**European Climate Initiative (EUKI)**

**Narrative Report**

**Instructions:** Unless stated otherwise in the agreement, narrative reports are to be prepared for every six months from the beginning of the project. The reports are to be submitted two months after the respective reporting period has ended. For each report, the latest template must be downloaded from the EUKI website. The recipient is obliged to submit the narrative report electronically via e-mail to the GIZ contact person.

The reports are to be limited to information directly related to the project implemented by the recipient. The reports should highlight key points of the project and where appropriate show solutions to problems.  Key project findings such as studies and relevant evidence for the reporting period are to be added as supplementary documents and listed under the annex. In case the annex exceeds the permitted data volume of an E-Mail attachment, please use the [GIZ file transfer](https://filetransfer.giz.de/) and ensure that the file sent does not exceed the total size of 300 MB.

Please delete the explanations in grey writing after filling in the form.

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| --- | --- |
| **Project number** | *See agreement* |
| **Project title** | *See agreement* |
| **Contract number** | *See agreement* |
| **Country of implementation**  | *See agreement* |
| **Recipient of subsidy** | *See agreement* |
| **Project duration** | Date - Date |
| **Reporting period** | Date - Date |
| **GIZ contact** | *See agreement* |
| **Date** | *See agreement* |

**1. Brief summary of results and success stories**

* 1. **Technical achievements and project management.**

*Please summarise the main results of the project.*

Brief summary: *…*

**1.2 Project success stories for EUKI public relations**

*EUKI projects contribute to the green transformation and achieve inspiring results in climate action. On the front page of the EUKI website as well as on the respective project description pages, major achievements are presented. In order to continue and expand this work, please list up to three project results, milestones, measurable effects or general achievements of your EUKI project. How to create your success stories in a catchy and tangible way can be found in the [EUKI Success Stories Guidelines](https://www.euki.de/wp-content/uploads/2020/08/Guidelines-EUKI-Success-Stories.pdf).*

Name your success stories: …

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

See Section 4.5 and 4.6 of the project proposal.*Please use aggregated values in each report.*

2.1 Status of outcome achievement

Outcome: *Title as in project proposal*

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|  Outcome Indicator 0.1: *Name the indicator assigned to the outcome* |
| Unit*Title as in project proposal* | Baseline (start of project) *Target value (start of project)* | Target value (end of project)*Target value MM.YYYY* | Value achieved so far*Value achieved so far MM.YYYY* |
| Further explanations of values achieved so far and other comments: |

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| Outcome Indicator 0.2: *Name the indicator assigned to the outcome* |
| Unit*Title as in project proposal* | Baseline (start of project) *Target value at start of project* | Target value (end of project)*Target value MM.YYYY* | Value achieved so far*Value achieved so far MM.YYYY* |
| Further explanations of values achieved so far and other comments: |

*If required, add 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*

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| 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 values achieved so far and other comments: |
| Activities carried out in the reporting period:**Activities related to Output I****Work package (WP) I:**Please present activities carried out in the reporting period, including the date of implementation and 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 milestones reached in the reporting period including the date of achievement and 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 outputs and respective indicators, activities and milestones from the project proposal in the format shown above (please use the correct numbering).*

**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 existing synergies and links. Is there an informal exchange or specific cooperation? If so, in what form does it occur, and which joint activities were conducted?*

**4.** **Changes 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.** **Lessons learned of the project financed by the subsidy**

*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 narrative report in the form of knowledge products (e.g. presentations).*

**6.** **Contributions to EUKI standard indicators**

*Please indicate contributions made so far to the EUKI standard indicators as described in chapter 6 of the project proposal. Please do not alter units or indicators. EUKI standard indicators are used to aggregate data across all EUKI projects. Please tick the indicators you have chosen in your project proposal. It is possible to tick indicators not yet addressed in your project proposal in case circumstances have changed. Please explain possible changes under sources of verification below each indicator. N.B. please list the cumulative values achieved since the beginning of the project (and do not confine to the reporting period).*

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| EUKI standard indicators  | *[ ]*  Indicator I: **Number of participants** at events (e.g. conferences, workshops, trainings etc.) strengthening knowledge and raising awareness in the field of climate change mitigation.*Further explanation:**Measures in the project that contribute to build knowledge or raise awareness among the target groups.**Target groups of individual bilateral and multilateral measures are governments, municipalities, civil society, consumers and businesses.*

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| Unit | Cumulative value achieved so far |
| Participants | *Example:**60 participants* |
| Please indicate sources of verification for assessing the target value and list activities from section 4.6 of the project proposal which contribute to fulfilling this indicator. *Example:**Participation list from a workshop, evaluation sheets etc.*  |

[ ]  Indicator IIa: **Number of events** (e.g. trainings, workshops, networking events). [ ]  Indicator IIb: **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.**[ ]  Indicator IIc: **Number of supported or initiated transformative processes** for climate change mitigation (based on indicator IIb).*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, economic, education policy and private sector level (institutions and/or individuals).*
* *Key actors usually have (political) influence and control over resources (financial and human resources).*

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| Unit |  Cumulative value achieved so far |
| For indicator IIa: Events (trainings, workshops, networking events etc.) | *Example:**3 meetings of working groups dedicated to capacity building for eight Polish community experts.* |
| For indicator IIb: Key stakeholders  |      *Examples:**2 universities and 3 associations working on plan for climate neutral urban mobility which has been adopted/used by the City Council.**3 head of units of relevant line ministries have actively participated in a working group on specific policy proposals based on outputs achieved in the project.*  |
| For indicator IIc: Transformative processes | Example: *1 plan for climate neutral urban mobility has been adopted/used by the City Council (see IIb).* |
| Please indicate sources of verification for assessing the target value and list activities from 4.6 of the project proposal, which contribute to fulfilling this indicator. *Examples:**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)* |

*[ ]* Indicator IIIa: **Number of good practices** transferred from an EU Member State to a target group in at least one other EU Member State*[ ]* Indicator IIIb: **Number of media contributions** disseminating good practices via specialists, social and general media.*Further explanation:**Good practices which the project communicates, disseminates or transmits to other EU 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.*

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| Unit |  Cumulative value achieved so far |
| Good practices (transferred from one EU Member State to another) | *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.* |
| Media contributions | *Example:**A study is being shared via Twitter or an article is published about project results.*  |
| Please indicate sources of verification for assessing the target value and list activities from 4.6, which contribute to fulfilling this indicator. *Example:**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 another Member State.* |

*[ ]* Indicator IV:**Number of (planned) project applications** focusing on climate or energy issues in a supra-regional or cross-border programme in the EU that are to be initiated or prepared by the EUKI project consortium.*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 supra-regional or cross-border European programme (not EUKI). A thematic project reference must be given.*

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| Unit |  Cumulative value achieved so far |
| (Planned) project applications | *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 4.6, which contribute to fulfilling this indicator. *Example:**Documented project applications that are at an advanced stage of preparation or have already been submitted.* |

*[ ]* Indicator V:**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.*

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| Unit |  Cumulative 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 indicate sources of verification for assessing the target value and list activities from 4.6, which contribute to fulfilling this indicator. *Sources of verification:**For the calculation, please use recognised methods, e.g. the* [*GHG Protocol for Project Accounting*](https://ghgprotocol.org/standards/project-protocol)*.* |

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**7.** **Contributions to EUKI’s public relations**

| Public relations product | Target group reached | Link/website |
| --- | --- | --- |
| *Project reports 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 regarding 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 BMWK to take part. Please also consider publishing your events online at* [*EUKI events*](https://www.euki.de/en/euki-events/#event-current)*. In order to receive instructions and a password please get in touch with anselm.bareis@giz.de.*

| Event/ activity (date and location) | Target group | Relevance, relation to policy where appropriate |
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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 funding programme management or BMWK

*Is action required by EUKI programme management or BMWK 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.** **Further information**

*Space for further comments.*

Annexes *(please add to list as required)*

* Updated Gantt Chart *(Annex 1 of the project proposal) - only if changes were made to it*
* …