**LIFE 2021-2027**

**Technical Progress Report**

Instruction are in blue; the text should be deleted before submission

Text highlighted in grey should be filled in.

|  |  |
| --- | --- |
| Project acronym and number: |  |
| Date of submission of the report: |  |
| Period covered by the progress report: | (period since the start of the project, or since the last periodic report) |
| LIFE call topic: | LIFE-[year]-[SAP/CET/STRAT]–[Topic] e.g. LIFE-2022-CET-DEEPRENO or LIFE-2021-SAP-ENV or LIFE-2021-STRAT-NAT-SNAP |
| Project start date: |  |
| Project end date:  |  |
| Author  | Name:E-mail:Telephone:  |

Please fill in the project acronym and number in the page footer.

# Progress of work plan in the period (<2 pages per WP):

Please describe progress in no more than 2 pages per work package. Copy and fill in the table below for each work package.

| WP X – Name of WP |
| --- |
| **Key objectives** | **Progress** | On track | Delayed |
| List here the objectives expected from this WP in the period; 1 objective per row. Objective 1 | Explain what has been achieved and if you are on track compared to your initial planning. If relevant, detail per partner / country / region. If you are delayed, provide mitigation measures. Specify the deliverables concerned (if any).  | (tick if on track) | (tick if delayed) |
| Objective 2 |  |  |  |
| Objective X |  |  |  |

# Progress on milestones (optional if Continuous reporting tab is up-to-date)

List below only the milestones which should have been reached since the project started plus those you reached in advance and comment on their status; in case of delay please provide an expected date of delivery. 'Month' refers to the date of completion indicated in Annex 1 (part A).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Milest. no.  | Milestone title  | Delivery date in Annex 1  | Means of verification  | Achieved  | If not achieved, forecast date  | Comments  |
| MS X  | As indicated in Annex 1  | [insert dd/mm/yyyy]  | [insert means of verification as in Annex 1 ]  | [YES] [NO]  | [insert dd/mm/yyyy]  | [insert comment if needed]  |
| MS X  |  |  |  |  |  |  |
| MS X  |  |  |  |  |  |  |
| MS X  |  |  |  |  |  |  |

# Other issues (<1 page)

For instance, issues linked to policy such as bottleneck or opportunities, consortium management, need for an amendment to the grant agreement, possible co-operation with other projects/ programmes, or any question on which you need the Agency to give you a feedback.

For the SIP/SNaP, information on complementary funds mobilisation & targeted plan implementation (if not already reported within the work packages) should be provided.

# Use of resources (<1 page)

Please mention if you have major over- or under-spending of resources (in e.g., person-months and/or personnel costs, equipment costs) compared to the initial allocation, or major unforeseen expenses, in particular sub-contracting that was not planned in Annex 1 (in this case, please note it will need to be approved by the Agency and you need to make a specific request).

It is not necessary to provide a detailed breakdown of person-months and costs.

# Common financial errors to be avoided

While you are not required to provide detailed financial information, please check the Section Guidance how to report under the [LIFE Reporting webpage](https://cinea.ec.europa.eu/programmes/life/life-reporting_en) in particular the PowerPoint presentation summarising common financial errors identified so far in view helping you avoid some costs ineligibilities. Please always consult your Grant Agreement and Annotated Grant Agreement when in doubt.

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| **HISTORY OF CHANGES** |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 22/06/2023 | Initial version  |
| 2.0 | 31/10/2023 | Few adjustment to fit all LIFE Subprogrammes |
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