



ENVIRONMENT

EASME

Executive Agency for Small and Medium-sized Enterprises

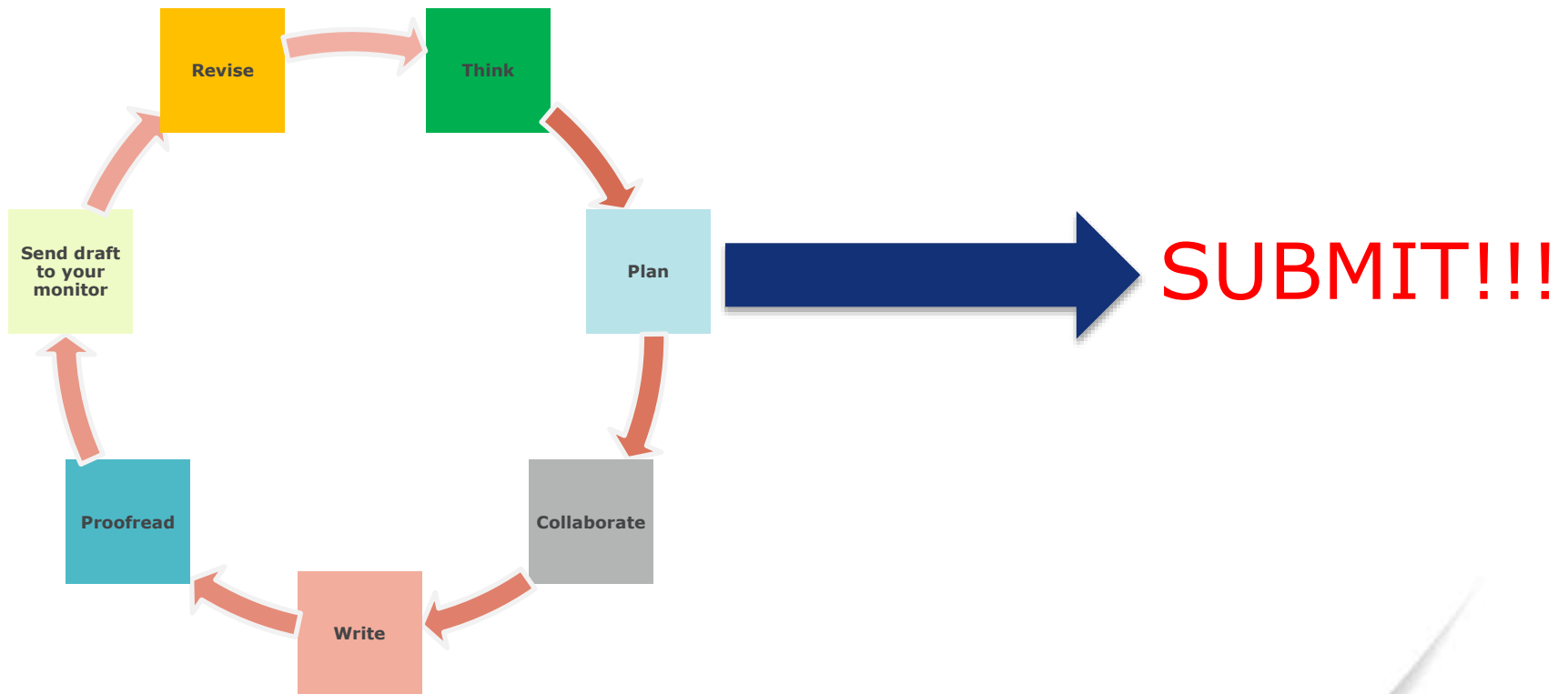
REPORTING UNDER LIFE WHAT IS EXPECTED

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LIFE Kick-off meeting
4 October, 2019 / Brussels

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THE LIFE REPORTING CYCLE



HOW TO START?

- Organise “reporting team”, appoint responsible person from each beneficiary, agree on schedule
- Make sure to use the latest template available on the LIFE website:
<https://ec.europa.eu/easme/en/section/life/life-reporting>
- Read instructions carefully and fill in all sections





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LIFE website : <https://ec.europa.eu/easme/en/section/life/life-reporting>

PAGE CONTENT

[How to report](#)

[Templates](#)

[Best examples of Layman's reports](#)

[Key indicators \(KPI\)](#)

[NGO operating grants](#)

How to report

- [Completing financial statements for Action Grants - Q&A](#)
- [Guide to assess ecosystems and their services](#)
- [How to report on your LIFE 2014-2020 projects - Version March 2019](#)
- [How to draft progress report on your LIFE 2014-2020 projects - version September 2019](#)
- [Practical guidance for coordinating beneficiaries on completing the budget shift within the threshold of 20% of the eligible cost flexibility](#)

Templates

- [Consolidated financial statement for the coordinating beneficiaries \(.xsm\) and Guidelines](#)
- [Financial statement of the individual beneficiary](#)
- [Interim/final report template for integrated projects – version April 2019](#)
- [Mid-term/final report template for capacity building projects](#)
- [Midterm/final report template for traditional, preparatory and technical assistance projects – Version March 2018](#)
- [Progress report template for traditional and technical assistance projects – version March 2019](#)
- [Progress report template for capacity building projects](#)
- [Project indicators for capacity building projects](#)
- [Progress report template for preparatory projects](#)
- [Terms of reference for the certificate on the financial statements 2014-2016 \(terms of reference to the 2017 grant agreements coming soon\)](#)

Best examples of Layman's reports

WHEN WRITING REPORTS...



- Do not neglect any section of the report, as described in the available official templates
- Quantify the achieved objectives and results in comparison with what was foreseen in the project (avoid generic descriptions)
- Verify that all planned documents (e.g. deliverables) are annexed, easily identified and well organised
- Send a draft version to the External Monitoring Team in advance for suggestions before formal submission

WHEN WRITING REPORTS...

- Be objective and informative. Describe successes and difficulties/failures equally well
- Answer any questions before they are posed!
- Respect the page limit
- Be open and transparent



Good projects do not always submit good reports!

MID-TERM AND FINAL TECHNICAL REPORTS

- Auditor's details must be provided with the Mid-term Report (Only for those projects that require an audit – see GC. I.4.4.d)
- Discuss impact:

Policy implications

- Project achievements that support development and/or implementation of legislation, action plans, strategies
- Main barriers to implementation identified and action undertaken to overcome them
- Policy adjustments or development of new policies as a result of your project activities

Continuation

- Discuss actions that promote the continuation of the project's activities after the project's end by the same entities in same or other geographical regions
- Present how this was achieved (i.e. stakeholders mobilized, next steps etc.)

Replication and transfer efforts & results

- Replication and transfer of project results
- Use of the project methods to achieve comparable results in other sectors
- How is/was this supported (business plans, feasibility studies, case studies etc.)



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KEY PROJECT-LEVEL INDICATORS (KPIs)



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KPI (Key Project Indicators of LIFE Projects)



European Commission > EASME > LIFE Programme > KPI

LIFE KPI 2.0
LIFE PROGRAMME IT SYSTEMS

1. Select your user profile

BENEFICIARY

2. Navigate to a KPI section

PROJECTS

Product release version: 2.3.1.0

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KEY PROJECT-LEVEL INDICATORS (KPIs)

- Why KPIs: Art 3.3. of LIFE Regulation: LIFE Programme shall be assessed ... against ... indicators
- LIFE reporting at the Programme level – aggregating data of ~1,000 projects. Hence, LIFE KPIs are standard for all projects
- The LIFE KPIs may be different from results, achievements and indicators specific to your project. Your own indicators should be described in technical reports
- Monitors should assist you with access and how to fill-in data

THINGS TO RESPECT WHEN REPORTING KPIS: SIMPLE, REAL, STANDARD, LOCALISED

- Contexts: Define contexts for each impact...but keep it simple
- Have a location in your contexts to show where the impact is
- Standard Trends:
 - Negative trend for KPIS on “Pressures”: start with high baseline that should be reduced (emissions reduction, waste management, etc.)
 - Positive trend for “Non pressure” KPIS (websites, jobs, etc.)
- Standard Units: Use the units provided. If issues let us know!
- No negative values
- Only real impact, i.e. no “virtual” water savings from simulations!

KPIs – What to do

1st
report

- **Within the period of first activity report!**
- Upload baseline values (the excel file) in KPI online tool

All next
reports

- Discuss deviations in the reports
- Comments on targets met or exceeded or failed

Final
Report

- Upload final values in the KPI web tool
- Report under section 7 of the FR

Future

- Snapshot 3-5 years after the project end

LANGUAGE OF THE REPORTS

Only in English:

- Technical activity reports
- Requests for payments and financial reports

Official EU languages:

- Technical annexes (for main deliverables a summary in English is required)
- Supporting documents



HOW TO SUBMIT REPORTS?



- **Technical reports:** electronic format only
- **Financial reports:** Excel files + *signed originals* + pdf copy of signed forms
- **Annexes:** electronic format only
- Mail only **signed original forms** in paper to EASME
- Send **electronic version** of the full package to the External Monitoring Team (*no paper copy of signed forms*)

TO SUM UP

- Start early (plan ahead)
- Answer all questions before EASME asks you
- Good English
- Respect reporting schedule
- Be sure to comply with all contractual requirements
- No delays!

IF YOU ENCOUNTER ANY DIFFICULTIES....



Ask your monitor!





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THANK YOU FOR YOUR ATTENTION

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