

LIFE Project Number

<LIFEyy XXX/XX/XXXXXX>

Progress Report[[1]](#footnote-1)

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

Reporting Date[[3]](#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: | € |
| (%) 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: |  |

**Notes:**

**According to Article II.23 of the General Conditions “Technical and Financial Reporting – Requests for payment and supporting documents”, the coordinating beneficiary must provide the EASME with:**

**- a progress report whenever the period between consecutive reports exceeds 18 months.**

The **progress report** shall contain the **necessary information for the EASME to evaluate the state of implementation of the project**, the respect of the work plan, the financial situation of the project and whether the project's objectives have been achieved or are still achievable.

Identical copies of the report shall be simultaneously forwarded to the EASME and to the external monitoring team designated by the EASME. In accordance with Article I.10 of the Special Conditions, the **technical report** and **deliverables** shall be provided in electronic version only on a USB stick or CD-ROM attached to a cover letter; however, actual samples of publications (including brochures, posters, books, albums) and other dissemination materials / gadgets produced by the project shall be submitted. An index (in electronic form) shall be annexed to the report, listing all the deliverables provided electronically along with a short description of the content of each deliverable.

* Reports must be submitted in **English**.
* Progress reports ***must*** be submitted following the timetable *as foreseen in the final version of the proposal attached to the Grant Agreement (i.e. part C2 of Annex II)*, unless modified with agreement of the EASME.
* A progress report should normally contain a maximum of 15 pages, excluding deliverables. Please note that this suggested number of pages is indicative. In exceptional cases, the number of pages may be higher to provide the required information as described below and in the guidance per section. Please use font Times New Roman 12 or equivalent.
* The technical part should contain a ***concise*** statement of the tasks undertaken and a forecast for the next reporting period. Reporting under each action, although concise, should give sufficient information to allow EASME to assess progress compared to each of the activities and expected results described in the proposal. While details should be provided in the deliverables and other supporting annexes, the main report should primarily give substantive information on progress. Any problems encountered during the period and possible deviations from project plans must be covered.
* Progress reports must be accompanied by the deliverables due in the reporting period as well as other relevant annexes (such as feasibility studies, networking reports, maps, all technical and financial documentation requested by the EASME in previous letters, etc.). The main deliverables linked to the main milestones should contain a brief summary in English describing its content and overall conclusions (when applicable).
* The internal co-operation agreement between the beneficiaries (referred to in Article II.1.1(c) of the General Conditions) shall be annexed to the first progress report only.

**REQUIRED STRUCTURE:**

1. Table of contents
2. List of key-words and abbreviations (when appropriate)
3. Executive summary (max 2 pages)
	1. General progress

Give a specific yet concise summary of the whole report, including an outline of highlights and progress achieved under all groups of actions.

* 1. Assessment as to whether the project objectives and work plan are still viable
	2. Identified deviations, problems and corrective actions taken in the period
* 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 (role of partners are changing). 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. Signal changes to the baseline implementation programme.
1. Administrative part
* Describe what the project manager and other representatives of the coordinating beneficiary have done to organise/co-ordinate the project (meetings, seminars etc.), as well as what the associated beneficiaries have done.
* Describe any changes in the project's management structure; partner withdrawn, replaced, etc.
* Please note that any substantial changes to the Grant Agreement should be also dealt an amendment procedure (cf. Article II.12 of the General Conditions and the [General guidelines for the presentation of an amendment to the grant agreement](http://ec.europa.eu/environment/life/toolkit/pmtools/life2014_2020/amendments.htm)).
1. Technical part
	1. Progress per action

For each action and sub-action, if appropriate (please follow the structure of your proposal), describe the activities conducted and resulting outputs **during the reporting period**:

* Indicate the status of the action (started, completed, in progress) as well as the foreseen and actual duration as follows:

Foreseen start date: Actual start date:

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

* Describe **progress achieved** under the action, referring to all the activities foreseen in the proposal avoiding describing the action's targets as such. While stating progress, indicate as well how it was achieved, present and discuss the main findings and results, and explain how they feed into other actions and their implications for the project as a whole. When referring to the deliverables and other annexes, give information on the relevant content and main findings of these.
* Indicate what problems you have had, how you have solved them or plan to solve them, what delays (if any) you have and how this will (or will not) impact on the other actions of the project whose implementation depend on this action, and how you plan to catch up.
* Compare the progress made with the established time schedule. Indicate a timetable showing how you plan to continue this action during the next reporting period. Please provide a clear and comprehensive milestone table.
* For each of the expected result of the action, indicate whether you estimate you will achieve them. Where these results are quantitative, indicate the target, what you have achieved so far and what you think you will achieve by the end of the project.
* Attach completed due deliverables (with a clear reference in the text of the report).
* Please present the progress of the project using a Gantt-chart or similar.
	1. Envisaged progress until next report
* Briefly describe what will be done until the next report. Describe the development of different tasks or entities and envision the milestones to be achieved such as: all field work finished, infrastructure construction finished etc.
* Planned actions should also be indicated in the Gantt chart used to illustrate progress:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actions / sub-actions | 2016 | 2017 | 2018 | 201x |
|  | 1T | 2T | 3T | 4T | 1T | 2T | 3T | 4T | 1T | 2T | 3T | 4T | 1T | 2T | 3T | 4T |
| Mid-Term Start dateX=Progress reportsEnd dateOverall project schedule | Proposed | O |  |  |  |  |  X |  O |  |   |  |  X |  | O |  |  |  |
| Actual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 1 | Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 2 | Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 3 | Proposed |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action x | Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

* 1. Impact

**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 climate change mitigation and climate change adaptation 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.

**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.

*Note: It is clear that at the early stages of the project this section will not be well developed, but it is useful to see it progress.*

**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).

**Table of 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.

**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.

* 1. Outside LIFE

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).

1. Financial part
	1. Costs incurred (summary by cost category and relevant comments)

Fill in the following table concerning the incurred project costs:

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget breakdown categories** | **Budgeted costs in €\*** | **Costs incurred from the start date to dd/mm/yyyy in €** | **% of Budget\*\*** |
| **1. Personnel** |  |  |  |
| **2. Travel and subsistence** |  |  |  |
| **3. External assistance** |  |  |  |
| **4. Durable goods**  |  |  |  |
| **Infrastructure** |  |  |  |
| **Equipment** |  |  |  |
| **Prototype** |  |  |  |
| **5. Land purchase / long-term lease** |  |  |  |
| **6. Consumables** |  |  |  |
| **7. Other Costs** |  |  |  |
| **8. Overheads**  |  |  |  |
| **TOTAL** |  |  |  |

\*) If the EASME has officially approved a budget modification through an amendment, indicate the breakdown of the revised budget

\*\*) Calculate the percentages by budget lines: e.g. what % of the budgeted personnel costs is incurred by dd/mm/yyyy

* Comment on the budget posts, particularly in case of discrepancies (for example why 80% of one post is spent although the overall level is 30% of the budget spent) and indicate if any budget modification is expected.

In order to have an overview of the use of budgeted person-days by group of actions, it is **recommended to fill in the following additional table**. Please provide estimates of % of person-days spent compared to the budgeted numbers[[4]](#footnote-4). This table will allow you and the EASME to monitor the actual absorption of budgeted time and will highlight any major deviations that should then be explained. When compiling the information you may refer to the number of days referred to into Form R2 of the proposal:

|  |  |  |
| --- | --- | --- |
| **Action type**  | **Budgeted person-days** | **Estimated % of person-days spent**  |
| All projects when applicableAction A: Preparatory actions |  |  |
| NAT and CLIMA projectsAction B: Purchase/lease of land and/or compensation payment for payment rights  |  |  |
| ENV projectsAction B: Implementation actions |  |  |
| GIE projectsAction B: Core actions |  |  |
| NAT projectsAction C – Concrete conservation actions  |  |  |
| CLIMA projectsAction C: Implementation actions |  |  |
| ENV and GIE projectsAction C: Monitoring of the impact of the project action  |  |  |
| NAT and CLIMA projectsAction D: Monitoring and impact assessment |  |  |
| ENV and GIE projectsAction D: Public awareness/ommunication and dissemination of results |  |  |
| NAT and CLIMA projectsAction E: Communication and Dissemination of results |  |  |
| ENV and GIE projectsAction E: Project management |  |  |
| NAT and CLIMA projectsAction F: Project management (and progress)  |  |  |
| **TOTAL** |  |  |

1. Progress Report without any payment request (for Progress Reports with payment request, use the Mid-term Report template) [↑](#footnote-ref-1)
2. Project start date in the case of the first Progress Report, otherwise date since the last reporting period [↑](#footnote-ref-2)
3. Include the reporting date as foreseen in part C2 of Annex II of the Grant Agreement [↑](#footnote-ref-3)
4. As we are only requesting estimations, those figures are not meant to be used for the financial reporting. [↑](#footnote-ref-4)