**LIFE operating grants**

**Specific grant agreement technical report**

Covering the period xx/xx/xx-xx/xx/xx *(usually from 01/01/2021 to 31/12/2021).*

*To be submitted within three months after the SGA end date. If late (up to one month delay), please inform us by e-mail:* [*CINEA-LIFE-NGO@ec.europa.eu*](mailto:CINEA-LIFE-NGO@ec.europa.eu)

|  |  |
| --- | --- |
| Beneficiary name and acronym: |  |
| Contract number | LIFE20/NGO/SGA/XX/2000YY |
| Person responsible:  (please provide full contact details) |  |
| Date of compilation: |  |

Budget execution as of the end date of the reporting period (usually 31/12/2021)

|  |  |
| --- | --- |
| Total annual budget of the approved work programme (in euro): |  |
| Percentage of this budget committed as of end date |  |
| Total amount of payments still to be made as of end date |  |
| Total amount of revenues still to be received as of end date |  |
| Comments (if any): | |

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| --- |
| Notes regarding this form:   * All activities are implemented during the reporting period (financial year of the beneficiary) * Please send supporting documents (evidence material) such as brochures, publications, reports or any other deliverables produced during the reporting period only electronically, through a separate folder. If the documentation is too heavy, it can be sent via wetransfer or through a shared dropbox folder. Please provide links to the documents available online. |

1. **SUMMARY OF THE IMPLEMENTATION OF THE WORK PROGRAMME**

(1-2 pages)

Please give a general overview referring to Annex I SGA and if relevant to Annex I FPA, based on the following:

**1. Context and specific European policies addressed** – briefly mention the issues that were tackled during the financial year.

**2. Objectives** – please assess how well the environmental and/or climate objectives were met in general. Please distinguish specific objectives for the one-year programme (SGA) from longer term objectives for the two-year strategy (FPA).

**3. Activities**– give a summary description of the main activities carried out in the framework of your strategy. If any foreseen activity was delayed from the first to the second FPA year, please give the reasons.

**4. Deviations/Unforeseen actions** – if relevant, please state which planned activities were replaced or not carried out and/or which expected results were not achieved, in part or in full, and provide the main reasons why. Please also describe if new unforeseen actions were developed and implemented during the eligibility period. In particular, in relation to Covid-19:

* please explain if you adapted your work programme to pro-actively redirect originally foreseen tasks to address new challenges and opportunities arising from the pandemic;
* briefly explain how the restrictions related to the sanitary crisis have affected the implementation of your work programme, e.g. delays, modified or unimplemented activities, lost funding etc.

**5. Channels and means used** – please list the structures/instances which you have used to facilitate access to relevant European institutions.

**6. Results and impacts** – give a summary description of the results achieved, including deliverables and outputs, medium-term results (outcomes), and impacts (if any), as specified in your SGA/FPA. Background information on understanding of these terms is available in the footnote[[1]](#footnote-2).

**7. Effectiveness and lessons learned** – please give your assessment of the overall effectiveness of the work carried out. If relevant, please indicate areas that could be improved, lessons learned and pointers for future work.

8. Please provide an **approximate share** of your implemented activities related to environmental policy and climate action. Please explain if there were major changes as compared to the proposal (>10 %).

|  |  |
| --- | --- |
| Environment Policy | % |
| Climate Action | % |

1. **HIGHLIGHTS**

Describe shortly 1-3 activities that can be put forward as particularly successful during the year, and where you consider that your work had the *highest impact.*

1. **WORK PROGRAMME ACTIVITIES IN EACH POLICY AREA**

**Instructions for filling in the form**

The report form follows the structure of the Specific Grant Agreement (SGA) and Framework Partnership Agreement (FPA) application forms.

In the first row, please tick the boxes to give a general appreciation of how well the activities were carried out in the respective area**.**

Secondly, please fill in the following:

Objectives

Based on the objectives listed in your applications (SGA & FPA), please describe the results and indicate if the objectives were achieved fully, partly or not at all. If an objective was not fully achieved, *please state the reason why*. See also section 4 above (Deviations).

Activities

Based on the activities listed in your application, please give a description of how they were carried out. For each activity, indicate if it was carried out fully, partly or not at all. If it was not fully carried out, *please give the reasons why*.

Results and impacts

Based on the expected results listed in your application, please give a description of the results achieved for each activity:

* deliverables and immediate outputs;
* medium-term results (outcomes); and
* impacts (long-term results).

Provide clear figures and detailed information on the actual level of achieved results, for instance, outreach and impact on the stakeholders. When appropriate, please give feedback for relevant policy(ies). For each result, please indicate if it was achieved fully, partly or not at all. If it was not fully achieved, *please give the reasons why*.

Some indication on activities and the related results should be included – please specify and quantify as much as possible:

* Participation in expert groups, such as technical working groups, advisory committees, etc. in the European Commission or other EU institutions (please name them and include a description of the outcome, e.g. integration of your proposals into EU policy/legislation).
* Replies to stakeholder consultations; for example launched by the Commission or by another European or international organisation (please name them and include a description of the outcome, e.g. the consultation replies given by your members are taken on board).
* Press releases; electronic and/or paper issues (try to measure the coverage), etc.
* Written submissions to EU institutions, such as position papers, policy briefings, statements, letters, etc. in electronic and/or paper form (please name them and include a description of the outcome, e.g. inclusion of your requirements in the relevant EU regulation).
* Conferences, workshops and events organised; with more than 50 participants and for example targeting national NGOs working on biodiversity, climate change, etc.
* Other policy areas than environment and/or climate action addressed; for example, development, fisheries, transport, energy, etc. (please also specify how you addressed them).
* Infringement procedures; started or advanced by the Commission on the basis of NGO information (please name them and include a description of the outcome).

Evidence

Please list here all evidence material (contributions to consultations, reports, minutes, books, booklets, CDs etc.) and link them clearly with the results and activities. Indicate how/where the material can be accessed and consulted. If it is available on a website, please give the link.

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**Area 1**

The activities in this area have been carried out

Fully  Mainly  Partially  Limited

Objectives:

Activities:

Results – please link results with the corresponding objectives:

Evidence – please link activities with the corresponding evidence*:*

**Area 2**

The activities in this area have been carried out

Fully  Mainly  Partially  Limited

Objectives:

Activities:

Results – please link results with the corresponding objectives:

Evidence – please link activities with the corresponding evidence*:*

**Area 3**

The activities in this area have been carried out

Fully  Mainly  Partially  Limited

Objectives:

Activities:

Results – please link results with the corresponding objectives:

Evidence – please link activities with the corresponding evidence:

1. **ORGANISATIONAL DEVELOMENT AND CAPACITY BUILDING**

(Contribution of the operating grant to the organisational development of the NGO)

Regarding organisational development - how is the situation at the end of the grant year as compared with the situation at the beginning of the grant year?

Improved  No significant change  Worsened

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Objectives:

Activities:

Results – please link results with the corresponding objectives:

Evidence – please link activities with the corresponding evidence:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **OTHER COMMENTS**

Optional: please give here any further relevant information that could not be provided elsewhere in this questionnaire or in the financial report.

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| --- |
|  |
| Declaration of the beneficiary:  I, the undersigned, declare that the information contained in the present report is correct and consistent with the facts.  **Name**:  **Title or function**:  **Tel**:  **E-mail**:  Signature:  **Date**: |

1. **Deliverables** are ‘’products’’, e.g. a publication written to disseminate information, a policy brief aimed at influencing decision-makers, articles posted on the web site.

   **Outputs** are **immediate, short-term results** of the implemented activities, such as raised awareness among population targeted by awareness raising activities or increased awareness about a particular environmental/climate change issue among targeted policy-makers. The outputs are short-term results that can be linked directly to the activities carried out by an organisation. For example, if you organise an event on harmful effects of plastics in oceans/seas that is attended by 100 participants, you can reasonably claim that you raised the awareness of those 100 people. If workshop attendees become active in raising awareness of their neighbours, friends, etc. or they change their behaviour and stop using plastic bags, then the result becomes an outcome.

   **Outcomes** are **medium-term results** which take more time to achieve than immediate, short-term results. If policy-makers targeted by organisation’s activities not only change their own stance on certain environmental/climate issues but adopt more environmentally/climate friendly positions, which are reflected in policies, then a medium-term outcome is achieved. Outcomes are related to objectives, e.g. increased number of MEPs supporting organic agriculture.

   **Impacts** are **long-term results** that are rarely achieved during the SGA duration. Given the sustained work of NGOs supported by the operating grant on particular EU policy issues, sometimes organisations contribute to a wider, long-term results such as adoption of the Paris Agreement or actual reduction in GHG emissions. These long-term results are achieved by many actors such as decision-makers, businesses, research institutions, etc. and cannot be attributed only to one civil society actor. [↑](#footnote-ref-2)