

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: | € |

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:**

The **progress report** shall contain the necessary information for the Agency 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 Agency and to the external monitoring team designated by the Agency. The **technical report** shall be provided in electronic version on a CD-ROM or memory stick. An index shall be annexed to the report, listing all the deliverables provided electronically along with the correct title and number (reference as in Annex II to the Grant agreement) of each deliverable.

* 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 Agency.
* A progress report should normally contain a maximum of 15 pages, excluding deliverables, and may be shorter. 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. 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.
* There is no financial reporting linked to the progress report.
* For the indicators table, please refer to Annex I.

**REQUIRED STRUCTURE:**

1. Table of contents
2. Glossary of keywords and abbreviations (when appropriate)
3. Executive summary (max 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.

1. General overview (maximum 2 pages)

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

* 1. Project management
* Describe how the project started, the setting up of the project team and confirm whether it is up and running. Please include the Organisation chart of the project team and the project management structure.
* 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 Agency must also be informed of major modifications in separate notes (cf. Article II.12 of the General Conditions).
	1. General progress
* Describe what you have implemented and achieved so far.
	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 major problems or difficulties encountered or foreseen and their implications for future actions. These may be issues of a technical nature (difficulty to reach the target groups, delays in cooperation with other Member states or partners), financial (the costs did not correspond with the budgeted amounts) or organisational (contracting of experts delayed, change of ministry structure, staff issues). 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. Technical part

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

* 1. Progress per action

For each action type[[4]](#footnote-4), if appropriate, describe the activities conducted and resulting outputs **during the reporting period**:

* + 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).
	+ 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 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.
	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.

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** |  |  |  |
| **Equipment** |  |  |  |
| **5. Land purchase / long-term lease** |  |  |  |
| **6. Consumables** |  |  |  |
| **7. Other Costs** |  |  |  |
| **8. Overheads**  |  |  |  |
| **TOTAL** |  |  |  |
|  |  |  |  |  |  |

\*) If the Agency 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 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.
* If before mid-term payment, indicate when at least 100% of the first pre-financing payment is expected to be absorbed.

Please fill in the following additional table per action[[5]](#footnote-5) (recommended). When compiling the information please refer to Form FB of the proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action number and name**  | **Budgeted costs**  | **Budgeted hours**  | **% of Budget spent**  | **% of hours spent**  |
| **Action 1 "Name"**  |  |  |  |  |
| **Action 2 "Name"** |  |  |  |  |
| **Action 3 "Name"** |  |  |  |  |
| **Action 4 "Name"** |  |  |  |  |
| **Action x "Name"** |  |  |  |  |
| **TOTAL** |  |  |  |  |

**Project indicators**

**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, provided in Form B1b – expected results – of your application form. For this purpose, use the Excel table Project indicators in Annex I.

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. Please follow the structure of your proposal:

A. Implementation actions

B. Monitoring of the impact of the project actions

C. Actions for communication and for dissemination

D. Project management and monitoring of project progress [↑](#footnote-ref-4)
5. Please follow the structure of your proposal:

A. Implementation actions

B. Monitoring of the impact of the project actions

C. Actions for communication and for dissemination

D. Project management and monitoring of project progress [↑](#footnote-ref-5)