

How to draft your progress report (new template version: April 2021)

Please note that this guidance is to be used when drafting the progress report using the April 2021 template version. It only applies to the traditional and technical assistance LIFE 2014-2020 projects.

Instructions regarding the reporting requirements, procedure and formatting

- Progress reports **must be submitted following the timetable** as foreseen in the final version of the proposal attached to the Grant Agreement (i.e. Form C2 of Annex II), or as modified in agreement with the Agency.
- Progress reports must be submitted **in English**.
- The **progress report should contain a maximum of 5 pages including the front page**. Please use font Times New Roman 12 or equivalent.
- If this report is the first report prepared during the project implementation, please ensure that you have finalised the inclusion of data into the **KPI webtool** <https://webgate.ec.europa.eu/eproposalWeb/kpi/module> and you have submitted the data for verification.
- **Deliverables** should not be submitted with the progress report. Deliverables will be transmitted formally with your mid-term and final reports. However, **due deliverables shall be prepared and provided to the external monitoring team by email three weeks before each monitoring project visit**. This applies also to your responses to issues mentioned in previous communications as well as other relevant annexes (such as feasibility studies, networking reports, maps, all technical and financial documentation requested by the Agency in previous letters, etc.).
- The progress report shall be provided in electronic version **only using Word or simple text format**. The progress report shall be simultaneously forwarded by email to the CINEA Project Manager and to the external monitoring team designated by the CINEA. In case of doubt, please ask the external monitoring team to confirm the email of the CINEA Project Manager.

Instructions regarding content

The **progress report** shall contain the **necessary information for the Agency to evaluate the state of implementation of the project at the time of the submission**, the overall respect of the work plan and whether the project's objectives have been achieved or are still achievable. Major negative or positive deviations should be indicated including the mitigation measures that were taken if applicable.

Under the section 1 - Overall assessment of the achievements and as to whether the project objectives and work plan are still viable (max 2 pages)

- Give a **specific yet concise summary of the overall progress achieved** under all groups of actions;
- Provide as well a brief description of **the impact of your project so far** using the indications below as appropriate depending on your project objectives and implementation status:

Nature & Biodiversity: Indicate as appropriate for each site of the project and overall, the impact of your project so far on the species/habitats targeted, and on the other/species/habitats present on the site(s). Describe the results of your replication efforts.

Environment & Resource Efficiency: Indicate as appropriate the impact of your project so far on the environmental issues tackled. Estimate what the impact of your project could be if other stakeholders applied your approach/technology. Describe the results of your replication efforts.

Climate Action: Indicate as appropriate the impact of your project so far on the issues tackled re: climate change mitigation and climate change adaptation. Estimate what the impact of your project could be if other stakeholders applied your approach/technology. Describe the results of your replication efforts.

Environmental Governance & Information: Indicate as appropriate the impact of your project so far on the main target audience and the environmental problem targeted. Please indicate whether this impact is in line with the expectations foreseen in the proposal.

Indirect impacts: Indicate any indirect impacts of the project (e.g. local authorities near the project may have been inspired by the project to invest time/money or adopt the project's approach to the conservation/environmental issue in question).

Policy implications: Indicate any important achieved targets contributing to the 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 or action that took place to overcome these barriers.

Under the Section 2 - Identified deviations, problems and corrective actions taken in the period (max 2 pages)

- Describe **problems or difficulties** encountered or foreseen and their implications for future actions. They may be technical (equipment delivery is delayed, construction of infrastructure takes longer than anticipated), financial (the costs are not likely to correspond with the budgeted amounts) or organisational (roles of partners are changing).
- List the main deliverables and milestones not completed as foreseen in the Grant Agreement.
- Signal and justify any **anticipated significant deviations from the Key Project Indicators** targets set initially and comment on targets already met or exceeded.
- Please **assess the extent to which these problems will affect interdependent actions and the timely completion of the project.**
- Describe the **measures taken or foreseen to overcome** or alleviate the problems in question.
- If the project seems likely to become/stay behind schedule, please indicate this clearly.