relevant change/s** on how the IP will contribute[[5]](#footnote-5) to the ambitions and objectives of the targeted Plan/Strategy (due to e.g. an update of the Plan/Strategy), please describe them.

EXAMPLE FRAMEWORK 1: Relationship between Plan/Strategy and LIFE IP objectives (where KPIs can be easily compared and included in the project framework)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Theme / Pillar / Objective [delete as necessary] of Plan or Strategy** | **LIFE IP Objective** | **Supporting actions within the IP**  | **Supporting** **complementary actions** | **Relevant Plan’s KPI (and target)** | **Most relevant & related IP KPI (& target)** |
| [Theme (or Pillar or Objective) 1] | [IP objective 1] | A1, A2, B1, B2 | CA01 | 50 % waterbodies in GES | 30% in GES |
| [Theme 2] | [IP objective 2 and 3] | A1, A2, B3 | CA02, CA03, CA04 | [TBC] | [TBC] |
| [Theme 3] | [IP objective 4] | A1, A2, B4 | CA03, CA05, CA05 | [TBC] | [TBC] |
| [Theme 4] | [IP objective 1 and 5] | A1, B1, B5 | All | [TBC] | [TBC] |
| [Theme 5] | ETC. | Etc. | Etc. | [TBC] | [TBC] |
| Etc. |  |  |  |  |  |

EXAMPLE FRAMEWORK 2: Relationship between Plan/Strategy and LIFE IP objectives (where KPIs cannot be easily compared and included in the project framework

|  |  |  |  |
| --- | --- | --- | --- |
| **Theme / Pillar / Objective [delete as necessary] of Plan or Strategy** | **LIFE IP Objective** | **Supporting actions within the IP**  | **Supporting** **complementary actions** |
| [Theme (or Pillar or Objective) 1] | [IP objective 1] | A1, A2, B1, B2 | CA01 |
| [Theme 2] | [IP objective 2 and 3] | A1, A2, B3 | CA02, CA03, CA04 |
| [Theme 3] | [IP objective 4] | A1, A2, B4 | CA03, CA05, CA05 |
| [Theme 4] | [IP objective 1 and 5] | A1, B1, B5 | All |
| [Theme 5] | Etc. | Etc. | Etc. |
| Etc. |  |  |  |

(Note: the tables are partially filled in for illustrative purposes)

## Administrative part

(maximum 3 pages)

This section should focus on the actual mechanisms put in place to manage the project towards its objectives and on the potential issues, problems and deviations encountered and the mitigation put in place.

In particular, please briefly describe the following issues:

* The project management process, the working method, the problems encountered, the partnerships and their added value, including comments on any significant deviations from the work plan.
* This should include a description of the cooperation between the coordinating/associated beneficiaries and the management of the complementary actions and the public and private funds involved, the working method and the problems encountered.
* Stakeholder involvement, the working method, the problems encountered.
* Communication with the Agency and Monitoring team.
* Administrative changes due to amendments to the Grant Agreement approved in the reporting period.

## Project impact and analysis of contribution to implementation of the Plan

(maximum 10 pages)

This section should provide an overview of the project impact to date in particular an analysis and synthesis of its contribution to the implementation of the Plan. The information may be illustrated by any figures, diagrams etc. as relevant to help the presentation of your results.

Analysis of benefits and impact assessment: In the sections of this chapter please discuss, to the degree possible based on the implementation status of the project, the following and wherever relevant, refer to the values of the Key Project-level Indicators (KPIs) (see also chapter 7).

* Please ensure that you include a full and detailed discussion on how successful the project has been in implementing the relevant Plan / Strategy to date;
* Impact evaluation should encompass all key results and outcomes and should allow for a brief summary of key achievements, barriers and recommendations to be included in the Executive Summary. Please ensure that sufficient summary evidence is provided, alongside references to full deliverables, to demonstrate analysis and evaluation of impact undertaken to date;
* Impacts can include ‘soft’ benefits and changes such as (but not limited to) capacity building, organisational and procedural changes in addition to concrete outcomes; and
* Please compare results with those foreseen in the Grant Agreement, particularly with regards to the project-level expected results, and please identify any barriers encountered and lessons learned where progress has not been as originally foreseen.

### Environmental benefits

#### Direct / quantitative environmental benefits

Please describe the direct / quantitative environmental benefits. Address the extent to which the related Plan has been implemented and developed further. In addition, address other relevant aspects, as for example:

**Nature IPs**:

* Conservation benefits for Natura 2000 (SCI/SPA) and species/habitat type(s) targeted. Quantified wherever possible;
* Highlight briefly any new aspects brought by the project that may have important impacts on Natura 2000 also in relation to other EU policies if relevant (e.g. new management techniques and procedures, pump priming agri-environment, links with the water framework directive, etc.).

**Environment IPs targeting River Basin Management Plans (RBMP), Waste Management Plans (WMP) and/or Waste Prevention Programmes (WPP), Air Quality Plans (AQP):**

* Reductions of emissions, energy or resource savings and quantified areas of known improvements (e.g. no. of properties/sites/water courses/other locations positively benefiting etc.);
* No. of relevant barriers addressed.

**Climate Action IPs:**

* Reductions of greenhouse gas emissions;
* Increase of climate resilience.

#### Qualitative environmental benefits

Please consider if there are any qualitative, or as yet unquantified environmental impacts. As a minimum, please address the following questions, and add any further discussion on qualitative impacts beyond those mentioned as necessary (note the **sub-section iv concerns all IPs**):

1. **Nature IPs:**
* What is the outlook for the targeted habitat type and/or species?
* Have trends already been established?
* Did the project eliminate the threats defined in Form B2d of the Grant Agreement?
* What are the remaining/new threats? Details should be given regarding what actions should be carried out, when, by whom and using what source(s) of finance?
* How will the project enable the project partners and stakeholders to fully implement the PAF and related plans?
1. **Environment IPs targeting River Basin Management Plans (RBMP), Waste Management Plans (WMP) and/or Waste Prevention Programmes (WPP), Air Quality Plans (AQP):**
* Have there been any developments in long-term sustainable technology, from product to functional focus, from end-of-pipe to prevention?
* Is there a higher visibility and/or engagement and participation for environmental problems and/or solutions, with regulators, decision makers, interest groups and/or other stakeholders including the general public?
* Have there been any demonstrable behavioural or organisational or procedural changes in any stakeholder groups?
* Is there any ‘spin-off’ or catalyst effects in other environmental themes and focus areas such as spatial and development planning, agriculture, forestry, or industry etc.
1. **Climate Action IPs**:

Have there been any developments in long-term sustainable technology? Please report as well highlights related to better planning; change of behaviour; spin-off effect in other sectors (e.g. environment, industry, agriculture) etc.

1. **All IPs – multi-benefit approach:**

An IP should, as far as possible, deliver benefits in several other policy areas beyond the core target of the project and the related Plan.

* Describe here if the IP contributes to the integration of the environment and climate policies into other policies and/or if it contributes to sustainable development.
* Also indicate if it created synergies with the objectives of other EU policies in particular those that can be targeted by/subject of IPs.

### Economic and social benefits

**Economic benefits** may include discussion on cost savings and/or business opportunities such as those with new processes or technologies etc. It could also include regional development and cost reductions or revenues in other sectors.

In particular, please state the number of full time equivalent (FTE) jobs created and supported, showing a breakdown in qualified/non-qualified staff.

**Social benefits** may include any discussion on the positive effects resulting from the project activity on employment, health, ethnic integration, equality, and any other socio-economic impact etc.

Please discuss whether these benefits are directly measured, predicted/modelled (and alternatively, if they are not measured but considered likely). If economic benefits are leading to measured or predicted revenue or profit, please refer to the relevant financial/economic assessment undertaken. If social benefits are measured or predicted please refer to the relevant social assessment/evaluation.

### Innovation, demonstration, replicability, transferability, cooperation and transboundary effects

Describe the level of innovation, demonstration value added by EU funding at the national and international levels (including technology, processes, methods & tools).

Describe also the best practice measures used and if any changes in the project approaches/strategies employed, could or have led to possible adjustment of the best practices. This may include for example:

* Nature management methods;
* Models for stakeholder involvement, beneficiary and/or regulatory body organisation and operation;
* Land stewardship models, organisational & co-operational aspects;
* Demonstration of integration of other funding, public/private partnerships;
* Models for assessing of ecosystem values etc.

Replication, transfer, cooperation: Please describe the potential and the actual work and achievements to ensure the wider application of methods, approaches, developed in the project, including models, IT tools, and manuals outside of the project setting. In particular your discussion may include, but is not limited to, the following issues:

* Implementation (or at least potential) of the method in other regions, countries or other conditions / sectors (habitats, environmental conditions, industrial sectors etc.);
* How has the application of knowledge of funding mechanisms and other technical /administrative capacity developed?

Describe any transboundary outcomes and impacts that have resulted from project activities and/or influence.

### Policy implications and feedback

For the relevant Plan(s) targeted by the IP, describe any important achieved targets contributing to the future implementation, design or take-up of regional, national or European legislation and the further implementation and development of the target Plan.

Please highlight any potential unintended impacts, bottlenecks or barriers to the implementation of your project due to regional, national or European legislation including recommended actions further to actions already taken to overcome these barriers.

Please emphasise how the project is delivering the results foreseen in the Grant Agreement form B3 “EU ADDED VALUE OF THE PROJECT AND ITS ACTIONS”. Please also describe any further, unforeseen items of local/regional, national, or international policy that are being supported or influenced by the project, which were not foreseen in the original Grant Agreement. Please also describe how these are being supported and/or influenced.

Please also address incentive/pump priming effects (both in financial and policy terms).

### Capacity building, sustainability and other comments on impacts, barriers, challenges and lessons learned

Describe the specific capacity building activities that were implemented by the project with the aim of the full implementation of the Plan.

Please also describe capacity building, upskilling, training, and organisational and administrative changes that result in increased capacity for the beneficiaries, or stakeholders including the general public, but that are not directly related to the implementation of the Plan.

Sustainability: Describe what actions you have taken during the reporting period to ensure project long-term sustainability.

In case of relevant updates with respect to previous reports / Grant Agreement, please briefly describe the revised approach to continuation/valorisation and long-term sustainability after the end of the project.

Interim reports: in addition, please address the bullet points below only in case of modifications/relevant achievements with respect to previous reports / Grant Agreement.

Final report: in addition, please address the bullet points below.

* Strategic overview of your long-term intentions for implementing the current targeted Plan and eventual subsequent ones for following periods. Indicate what mechanisms are/will be put in place to ensure that this will take place.
* What actions will have to be carried out or continued after the end of the project? Please list, where relevant, such IP actions indicating their reference (e.g. A1, A2,) and title.
* What resources will be necessary to carry out these actions and how will these capacities be ensured? Please indicate how the above actions will be continued in the next Phase(s) and / or after the project, by whom, within what timeframe and with what financing. Please also describe how the human and technical capacities built up during the project would be maintained and expanded and how the necessary financing can be ensured. Please cover both the LIFE actions and – if possible and relevant - the complementary actions in this discussion.
* Explain how likely it will be that staff recruited and/or trained during the project will continue to be actively involved in the future implementation of the Plan/Strategy. Please quantify the minimum level of staffing required to ensure continuity in the Plan implementation and the possible impact and compare this to the level of staffing during the project; which members of the personnel of the project team will continue to be involved in the project actions. List the main pieces of equipment purchased under the project and provide details on their utilisation after the end of the project. Please bear in mind that the eligibility of durable goods purchased under a nature project shall be subject to the beneficiaries undertaking to continue to assign these goods definitively to nature conservation activities beyond the end of the project.
* Indicate how dissemination activities will continue after the end of the project and list the persons / organisations targeted.
* Only for Nature IPs: How do you plan to assure the longer-term management of the Natura 2000 network?

Additional feedback: Please include any additional discussion needed on impacts, barriers, challenges and lessons learned that have not been included in the sections above.

## Implementation of the complementary actions

(maximum 8 pages)

### Coordination mechanism(s) established with other funds

**If not included in a previous report**, explain the coordination mechanism(s) established with other funds, to optimise the use of funds relevant to the targeted Plan/Strategy, e.g. to properly allocate funding to key priorities within the Plan/Strategy.

If previously reported, focus only on **main** new progress/achievements of such coordination with respect to previous reports.

### Summary status of the complementary actions

Present in the table below the results of the complementary actions– or if applicable groups/clusters of actions - following the structure defined in the Grant Agreement or using the pillar/theme approach agreed with the Agency and the external monitoring team.

Table of complementary actions, reports, dates, financing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action / Measure / Pillar | Source of funding  | Amount foreseen in the application | Amount committed (C), mobilised (M) and/or spent (S) by X-Interim / Final Report  | How did the IP work with the complementary action or fund (e.g. regular phone calls, joint project or conference, common paper, etc.)? Which IP action(s) is(are) linked? Please provide references, web links to reports available, dates and other relevant details. Highlight how the IP facilitated the implementation of the complementary action or fund. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Discussion on the contribution of complementary actions to the implementation of the targeted Plan

Please describe in qualitative and to the extent possible in quantitative terms the overall progress of the implementation of the targeted Plan resulting from the complementary actions/measures carried out during the reporting period, covering at least:

* Environmental benefits
* Policy implications (if not already reported in section 4)
* Capacity building and sustainability
* How the mechanisms for attracting additional funding created benefits for stakeholders (if applicable)

Describe any substantial change to the complementary actions and how this may affect the implementation of the Plan and the LIFE IP itself.

## Evaluation of Project Implementation

Please evaluate the following aspects of the project, reflecting the current implementation status:

###  Methodology applied

Discuss the successes and failures of the approach(es) and methodology(ies) applied, the results of the actions conducted, including any remarks on cost-efficiency / cost-savings of the choices made (e.g. comparison of technical alternatives versus cost).

### Dissemination

Indicate the effectiveness of the dissemination activities and comment on any major drawbacks.

### Technical implementation

**(**maximum 2 pages per action/sub-action)

Please **select one of the two options** depending on the approach agreed with the Agency on the links between the project activities and the Plan themes/pillars.

1. Progress update using the pillar/theme approach and cross-cutting actions as described in section 2 Project framework. i.e. report on the actions under the pillar/theme they belong save for those that are cross-cutting.
2. Progress update using the Grant Agreement structure. i.e. report on the actions under the sets of A, B, C, …. Actions.

Please describe **what** has been achieved regarding the different technical/substantial components of the project (such as capacity building, fieldwork, construction, research, development of communication tools). Indicate what has been achieved rather than repeating descriptions of actions, objectives and targets from the Grant Agreement. The description of the work done has to be brief but sufficient to allow an understanding of the project without a need to refer to the deliverables.

The description should **focus on** the **expected results**, the **key achievements**, or **major issues**. The link between expected and actual results should be clear. The technical details, however, should be given in the deliverables.

For each action (the description of which should start on a new page):

* + Please indicate:

Foreseen start date: Actual start date:

Foreseen end date: Actual (or anticipated) end date:

* + Describe the activities undertaken and outputs achieved in quantifiable terms (also indicate by whom they were done).
	+ Compare the results achieved against the objectives and expected results foreseen in the Grant Agreement and described in section 2: clearly assess whether the objectives were met and describe the successes and lessons learned. This could be presented in a table for each action, which compares through quantitative and qualitative information the actions implemented in the frame of the project with the objectives and expected results in the Grant Agreement:

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Foreseen in the Grant Agreement | Achieved | Main factors of success and lessons learned  |
|  | Objectives:Expected results: |  |  |

 In addition, please:

* + Indicate which project results have been immediately visible and which results will only become apparent after a certain time period.
	+ Indicate the estimated amount of person-days executed (total and % as compared to GA).
	+ If relevant, indicate the main modifications to the action and related budget following the latest implementation phase and any correspondence with the Agency approving the changes.
	+ Clearly indicate major problems / drawbacks encountered, delays, including consequences for other actions (technical, legal, financial/economic, market, organisational, environment or climate related problems).
	+ Proposed targets and goals for next phase.
	+ Include tables, photographs etc. to illustrate the actions, such as (land purchase and non-recurring management activities for LIFE Environment, Climate Change Mitigation or Climate Change Adaptation IPs).
	+ Outline the perspectives for continuing the action after the end of the project, as far as relevant at the time of reporting.

Where applicable, the progress description should in addition, include the following:

* + Preparatory actions / management plan preparation
	+ Land purchase including Land swaps (NB if relevant there are compulsory annexes)
	+ Natura 2000 site designation (if relevant)
	+ Recurring biotope management

For the dissemination actions, please also address the following and any other key observations:

* Was a communication strategy developed, did it require revisions and how did the communication activities evolve to respond to the strategy?
	+ What reactions and feedback were obtained (for example through feedback surveys conducted)?
	+ What was the follow-up to any feedback received, your observations and evaluation of the communication activities (corrective measures, new initiatives...)?

## Key Project-level Indicators

Assess the project’s progress towards achieving the Key Project-level Indicator (KPI) targets. Justify significant deviations from the targets and comment on targets already met or exceeded.

If this report is the first report prepared during the project implementation, please ensure that you have finalised the inclusion of the baseline data into the KPI database webtool <https://webgate.ec.europa.eu/eproposalWeb/kpi>. Please see the special guidance document for Key Project-level Indicators that was produced specifically for LIFE Strategic/Integrated projects, in the [Reporting / KPIs section](https://cinea.ec.europa.eu/programmes/life/life-reporting_en#key-project-level-indicators-kpis) of the LIFE website.

If this report is the Interim Report corresponding to roughly half of the project duration, and as agreed with the Agency, please include another set of data in the online KPI database (<https://webgate.ec.europa.eu/eproposalWeb/kpi>) corresponding to the actual values reached at this stage of the project implementation.

In the case of the Final Report, please enter the final actual values of the KPIs for your project in the online KPI database (<https://webgate.ec.europa.eu/eproposalWeb/kpi>) making sure that values reported are justified and consistent with the environmental, economic and social benefits reported in sections 4.1 - 4.3. In this section please provide an analytical comparison with the targets at the beginning of the project.

In all the above cases, you will receive instructions and guidance from a KPI Expert from the external monitoring team before you fill in the information, well in advance of your report due date. Please allow sufficient time for the KPI expert to provide comments and verify the snapshot, before the submission of your report.

## Next phase: changes/adjustments

(This section only applies to projects with a single budget for the whole project duration, not in phases)

For projects that have a single merged budget for the entire project, this section shall confirm that the planning for the next reporting period remains as foreseen in the Grant Agreement or, if necessary, shall present any additional details on the workplan for the next reporting period, highlighting in particular, per action concerned, any technical, financial, timetable deviations.

Additionally, if deviations are anticipated, please submit in annex (Annexes 1 & 2 of this template):

* an updated table of deliverables and milestones, highlighting the changes (and any deletions), and
* an updated timetable.

Please note that the flexibility allows for technical / financial adjustments and fine-tuning for the next phase however any major technical, administrative, and financial changes would require a formal amendment.

If major changes are foreseen that have been discussed with the Agency and the external monitoring team and for which it has been agreed to prepare an amendment request at a later stage, briefly mention them and the agreed approach.

## Comments on the financial report

The financial statements (available in the [LIFE reporting](https://cinea.ec.europa.eu/programmes/life/life-reporting_en) section of the LIFE website) must be used and completed to prepare the financial report as explained in the "How to report on your LIFE 2014-2020 projects” guidance document also available in the LIFE reporting page. You may also consult the “Completing financial statements for Action Grants - Q&A” that you will find on the same page. This part of the technical report must include the following points:

* an overview of the costs incurred
* information about the accounting system and relevant issues from the partnership agreements
* allocation of costs per action

This information should include sufficient detail to establish a clear link between the technical activities on the one hand and costs declared in the financial forms on the other. Please note that – as set out in the General Conditions on the eligibility of costs – only costs that are necessary for and clearly linked to the activities carried out, are eligible. This section should justify and explain extraordinary cases, e.g. necessary costs not foreseen in the Grant Agreement, persons changing status during the project from external consultants to employed staff (or vice versa), etc.

If an updated financial statement on a previous period has been submitted, please explain the changes / corrections made.

### Summary of Costs Incurred

Complete the following table to show the project costs incurred compared to the approved budget and comment on each of the cost categories focussing particularly on discrepancies compared to the allowed flexibility of the 20% limit (cf. Article II.22 of the General Conditions).
**For projects with a single (merged) budget that is not split into phases, please fill in the first table and delete the second. For projects with the budget in phases, please fill in the second table and delete the first.**

*For projects with a single (merged) budget*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost category** | **Approved budget. Eligible costs (€)**\* | **Eligible costs accepted in previous Phase(s) (€)** | **Consolidated cost statement for Phase N. Eligible costs (€)** | **Percentage of costs incurred (from Phase 1-N) per whole budget (%)** |
| Personnel |  |  |  |  |
| Travel |  |  |  |  |
| External Assistance |  |  |  |  |
| Infrastructure |  |  |  |  |
| Equipment |  |  |  |  |
| Prototype |  |  |  |  |
| Land Purchase  |  |  |  |  |
| Consumables |  |  |  |  |
| Other Costs |  |  |  |  |
| Overheads |  |  |  |  |
| **TOTAL ELIGIBLE COSTS** |  |  |  |  |

\*) If the Agency has officially approved a budget modification through an amendment, indicate the breakdown of the revised budget. Otherwise this should be the budget in the original Grant Agreement.

*For projects with the budget in phases*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost category** | **Approved budget. Eligible costs (€)**\* | **Approved budget. Phase N (€)** | **Consolidated cost statement. Eligible costs (€)** | **Percentage of costs incurred per whole budget (%)** | **Percentage of costs incurred per Phase N (%)**\*\* |
| Personnel |  |  |  |  |  |
| Travel |  |  |  |  |  |
| External Assistance |  |  |  |  |  |
| Infrastructure |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Prototype |  |  |  |  |  |
| Land Purchase  |  |  |  |  |  |
| Consumables |  |  |  |  |  |
| Other Costs |  |  |  |  |  |
| Overheads |  |  |  |  |  |
| **TOTAL ELIGIBLE COSTS** |  |  |  |  |  |

\*) If the Agency has officially approved a budget modification through an amendment, indicate the breakdown of the revised budget. Otherwise this should be the budget in the original Grant Agreement.

\*\*) Calculate the percentages by budget lines of the budget for the reporting period by the costs incurred in the reporting period: e.g. the % of the budgeted personnel costs that were actually incurred

###  Accounting system

Include among other aspects:

* Brief presentation of the accounting system(s) employed and the code(s) identifying the project costs in the analytical accounting system
* Brief presentation of the procedure of approving costs
* Brief presentation of the procurement/selection procedure when selecting subcontractors/suppliers
* Type of time recording system used, i.e. electronic or manually completed timesheets
* Brief presentation of the registration, submission and approval procedure/routines of the time registration system
* Brief explanation on how it is ensured that invoices contain a clear reference to the LIFE project showing how invoices are marked in order to show the link to the LIFE project

### Partnership arrangements (if relevant)

Please briefly explain how financial transactions between the coordinating beneficiary and the associated beneficiaries have taken place. How is financial reporting implemented by each beneficiary and how is the consolidated cost statement prepared? Same for subsidiaries.

### Certificate on the financial statement

In accordance with Article II.23.2.d of the General Conditions, a certificate on the financial statements and underlying accounts (‘certificate on the financial statements’) for each beneficiary and for each affiliated entity, shall be provided if:

(i) the cumulative amount of payments the beneficiary requests as reimbursement of actual costs as referred to in Article I.3.2(a)(i) (and for which no certificate has yet been submitted) is EUR 325,000 or more;

(ii) the maximum grant amount indicated for that beneficiary and its affiliated entities in the estimated budget as reimbursement of actual costs is EUR 750,000 or more.

This certificate must be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII of the Grant Agreement.

Instructions / guidelines for the submission of deliverables

* Please make a reference to the deliverables in the report text. In case the deliverables are presented in a national language other than English, please include a summary in English, in the deliverable, outlining the purpose, outcomes, results and conclusions.
* All the deliverables due in the reporting period shall be provided unless already submitted with previous report(s). **Deliverables should only be resubmitted if a revised version has been requested by the Agency.** For projects uploading their deliverables in BUTLER, please find the guidance on BUTLER under the LIFE Reporting webpage at <https://cinea.ec.europa.eu/programmes/life/life-reporting_en>.
* Please date deliverables with the actual date of completion (and the date of revision if applicable).
* For projects not submitting through Burler, please provide deliverables in clearly labelled Annexes including the name of the deliverable.
* In case of a very large file please provide only a link to the deliverable in a one-page Word file comprising the corresponding Annex (for example if it is available on the project website or other site).
* Please update the table in ANNEX 1 to the technical report listing the deliverables and milestones foreseen for the reporting period, indicating the actual date of completion / accomplishment and the date foreseen in the Grant Agreement.
* Please submit other supporting documents, reports, evaluations that are not foreseen deliverables, but which further illustrate the project’s impact. Please clearly distinguish such additional materials from the deliverables foreseen in the Grant Agreement. In case of very large files please provide only a link to the output (for example if it is available on the project website or other site). If relevant, please contact your external monitor to request the addition of a specific deliverable in BUTLER to enable the submission of a ZIP file containing all those additional supporting documents that are necessary for a full reporting.
* Please note that for projects with land purchase you need to submit digital copies of the land register, including a "conservation clause" (in exceptional cases the purchase / lease acts can be accepted) as this is a prerequisite for the costs to be considered eligible. All land sections purchased or leased must be shown on a map, which also provides the boundaries of the project area and the Natura2000 site boundaries.
* Please be aware that the Layman’s report and the After-LIFE Plan are **compulsory** deliverables and must be submitted with the Final Report only:

**Layman's report**

Purpose: The layman's report is a document aimed at a broader target group and serves to inform decision-makers and non-technical parties on the objectives of the project and the results achieved. The layman’s report will be distributed widely and will be available on the LIFE website via the project database. It is therefore **compulsory** for all projects.

Form: This document is an entirely self-standing document, often in the form of a leaflet or similar. It should be provided in English and in the language(s) of the beneficiaries.

Content: The length of the layman’s report should normally be 5-10 pages, including supporting graphs, photographs etc. Since the target group is the general public, the technical details should not be excessive. However, it is normally advantageous to include some quantitative results to illustrate the impact of the techniques/methods demonstrated by the project.It should include the following points (adapted to the target group):

* Summary of project scope and objectives;
* Description of the techniques/methodology implemented and the results achieved;
* Assessment of the benefit and impact
	+ Nature IPs: conservation benefits for the Natura 2000 (SCI/SPA) and species/habitat type targeted. Highlight briefly issues that may have important policy implications;
	+ Water, Waste and Air IPs: environmental impact of the project, describing the environmental benefits (illustrated with quantified information);
	+ Climate Action IPs: climate mitigation and adaptation impacts of the project;
* Cost-benefit discussion on the results (economic and environmental benefits);
* Transferability of project results;
* Map indicating where the project takes place: NB please ensure that the project site is illustrated in a way that allows a broader public to know where in Europe and in the Member State the project is implemented.

**After-LIFE Plan**

This compulsory plan (suggested length: 5 pages) for IPs shall in general describe how the targeted plan will eventually be fully implemented (e.g. how actions implemented under the IP will be continued or replicated elsewhere, how human resource and management capacities built up during the IP will be maintained, how mobilisation of related funding will be ensured, etc.).

In this respect the After-LIFE Plan shall describe how the actions with best practice character and initiated in the LIFE project will be continued and developed in the years that follow the end of the project, and how the results of the project will be maintained. For pilot and demonstration elements of the project, the After-LIFE Plan shall in addition set out how the dissemination and communication of the results will continue after the end of the project and how those would be replicated in the given region or nationwide. It should give details regarding what actions will be carried out, when, by whom, and using what sources of finance. Additional ex-post reporting e.g. 1 year, 3 years, and 5 years after the project should be foreseen.

The After-LIFE Plan shall be delivered in English and also in the language(s) of the beneficiaries.

##### ANNEX 1: DELIVERABLE AND MILESTONES SCHEDULE

*IPs with budget split into Phases: fill in below for main deliverables and milestones completed in the reporting period.*

 *IPs with merged budget: in addition to the above, list any relevant deviations in expected completion dates for deliverables and milestones in the next period.*

**MAIN DELIVERABLE PRODUCTS OF THE PROJECT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Deliverable | Code of the associated action | Deadline | Actual date of completion |
|  |  |  |  |
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**MAIN MILESTONES OF THE PROJECT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Milestone | Code of the associated action | Deadline | Actual date of completion  |
|  |  |  |  |
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##### ANNEX 2: TIMETABLE

*This Annex only applies to projects with a single budget for the whole project duration, not in phases (see Chapter 8).*

*It should only be provided if deviations from the (amended if applicable) Grant Agreement are expected.*

*Highlight in a different colour the deviations. List all actions ordered by number and using their numbers or names. Tick as appropriate.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **2019** | **2020** | **2021** | **etc.** |
| **Number/name** | **IV** | **I** | **II** | **III** | **IV** | **I** | **II** | **III** | **IV** | **I** | **II** | **III** | **IV** |
| **A. Preparatory actions, elaboration of management plans and/or action plans:** |
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| **C. Concrete (conservation/implementation) actions:** |
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| **D. Monitoring of the impact of the project actions:**  |
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| **E. Public awareness and dissemination of results:** |
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| **F. Project management and monitoring of project progress:** |
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1. For the first Interim report and Final report: Project start date; for the second and subsequent Interim reports: Start date of the Phase reported [↑](#footnote-ref-1)
2. Include the reporting date as foreseen in part C2 of Annex II of the Grant Agreement [↑](#footnote-ref-2)
3. Prioritised Action Frameworks (PAF), River Basin Management Plans (RBMP), Waste Management Plans (WMP) and/or Waste Prevention Programmes (WPP), Air Quality Plans (AQP), climate action plans, strategies or roadmaps for adaptation, mitigation or urban climate action. [↑](#footnote-ref-3)
4. The **themes or pillars** are the different aspects and measures of the Plan to which action is needed and applied, and which will be unique to each type of Plan and its geographical/legal context. These themes or pillars may also vary at different stages of the Plan’s implementation and revision. [↑](#footnote-ref-4)
5. Aspects related to this contribution, that should be considered by the project, include, for example:

How the Plan will contribute to the implementation, updating and development of European Union environmental / climate action policy and legislation.

How the Plan is integrated in other relevant policies (if applicable).

Other, external programmes and campaigns that are current and/or planned that will be needed and/or undertaken in order to ensure full implementation of the Plan.

Contributions to other complementary policies and legislation (at any relevant scale/level), which could also include policy and legislation outside of environmental, climate and nature conservation and sustainability.

How the project will drive and influence replicability and transferability of the demonstrated approach and will itself be sustained after the LIFE IP is completed.

The range of stakeholders that are involved in the project implementation and impact and, where relevant, how the project will build capacity in its personnel, beneficiaries, and stakeholders.

How the project will continue to identify, apply, secure, and mobilise funding for activity. [↑](#footnote-ref-5)