

LIFE Project Number

<LIFEyy XXX/XX/XXXXXX>

Mid-term / Final Report

**Covering the project activities from dd/mm/yyyy[[1]](#footnote-2) to dd/mm/yyyy**

Reporting Date[[2]](#footnote-3)

<dd/mm/yyyy>

LIFE PROJECT NAME or Acronym

<Name of the project>

Data Project

|  |  |
| --- | --- |
| Project location: |  |
| Project start date: | <dd/mm/yyyy> |
| Project end date: | <dd/mm/yyyy> **Extension date:** <dd/mm/yyyy > |
| Total budget: | €  |
| EU contribution: | € |
|  |  |

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: |  |

**Instructions:**

Please refer to the General Conditions annexed to your grant agreement for the contractual requirements concerning a Mid-term/Final Report.

Both Mid-term and Final Technical Reports shall report on progress from the project start-date. 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 project](https://cinea.ec.europa.eu/system/files/2021-04/How%20to%20report%20on%20your%20LIFE%202014-2020%20projects.pdf), available on the LIFE website. Please check if you have the latest version of the guidance 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.

Required structure

# Table of contents

# Glossary of keywords and abbreviations (when appropriate)

# Executive summary (maximum 1 1/2 page)

Briefly describe the project objectives, key deliverables and outputs.

Compare in a few paragraphs the activities planned to the progress made. Summarise the achievements, deviations, important problems and difficulties met during the project implementation. This summary should be a stand-alone text.

# General overview (maximum 2 pages)

Where relevant, distinguish the strategy taken and progress made on actions between strands (ENV, NAT, CLIMA, GIE/GIC, and IPs).

* 1. Introduction
* Description of background, problems addressed and objectives (as foreseen in the proposal)
	+ - Capacity building problem/issue addressed
		- Objectives and methods to reach these objectives
		- Outline the strategy in terms staffing/training/ information exchange, networking and communication implemented in function of the problem addressed by the project
		- Baseline situation, including weaknesses leading to low participation in LIFE+ (2007-2012) and statistics of project submission and approval/rejection
		- Stakeholders targeted
		- Monitoring of the project impact
	1. Amendments and deviations
* Describe the problems or difficulties encountered in the project duration. If any, identify the nature and the reason for the deviation or encountered problems. These may be issues of a technical nature (contracting of experts delayed, delays in cooperation with other Member states or partners), or financial (the costs did not correspond with the budgeted amounts) or organisational (change of ministry structure, staff issues, difficulty to reach the target groups). Provide an assessment of the impact of these deviations on the outcomes of the project and describe the measures taken / to be taken to overcome or alleviate the problems in question. In case of deviations described in the last report describe how you have managed to get back on track.
* If the project seems likely to become/stay behind schedule, please indicate this clearly. Signal any changes to the baseline implementation programme.

In particular, please briefly describe the following issues:

* Formal amendments
* Changes communicated to the Agency / Monitoring team
* Other deviations and delays
* Methodology applied: discuss the successes and failures of the methodology applied, the results of the actions conducted and the cost-efficiency of actions.

# Technical analysis of progress and impacts (maximum 15 pages)

Where relevant, distinguish the actions, barriers to achievements and results between strands (ENV, NAT, CLIMA, GIE/GIC, and IPs)

* 1. Technical progress in terms of expected results - Quantitative indicators
* Please report on **specific indicators**
	+ Assess the performance of the Project Specific Indicators and provide an updated table with a clear comparison between the achievements to date and the targets at the proposal stage, provided in Form B1b – expected results – of your application form. For this purpose, use the Excel table Project indicators in Annex I.

For the Final Report only:

* Please give details on the expected longer term results, i.e. in addition to the specific indicators and the After LIFE Plan, please explain the economic, social and environmental results/benefits of your Capacity Building Programme.
	1. Technical progress, per Action – Qualitative assessment

Please describe **what** has been done regarding the different technical/substantial components of the project (such as studies, staffing, training, workshop, helpdesk, development of communication tools) **and how**. The description of the work done has to be sufficient to allow a good understanding of the project without a need to refer to the deliverables. The technical details, however, should be given in the deliverables, to which you may refer (in brackets).

For each action following the structure hereunder:

### Implementation actions

### Monitoring of the impact of the project actions

### Actions for communication and for dissemination

### Project management and monitoring of project progress

* + 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 – see section 5.1).
	+ Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule. Please justify any deviations from expected results and indicators, on the action start and end dates as well as the deliverables’ and milestones’ dates foreseen in the grant agreement, and discuss the impact on other actions.
	+ Clearly report on the indicators used to test the performance of the action (if applicable). Please note that in this section you should report on the expected results defined for the project mentioned in Forms C1 and not the Project Specific Indicators (Form B1b) which you are required to address in section 5.1, above.
	+ Clearly indicate major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).
	+ Mention any complementary action outside your Capacity Building project.
	+ Outline the perspectives for continuing the action after the end of the project.
	+ Include tables, photographs, attendance lists, and any other relevant item to illustrate the actions.

## Analysis of impacts and benefits

In this section please discuss the following and, where relevant, refer to the values of the Specific Project Indicators table (see chapter 5.1):

1. Policy impact

Indicate any important achieved targets (this may include indirect effects of the successful Capacity Building project) contributing to the future implementation, design or take-up of regional, national or European legislation. 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.

1. LIFE proposals improvement

Please provide qualitative information in relation to the identified weaknesses leading to the Member State's low participation in LIFE+ 2010-2012

1. Replication and transferability: Integration, complementarity, synergies and replicability of the LIFE Programme into policies, economic activities and other programmes: potential for replication of projects in same and other sectors at the local and EU levels, drivers and obstacles for transfer, cofinancing: proposals with other sources of funding, development of national cofinancing where applicable, actions to give potential applicants access to alternative sources of financing (beyond LIFE)

## Outside LIFE (max. ½ page)

Summarise the different actions taking place outside the framework of the LIFE project (i.e. not financed by LIFE) but that are complementary to the project and add to its impact (if applicable).

# Comments on the financial report

The financial statements (available in the [LIFE reporting](https://cinea.ec.europa.eu/life/life-reporting_en#ecl-inpage-1068) section on the LIFE website) must be used and completed to prepare the financial report as explained in the [How to report on your LIFE project](https://cinea.ec.europa.eu/system/files/2021-04/How%20to%20report%20on%20your%20LIFE%202014-2020%20projects.pdf) guidance document. You may also consult the [Q&A on financial statements](https://cinea.ec.europa.eu/system/files/2021-04/CompletingFinancialSTatemActionGrants-Q%26A.pdf). This part of the technical report must include the following points:

* an overview of the costs incurred
* information about the accounting
* 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 budget, persons changing status during the project from external consultants to employed staff (or vice versa), etc.

## 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).

|  |
| --- |
| PROJECT COSTS INCURRED |
|  |  | Cost category | Budget according to the grant agreement in €\* | Costs incurred within the reporting period in € | %\*\* |
| 1. |  | Personnel |  |  |  |
| 2. |  | Travel and subsistence |  |  |  |
| 3. |  | External assistance |  |  |  |
| 4. |  | Durables goods: total non-depreciated cost |  |  |  |
| 5. |  | Consumables |  |  |  |
| 6. |  | Other costs |  |  |  |
| 7. |  | Overheads |  |  |  |
|  |  | **TOTAL** |  |  |  |

\* 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 line: 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
* 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

## Certificate on the financial statement

For the LIFE14-16 projects, in accordance with Art. II.24.2, the official registration number, organisation, full name and address of the approved auditor or competent and independent public officer who are to establish the certificate for the payment of the balance, shall be included in this section of the mid-term report. For the LIFE17 onwards projects, provision of the auditor’s details is not required with the mid-term report. The auditor's report (to be included with the final financial report) must follow the format of the ‘Terms of reference for the certificate on the financial statements’ available on the LIFE website under the [LIFE Reporting / Templates](https://cinea.ec.europa.eu/life/life-reporting_en#ecl-inpage-1068) section.

# Envisaged progress until next report (this section should be included only for the Mid-term report)

* Briefly describe what will be done until the next report. Describe the development of different tasks, including events.

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# 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.
* Please date deliverables with the actual date of completion (and the date of revision if applicable).
* You may annex any other document **only if** particularly useful to assess the success of the project but which is not part of the planned deliverables.
* Please be aware that the After-LIFE Plan is a **compulsory** deliverable and must be submitted with the Final report.

### After-LIFE plan

This compulsory plan (suggested length: 5 pages) shall set out how the beneficiary/ies plan to continue applying, disseminating and communicating the results of the project after its end, and in particular how they plan to continue to promote LIFE and follow the objectives set with the Capacity Building project.

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

Annex I – Project indicators

1. Project start date [↑](#footnote-ref-2)
2. Include the reporting date as foreseen in part C2 of Annex II of the Grant Agreement [↑](#footnote-ref-3)