



INTRODUCTION TO LIFE PROJECT REQUIREMENTS

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Who is Who?

EASME

EASME role in context of LIFE:

- Evaluation of the proposals
- Selection of the successful projects and preparation of the GA
- In charge of monitoring process (PAs and FOs)
– in close cooperation with the monitoring team
- Approval of activity reports
- Joint visits of the project
- Policy feedback to DG CLIMA

Who is Who? EASME



LIFE OrgBalt
EASME Project Adviser



LIFE OrgBalt
EASME Financial Officer

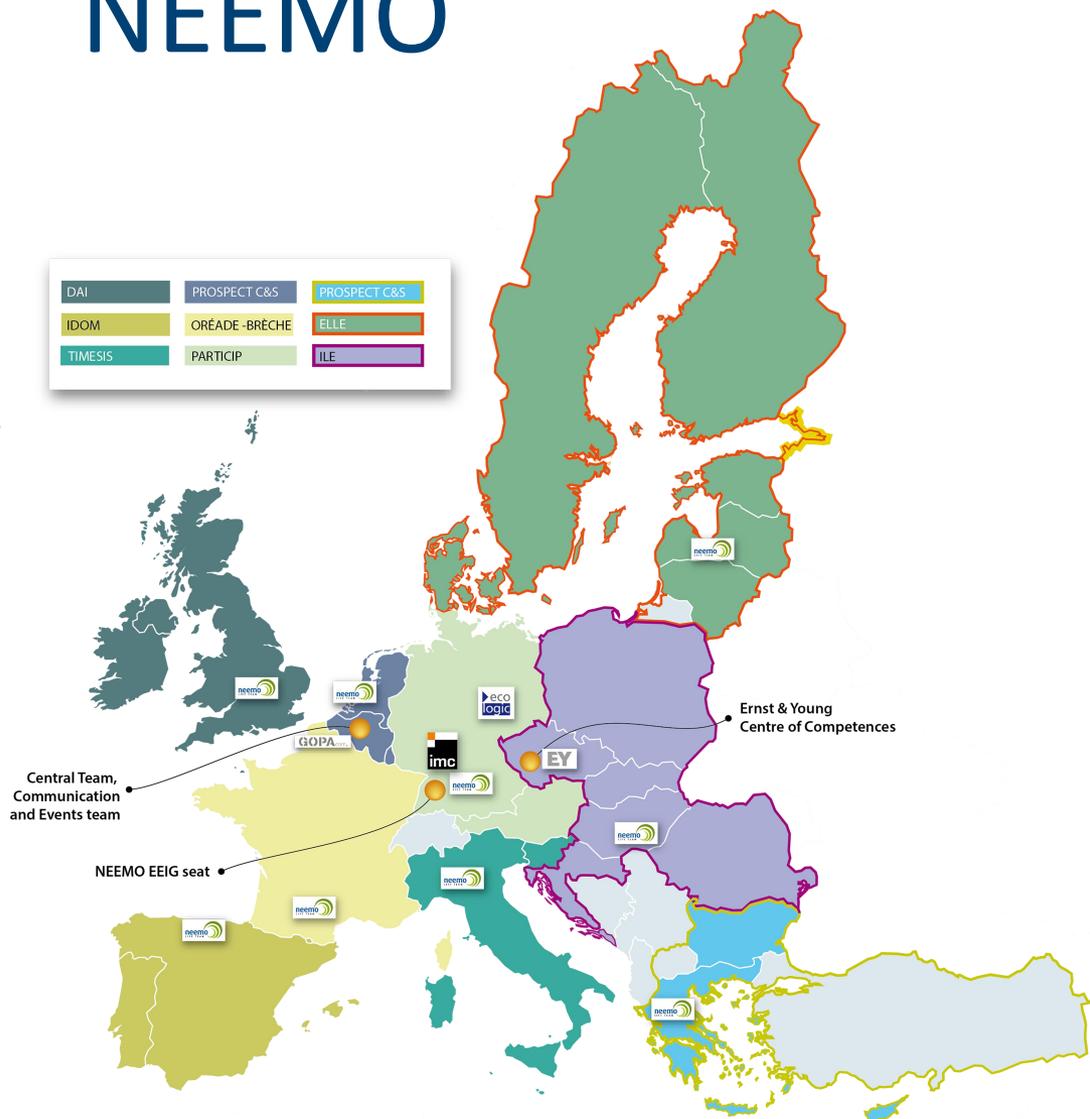
Who is Who?

NEEMO

- NEEMO EEIG is responsible for the monitoring of LIFE projects (LIFE Action grants) and of NGOs that receive funding from the LIFE Programme (LIFE Operational Grants).

- NEEMO EEIG is a legal entity that comprises 9 partner companies spread across Europe.

<https://neemo.eu/about-neemo/>



Who is Who?

External monitoring team

- **Advisors**, monitors are not entitled to take any decisions on behalf of EASME.
- Abide by the same confidentiality requirements as EASME.
- Your daily point of contact. It is always necessary to send to the Monitoring Team **copy of all correspondence** sent to the EASME (same documents, same annexes).
- In case you need simple clarifications, it is better to send an email only to the Monitor, without contacting directly the EASME. In case it is needed, the Monitor will involve EASME adviser/officer.
- In case you foresee coordination meetings with all beneficiaries (also the foreign ones) or public events (conferences, workshops, etc.) please inform the Monitoring team in advance.
- Performs quality control of Reports before submission to EASME
send reports to the monitor timely!!

Who is Who?

Coordinating beneficiary

- Concludes partnership agreements with the associated beneficiaries
- Single Contact point for the EASME and monitoring team, is mandated by associated beneficiaries and alone entitled to receive funds from the EASME and distribute amounts to the associated beneficiaries - you should transfer funds within 30 days
- Responsible for the QC of all documents and outputs prepared by the ABs

Who is Who?

Associated beneficiary

- Provide the coordinating beneficiary with ALL supporting documents necessary for technical and financial reporting. This should be done on regular basis, every 3 months recommended

TIPS FOR PROJECT ADMINISTRATION

LIFE programme

The LIFE programme is the EU's funding instrument for the environment and climate action created in 1992. The current funding period 2014-2020 has a budget of €3.4 billion.



- **EU STAND WITH 40 PROJECTS**

- **4 THEMATIC SESSIONS**

- **ONE-TO-EU MEETINGS**

Once again the European Commission will take part in Ecomondo, the annual trade fair for the green and circular economy. The expo will take place in Rimini, Italy from 5 to 8 November 2019. It will bring together all sectors of the circular economy, from material and energy recovery to sustainable development.

TECHNICAL AND ADMINISTRATIVE ISSUES General

Read information provided in LIFE website, follow guidelines: <https://ec.europa.eu/easme/en/section/life/life-contract-financial-aspects>

Guidelines

- [General guidelines for the presentation of an amendment to the grant agreement](#)
- [Guidance for Amendments to Grant Agreements via eProposal](#)
- [Amendment request – beneficiary checklist](#)
- [Financial and administrative guidelines](#) (annex X to the Model LIFE Grant Agreement)
- [Partnership agreements](#)

TECHNICAL AND ADMINISTRATIVE ISSUES General

ALWAYS check for the **latest** reporting templates on the website: <https://ec.europa.eu/easme/en/section/life/life-reporting>

Templates

- [Consolidated financial statement for the coordinating beneficiaries \(.xlsm\) 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 \(terms of reference to the 2017 grant agreements coming soon\)](#)

TECHNICAL AND ADMINISTRATIVE ISSUES Reporting

- Reports to be sent **in electronic** format (USB) to EASME, with exact copy to Monitor
- Financial report must cover the same period as the technical report
- In €
- **On time**, inform EASME/Monitor if a delay is expected. Especially for reports with financial consequences.
- Reports must be submitted in English. The main deliverables linked to the main milestones should at least contain a brief summary in English describing its content and overall conclusions.

TECHNICAL AND ADMINISTRATIVE ISSUES Reporting

Reporting schedule

Type of report	Deadline
Progress report	31/08/2020
Midterm report	31/08/2021
Progress report	31/08/2022
Final report	30/11/2023

TECHNICAL AND ADMINISTRATIVE ISSUES

Administration tips

- **Follow the Grant Agreement** (proposal). If any changes, ask the Monitor first.
- **Regular meetings**, the coordinating beneficiary has to be aware of all what is going on in the project
- **Submit the documentation to the coordinating beneficiary on regular basis**, for double checking and «fitting» into overall LIFE budget. Partners balance each other's costs, but watch out for threshold for substantial changes (20%)
- Project progress monitoring (tool – e.g., Google Drive, dedicated programme, excel...)
- Inform the monitoring team on major events and achievements
- Coordinating Beneficiary - **keep copies of ALL documents** (Audits of the project might take place at your premises, up to 5 years after the date of the final payment to the project)
- **Acknowledge LIFE support** (requirements on LIFE website)
- **Disclaimer for all publications/communication:** it should be stated that it reflects only the author's view and that the EASME/Commission is not responsible for any use that may be made of the information it contains.

TECHNICAL AND ADMINISTRATIVE ISSUES Administration tips

- **Report the costs where they are budgeted.** If any changes (contact the coordinating beneficiary) the Monitor. New cost items – ask first!
- Timesheets – consolidated time - **from day 1!**
- **Start completing the financial report asap**
- **Description** of systems/routines/internal guidance (validation of timesheets, travel cost, tendering procedures...) CB to keep in project file/folder
- **Keep LIFE costs separated from other projects** (accountancy codes, reference on invoices, indication in timesheets, separate tendering/contracts etc.).

Good luck!