**1. Reporting obligation**

The Recipient is obliged to submit the reports in the number of copies and the language required in the Agreement to the Donor by the dates specified in the Agreement.

The reports are to be limited to information relating directly to the project implemented by the Recipient. The reports should highlight key points of the project implemented by the Recipient and where appropriate show solutions to problems. Key project findings such as studies are to be added as supplementary documents and provided to the Donor also in electronic form.

**2. Narrative Reports**

Unless otherwise agreed in the Agreement, narrative reports are to be prepared every six months.

The attached instructions regarding content and structure are to be followed. The following format is to be used for writing the narrative reports. An updated project plan must be attached.

**3. Final Report**

Unless otherwise agreed, the Recipient shall submit a Final Report to the Donor in the same language as the project proposal together with the final evidence of the use of funds.

The Final Report is to provide information on the extent to which the targeted project objective has been achieved, based on the results. Furthermore, the report should indicate whether general conclusions can be drawn from the experience gained for other EUKI projects. The Final Report should refer to the entire implementation period.

Please consult the instructions in the Annex for details on the content and the structure of the report.

The Final Report should contain summarising and concluding recommendations for the country/countries of implementation and the Donor(s).

**Annexes:**

Structure of the Recipient’s narrative report

**European Climate Initiative**

**Narrative Report**

|  |  |
| --- | --- |
| **Project number** | See agreement |
| **Project title** | See agreement |
| **Contract number** | See agreement |
| **Country of implementation** | See agreement |
| **Recipient of subsidy** | See agreement |
| **Project term** | Date - Date |
| **Report period** | Date - Date  The report period comprises 6 months after the project term commences. As a general rule, the Narrative Reports must be submitted every six months. If comments represent a review of earlier developments or an outlook beyond the report period, please indicate that this is the case. |
| **GIZ contact** | See agreement |
| **Date** | See agreement |

**1. Brief summary of the results for the reporting period**

**2.** **Outcome of the project financed by the subsidy**

See Section 4.2.4/3.2 of the project proposal

2.1 Status of outcome achievement

Outcome: Title as in project proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator: Name the indicator assigned to the outcome | | | |
| Unit  Title as in project proposal | Baseline at start of project  Target value at start of project | Target value at end of project  Target value MM.YYYY | Value achieved so far  Value achieved so far MM.YYYY |
| Further explanations of the values achieved so far and other comments: | | | |

If required, add other outcome indicators in the format shown above.

**2.2 Status report on the implementation of outputs and activities**

**Output I:** Title as in project proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator I.1 Name the indicator assigned to the output | | | |
| Unit  Title as in project proposal | Baseline Target value at start of project | Target value and date of Target achievement  Target value MM.YYYY | Value achieved so far Value achieved so far MM.YYYY |
| Further explanations of the values achieved so far and other comments: | | | |
| Activities carried out in the report period:  **Activities related to Output I**  **Work package (WP) I:**   * Please present the key activities carried out during the reporting period, including the date of implementation and the status of work (commenced/concluded).   Activity (A I.1):    Activity (A I.2):    Activity (A I.3):    **Milestones related to Output I (optional)**  Milestone (M I.1):   * Please present the key milestones reached in the report period, and state the time when they were reached and the status of work (commenced/concluded).   Milestone (M I.2):    Milestone (M I.3): | | | |
| Deviation from original planning:   * Please justify compliance/non-compliance with the time schedule and/or any deviations from the project proposal, and state reasons. | | | |

**If required, add other output indicators, activities and milestones in the format shown above.**

**3.** **Synergies and links with other relevant projects and sectors of European cooperation**

List relevant projects and measures of German, European and international cooperation and present the existing synergies and links. Is there an informal exchange or specific cooperation? If so, what form does this take and which joint activities were conducted?

**4.** **Where applicable:** **Change in the framework conditions of the project financed by the subsidy**

Please describe and assess any changes that have occurred in the framework conditions compared to the starting situation (e.g. political, statutory or economic developments in the country of implementation, support in society for changes envisaged by the project or resistance to such changes, etc.) and their impacts on the project.

**5.** **Special lessons learned, analysis and rating of the project financed by the subsidy**

Special lessons learned during project implementation (e.g. successfully tested instruments/methods, unintended results) and/or lessons learned related to climate policy (e.g. new and relevant capacity shortfalls). If available, such findings can be submitted as an annex to the interim report/statement in the form of knowledge products (e.g. presentations).

**6.** **Contribution to the objectives of EUKI**

**Contribution to EUKI standard indicators**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EUKI standard indicators | *Building knowledge and raising awareness for climate action in partner countries*  Further explanation:  Measures in the project that contribute to building up knowledge or awareness among the target groups.  Target groups of individual bilateral and multilateral measures are governments, municipalities, civil society, consumers and businesses.   |  |  | | --- | --- | | Unit | Value achieved so far | | Number of participants at conferences, workshops and/or other training measures to strengthen knowledge and raise awareness in the field of climate change mitigation | Example*:*  60 participants attended in a conference on energy efficiency | | Please indicate sources of verification for assessing the target value and list activities from 4-5 which contribute to fulfilling this indicator.    Sources of verification:  Documented participation, e.g. training documents, evaluation sheets | |   *Capacity development and networking for key state, civil society, economic, education, scientific and municipal actors to support transformative processes in partner countries*  Further explanation:  Measures in the project that 1) contribute to capacity development and networking of key actors) and 2) to the initiation and support of transformative social processes in the field of mitigation.  Please only list measures and concepts if they meet at least one of the following criteria:  Outputs are passed on to target groups (e.g. ministries) (i.e. (= there is a "recipient" at decision-maker level and/or key actors from the target group are involved in the development)  When key actors at target group level contribute to the planning and implementation of measures  If there is demonstrable cooperation on a new approach  If the measure contains an implementation component, including the actual implementation of a concept and an actual triggering of changes  Key players are:  decision-makers at state, civil society and private sector level  Key actors usually have (political) influence and control over resources (financial and human resources).   |  |  | | --- | --- | | Unit | Value achieved so far | | Number of trainings/coachings/networking events | Examples:  Development of a long-term strategy on a relevant project topic, including the involvement of national decision-makers.\*  3 meetings of working groups dedicated to capacity building for eight Polish community experts. | | Number of key state, civil society, economic, education policy, academic and/or local stakeholders that - as a result of the project and its measures - support or initiate transformative processes for climate change mitigation | Example:  6 developing stakeholders' support on energy system transformation in the CEE countries to take coordinated action to accelerate the process. | | Please indicate sources of verification for assessing the target value and list activities from 4.5, which contribute to fulfilling this indicator.    Sources of verification:  Documentation of joint working groups or workshops with, or courses/coaching sessions held by, key actors  Documentation of impulses for transformative processes in partner countries (e.g. new regulations, programmes, measures, incentives) | |   *Dissemination and/or transfer of good practices on climate action from one Member State to another*, while ensuring the practices are prepared appropriately for the given target group*.*  Further explanation:Good practices which the project communicates, disseminates or transmits to other Member States, e.g. through:  Dissemination in the context of a workshop  training measures  exchange of experience  Good practice must be communicated at both the sender and receiver levels*.*   |  |  | | --- | --- | | Unit | Value achieved so far | | Number of specific examples of good practices from a member state that are taught in an appropriate way for the target group in at least one other member state and are disseminated via specialist, social and general media | Example:  A study is being prepared by two partner countries. The results of the study will be presented and disseminated at a conference in a third partner country. The workshop will be attended by policy makers in this field.  The results of the German and Polish reports were disseminated in the other partner countries. | | Please indicate sources of verification for assessing the target value and list activities from 4.5, which contribute to fulfilling this indicator.    Sources of verification:  E.g. communication products such as PowerPoint presentations, talks, exhibition posters, expert talks or study trips, newspaper articles or social media posts on good practices and/or presentation of specific good practices transferred to a partner country | |   *Third-party applications with a focus on climate or energy that have emerged from the project.*  Further explanation:  Project applications submitted by members of the EUKI project consortium - with cooperation partners acquired through the project or inspired by the project results - in a supraregional or cross-border European programme (not EUKI). A thematic project reference must be given.   |  |  | | --- | --- | | Unit | Value achieved so far | | Number of planned project applications focusing on climate or energy issues in a supraregional or cross-border programme in the EU that are to be initiated or prepared by the EUKI project consortium | Example:  A project application is submitted by consortium partners of an EUKI project to a European programme (e.g. Horizon 2020).  A project application from XY for LIFE funding was successful. | | Please indicate sources of verification for assessing the target value and list activities from 3.2.4, which contribute to fulfilling this indicator.    Sources of verification:  Documented project applications that are at an advanced stage of preparation or have already been submitted  Greenhouse gas (GHG) emissions reduced or carbon stocks enhanced through project (*optional* standard indicator)  Further explanation: Projects that are suitable for measuring reduced greenhouse gas emissions and/ or expanding carbon storage can calculate and report them.   |  |  | | --- | --- | | Unit | Value achieved so far | | t CO2 eq. | Please only calculate target values that are directly attributable to the action (e.g. result from outcome and output level and within the timeframe of the project). Do not add any saved emissions that are due to project management (e.g. train vs. air travel) or that are expected in the long-term. | | Please (1) state the rational for the applicability of the standard indicator and its target value, as well as (2) the possible means of verification:  (1) Rational:   (2) Verification: | |   Please indicate sources of verification for assessing the target value and list activities from 5.5, which contribute to fulfilling this indicator. For the calculation, please use recognized methods, f.e. the [GHG Protocol for Project Accounting](https://ghgprotocol.org/standards/project-protocol). | | |

**7.** **Contributions to EUKI’s PR work**

| PR product | Target group reached | Link/website |
| --- | --- | --- |
| Projects report on activities and results, e.g. contributions to public events, own publications, websites, Twitter and other social media entries related to EUKI as well as an overview of project mentioning in social or other media by journalists and other actors. |  |  |

**8.** **Outlook for upcoming events and activities**

Information on future events and activities that have media impact and may be of political relevance. Please inform us whether it would be desirable for EUKI programme management or BMU to take part.

| Event, activity (including date and location) | Target group | Relevance, relation to policy where appropriate |
| --- | --- | --- |
|  |  |  |
|  |  |  |

9. Action required

9.1 Action required by the Recipient

Is additional action required by the Recipient to ensure the successful implementation of the project?

9.2 Action required by EUKI programme management or BMU

Is action required by EUKI programme management or BMU to support successful implementation of the project?

9.3 Action required by third parties

Is action required by third parties to support successful implementation of the project?

**10.** **Miscellaneous**

Space for further comments

Annexes

* Updated project plan (GANTT Chart)