



LIFE15

Reporting under LIFE What is expected?

Pavlos Doikos - October 2016
Kick-off meeting, Brussels



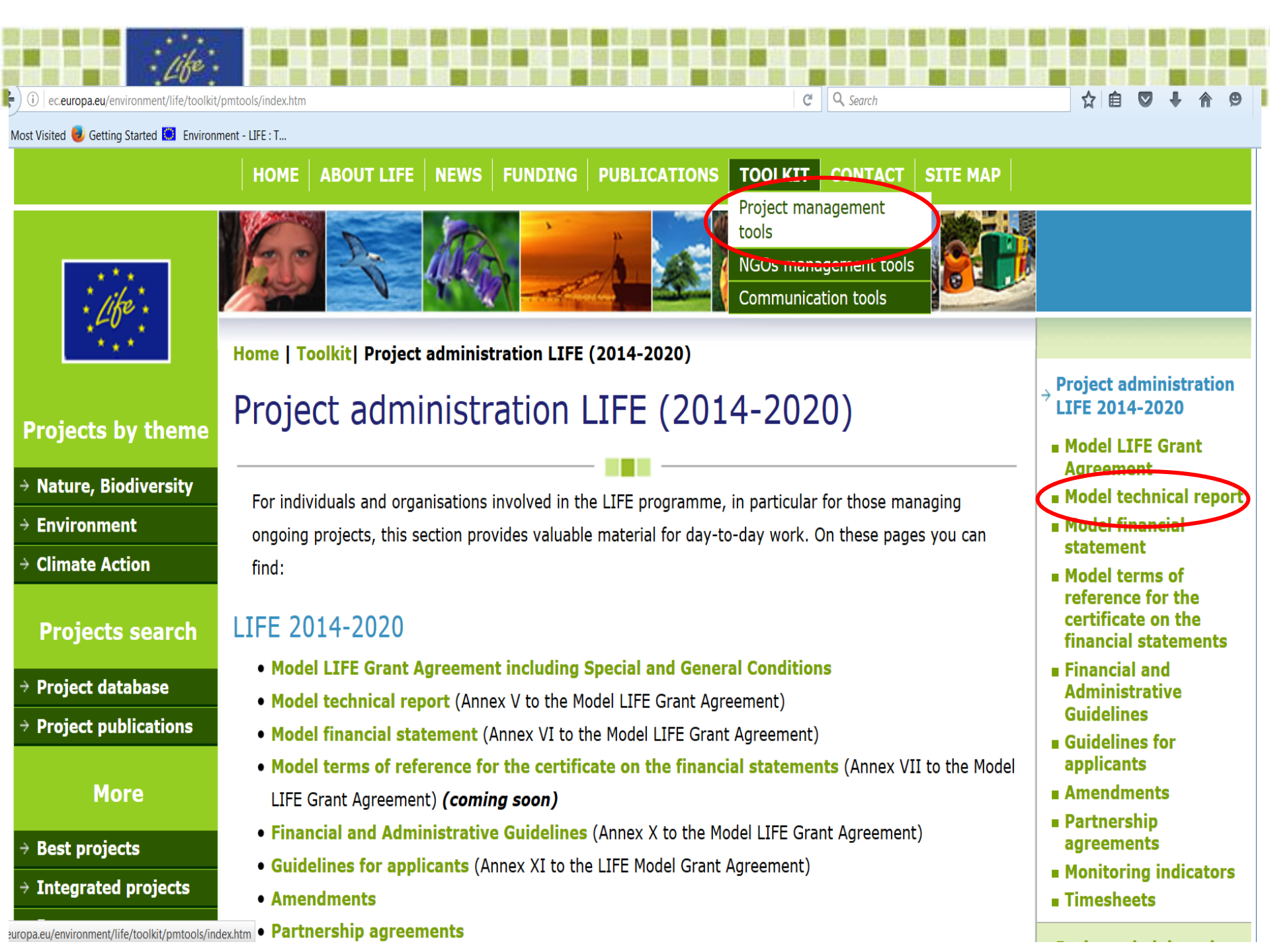
Reporting is not that...





Reporting tips

- ➔ **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).**



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ABOUT LIFE

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TOOLKIT

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SITE MAP



Projects by theme

→ Nature, Biodiversity

→ Environment

→ Climate Action

Projects search

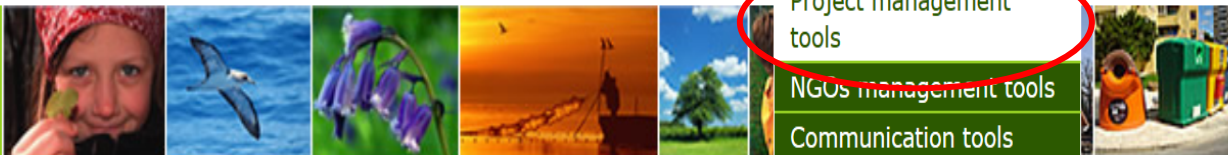
→ Project database

→ Project publications

More

→ Best projects

→ Integrated projects



Project management tools

NGOs management tools

Communication tools

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Project administration LIFE (2014-2020)

For individuals and organisations involved in the LIFE programme, in particular for those managing ongoing projects, this section provides valuable material for day-to-day work. On these pages you can find:

LIFE 2014-2020

- **Model LIFE Grant Agreement including Special and General Conditions**
- **Model technical report** (Annex V to the Model LIFE Grant Agreement)
- **Model financial statement** (Annex VI to the Model LIFE Grant Agreement)
- **Model terms of reference for the certificate on the financial statements** (Annex VII to the Model LIFE Grant Agreement) (*coming soon*)
- **Financial and Administrative Guidelines** (Annex X to the Model LIFE Grant Agreement)
- **Guidelines for applicants** (Annex XI to the LIFE Model Grant Agreement)
- **Amendments**
- **Partnership agreements**

→ Project administration LIFE 2014-2020

- **Model LIFE Grant Agreement**
- **Model technical report**
- **Model financial statement**
- **Model terms of reference for the certificate on the financial statements**
- **Financial and Administrative Guidelines**
- **Guidelines for applicants**
- **Amendments**
- **Partnership agreements**
- **Monitoring indicators**
- **Timesheets**



Reporting tips

- ➔ **Start early (plan ahead)**
- ➔ **Answer all questions before EASME asks you**
- ➔ **Good English – native speaker (report editor)**



Reporting tips

- ➔ **Respect reporting schedule**
- ➔ **Be sure to comply with all contractual requirements (e.g. max 18 months apart). No delays!**
- ➔ **Technical Report (& annexes): Just electronic format. Financial Report: paper & electronic format. Always 2 copies (by mail/courier) (1st to EASME & 2nd to External Monitoring Team).**
- ➔ **Deliverables in e-format only except samples of publications (e.g. brochures, books, etc.)**



Reporting tips

- ➔ **Be objective and informative. Describe successes and difficulties/failures equally well. Be open and transparent.**
- ➔ **A good report is based on good project management (e.g. project documentation).**
- ➔ **Good project \neq good report.**



If you encounter difficulties...



Ask your monitor



Thank you for your attention!

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