

Reporting under LIFE
What is expected?

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neemo LIFE TEAM

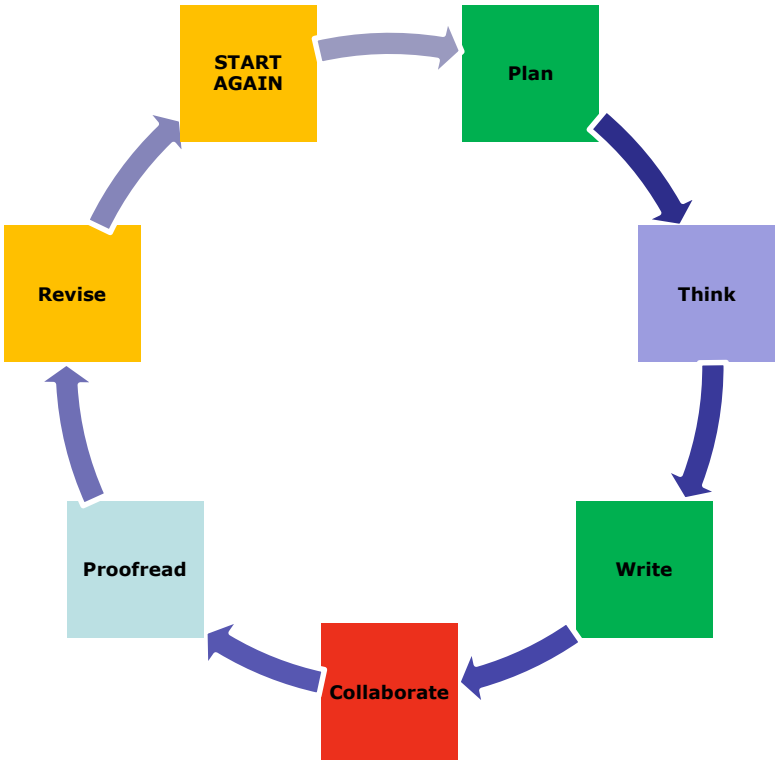
European Commission | Executive Agency for Small and Medium-sized Enterprises

Purpose of this presentation





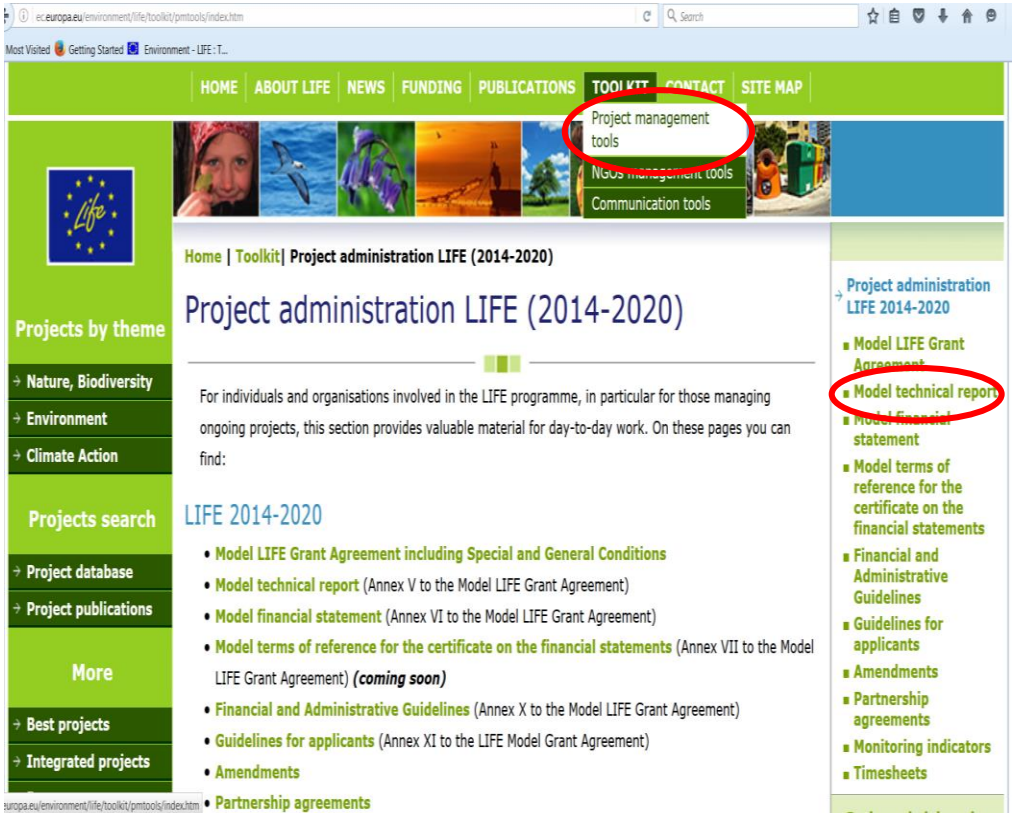
The LIFE reporting cycle!



SUBMIT !!!

How to start?

- Organise a "report team", appoint a responsible person from each beneficiary, agree on schedule
- Content? No worries, just get the right template from LIFE website
- Read carefully report instructions (incl. in templates)



When writing your 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 foreseen elements** (deliverables and other) **are annexed**, easily identified and well ordered
- **Send draft reports to the Monitoring Team in advance** for suggestions before formal submission

When writing your reports…

- **Be objective and informative.** Describe successes and difficulties/failures equally well.
- **Be open and transparent**.
- **Good project ≠ good report.**



Good progress/project is not always linked with good reporting

Mid-term/Final Technical Reports

- **Auditor's details** must be provided with the Mid-term report
- **Slimmed down** in terms of maximum number of pages and details requested (e.g. for the administrative part)

Report on:

- **Policy implications**
  - Project achievements in support to legislation (regional, national, EU)
  - Main barriers identified and action undertaken to overcome them
  - Main policy developments as a result of your project activities
- **Replication efforts and results**
  - The Project Specific Indicators table needs to be updated and submitted**.**

Indicators & Land Purchase

- The LIFE Programme reports as well! To report success at Programme level, LIFE needs your input → **Indicators database (KPI)**
- **Land purchase? Congratulations!** Please enter and validate **Land Data** in the **LIFE Land Purchase Database (LPD).**



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 your reports



- Technical reports: **electronic format only**
- Financial reports: **Excel file + signed originals + pdf copy of signed forms**
- Annexes: **electronic format only + actual samples of printed publications and project gadgets**



- **Mail two identical packages with all of the above: one to EASME & one to the External Monitoring Team**

To sum up

- Start early (plan ahead)
- Answer all questions before EASME asks you
- Good English – native speaker (report editor)
- Respect reporting schedule
- Maximum distance between reports: 18 months
- Be sure to comply with all contractual requirements. No delays!

If you encounter difficulties…

Ask your monitor!





Remember: put things in perspective and…



GET TO THE POINT.



…it's good for (your) LIFE (project)!!



Thank you for your attention!

http://ec.europa.eu/environment/life