



LIFE Project Number
< **LIFE14 CAP/PL/000011** >

Final Report
Covering the project activities from 01/01/2016¹ to 31/12/2019

Reporting Date²
<.../04/2019>

LIFE PROJECT NAME or Acronym
<**LIFE_NFEP_PL**>

Data Project

Project location:	Poland
Project start date:	<01/01/2016>
Project end date:	<31/12/2019> Extension date: n/a
Total budget:	€ 827 207
EU contribution:	€ 592 933

Beneficiary Data

Beneficiary Name:	Narodowy Fundusz Ochrony Środowiska i Gospodarki Wodnej (National Fund for Environmental Protection and Water Management)
Contact person:	<Mr> <Andrzej> <Muter>
Postal address:	< Konstruktorska 3a, 02-673 Warszawa, Poland >
Telephone:	+ 48 22 45 90 543
E-mail:	Muter.Andrzej@nfosigw.gov.pl
Project Website:	http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/projekt-budowy-potencjalu-life/

¹ Project start date

² Provide the reporting date as foreseen in part C2 of Annex II to the Grant Agreement

Required structure

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2. Glossary of keywords and abbreviations (when appropriate)

FRI	- Forest Research Institute
GDEP	- General Directorate for Environmental Protection
LIFE NCP	- LIFE Programme National Contact Point/LIFE Team
LIFE CBP	- LIFE Capacity Building Project
MC	- Ministry of Climate
MoE	- Ministry of the Environment
NFEPWM	- National Fund for Environmental Protection and Water Management
PPL Act	- Public Procurement Law Act
PW NWH	- Polish Waters National Water Holding

3. Executive summary (maximum 1 1/2 pages)

The LIFE Capacity Building Project was implemented in the planned period: 01.01.2016 – 31.12.2019 r. The Project implemented 20 tasks most of which were fully completed during the implementation of the Project. Part of the Actions were carried out in accordance with the assumptions of the Project, without delays and deviations. These were Actions: A.5, B.1, B.2, C.2, C.3, C.4, C.10, D.1, D.2 and D.3. In part of the Actions, i.e. A.1, A.2, A.3, A.4, C.1, C.5, C.6, C.7 and C.8, there were delays or they failed to achieve all the intended objectives. As far as C.9 actions are concerned a substantial modification was made. The reasons for the delays are described in detail in section 5.2. below.

The project was not amended. In the Mid-Term Report, a change to the Project budget was requested and it was approved by the EC in its letter of 17 December 2018. It consisted in reducing personnel costs and relocating them to co-finance Actions A.2, C.2, C.5, C.8 and C.10. Moreover, minor changes were made after their written approval by the EASME e.g. in its letter of 11/08/2017.

13 persons were involved in the Project, representing, as a total, 10 full-time jobs, with 2 full-time jobs financed from the EC resources.

Expected project results:

1. Staff augmentation, knowledge and experience of the LIFE NCP employees

The number of newly employed persons dedicated to the project - 2

The number of trained persons - 9

The number of persons participating in an exchange of experiences with other Member States -

9

2. Increasing the interest in the LIFE Programme LIFE and thus affecting the number of proposals

The number of draft proposals consulted - 50/year

The number of participants in financial training courses and those on the LIFE Programme - 630

The number of proposals submitted in each successive year - 40

The number of proposals approved by the EC/EASME relative to the previous years - 5

The participation in consortia / international projects - 13

3. Dissemination of information on the LIFE Programme

The number of mentions in the specialised media – 20/year

The number of potential beneficiaries reached through the abovementioned media – 12,000

The number of citizens, enterprises, self-governments, NGOs and community organizations reached - 1,000

4. Integration, complementarity, synergies and replicability in LIFE projects

The number of proposals combining LIFE financing with funding under other programmes - 2

The results achieved during and after the project implementation period

1. Staff augmentation, knowledge and experience of the LIFE NCP employees

The number of newly employed persons dedicated to the project - 2 (100%)

The number of trained persons:

5 persons in the English language; 8 persons in active communication; 9 persons in Prezi and PP; 9 persons – in the evaluation of proposals under the LIFE Programme; 6 persons in public appearances; 7 persons – in the MS Project;

The number of persons participating in an exchange of experiences with other Member States:

The members of the Polish NCP abroad: 3 study visits – 3 persons took part in each; a visit to Croatia – a workshop, 3 persons;

The NCPs of other Member States in Poland: the NCP of Slovenia - 8 persons, the NCP of Croatia - 4 persons, the NCP of Hungary - 8 persons, the CBP of Lithuania - 3 persons

2. Increasing the interest in the LIFE Programme LIFE and thus affecting the number of proposals

The number of draft proposals consulted – 50 – 2016 (166%); 57 – 2017 (190%); 41 – 2018 (137%); 27 – 2019 (90%)

The number of participants in financial training courses and those on the LIFE Programme: 580 (161%) - 151 persons online on the 2016 LIFE Info Day; 1007 (280%) - 351 persons online on the 2017 LIFE Info Day; 845 (235%) - 314 persons online on the 2018 LIFE Info Day; 1052 (292%) - 363 persons online on the 2019 LIFE Info Day.

The number of proposals submitted in each successive year

43 – 2016 (78%); 64 – 2017 (116%); 47 – 2018 (85%); 84 – 2019 (153%).

The number of proposals approved by the EC/EASME relative to the previous years:

6 - 2016, including 3 Polish ones - 46% 2016 (23% - PL); 15 - 2017, including 6 Polish ones - 115% - 2017 (31% - PL); 5 - 2018, including 1 Polish one, 38% -2018 (8% - PL); the evaluation in progress - 2019

3. Dissemination of information on the LIFE Programme

The number of mentions in the specialised media: in 2016 - 1 sponsored article and 1,781 mentions in the media; in 2017 - 5 sponsored articles and 2,043 mentions in the media; in 2018 - 4 sponsored articles and 2,256 mentions in the media; in 2019 – 2,041 mentions in the media

The number of potential beneficiaries reached through the abovementioned media:

2016: 43,000 - the print run of a newspaper with 1 sponsored article;
2017: 352,000 - the print runs of newspapers with 5 sponsored articles;
2018: 174,000 - the print runs of newspapers with 4 sponsored articles – all the publications on the LIFE Programme and mentions might reach 8,976,360 persons (summing up the average print runs)

2019: all the publications on the LIFE Programme and mentions might reach 12,086,202 persons (summing up the average print runs)

The number of citizens, enterprises, self-governments, NGOs and community organizations reached: 1,025 participants in conferences in 2016 (C.3); 1,351 participants in conferences in 2017; 1,450 participants in conferences in 2018 (C.3); 1,320 participants in conferences in 2019 (C.3)

4. The participation in consortia / international projects: 1 IP submitted in 2018 – rejected; 3 IP concept notes accepted in 2019 and 3 full proposals submitted

The Project achieved on time most of the planned indicators. Consultations on proposals were held every year on average on 44 proposals; this was a result which was close to the assumed target of 50 proposals annually. On average 871 persons participated in training courses, exceeding the target of 630 persons. The number of proposals submitted in the individual calls was achieved in the last three years and exceeded the adopted target of 40 submitted proposals. Taking only the proposals submitted by Polish bodies into account, their numbers in the successive calls in 2016, 2017, 2018 and 2019 were, respectively: 29, 41, 41 and 45. In the calls in 2018 and 2019, when the two-stage procedure was adopted in the call for the Sub-Programme for Environment, account was taken of the total number of submitted concept notes in this Sub-Programme and the full proposals submitted in the Sub-Programme for Climate Action. The number of proposals approved by the EC was achieved for the total number of projects submitted by Polish bodies and international bodies, but, when taking only the Polish proposals into account, this indicator was achieved only for the 2017 call (no data are available for 2019 – the evaluation of proposals is underway). The indicator defining the share of international proposals was achieved.

However, the use of the EC resources was unsatisfactory compared with the previous financial perspective when as part of the calls in the period from 2008 to 2013 Poland used about 92% of the national allocation. With the target level of 95.9% assumed for the Project, the indicator of the use of the national allocation in the Sub-Programme for Environment was achieved at a level of 36% (according to the information from the EC). A detailed analysis of the unsatisfactory use of the resources is presented in Annex H.

The planned corrective actions in this scope are presented in the After LIFE Plan which is Annex I.

The Project budget indicated in the agreement was € 827,207.00, while the eligible costs amounted to € 592,933.00. The total actual costs at the end of the implementation of the project amounted to € 762,959.05, i.e. they were lower than the planned ones by € 64,247.95. The use of the budget at the level of the eligible costs was lower by € 128,584.47. This disproportion was caused by an increase in the involvement of the NFEPWM by € 64,336.52 at the level of the defined personnel costs of the permanent employees of the NCP Team engaged in the Project. The Fund also financed a number of additional actions which were not indicated in the Agreement and – just as the greater involvement of employees – were expected to help implement the Project. This pool of additional costs was more than € 33,000 and included the co-

financing of the Info Day and the travels of the permanent employees of the NCP Team to meetings organised by the EC/EASME or to conferences and events promoting the LIFE Programme in Poland.

In its letters of 06.03.2018, 08.11.2018, 17.12.2018, 21.01.2019 and 05.02.2020 the EASME sent its questions and asked for answers to be given at the stage of the final report. The answers to them are presented in Annex H to the proposal.

4. General overview

4.1. Introduction

Baseline situation, including weaknesses leading to low participation in LIFE+ (2010-2012) and statistics of project submission and approval/rejection

In the calls in the period from 2008 to 2011, Poland used about 102% of the national allocation, but in the calls in 2012 and 2013 it used, respectively, 75% and 79% of the national allocation. In the subsequent years, there was another drop in its use. 2 areas were identified as the most important reasons for that situation:

1. The greater workload of the employees engaged in the implementation of LIFE in Poland generated by the tasks related to the co-financing of LIFE projects by the NFEPWM (with the number of agreements growing by a factor of more than 2 and the amount of payments from the resources of the NFEPWM increasing by a factor of more than 18, while the number of employees rose from 4 to 6 persons). This limited the operating capacity of the LIFE NCP.
2. The absence of available translations of the LIFE programming documents and the insufficient understanding of the key issues addressed in them.

Capacity building problem/issue addressed

It was recognised that the following essential problems needed to be solved within the CB Project (CPB):

- Strengthening the LIFE Team by staff augmentation, equipment purchases and skills improvement through training courses and study visits – A.1, A.2, A.3, A.4 and D.1 – the Actions were implemented.
- Increasing the interest in the LIFE Programme and as a target enhancing the number of submitted proposals – through intensifying information and promotion activities – C.1, C.2, C.3, C.4, C.5, C.6, C.7 and C.8 – the Actions were completed.
- Improving the quality of proposals submitted as part of LIFE calls to the EC. This included the consultations on proposals prepared for submission as part of the EC calls and training courses for applicants – A.5, C.2, C.9 and C.10 – the Actions were completed.

Objectives and methods to reach these objectives:

- Strengthening the LIFE Team

As part of Action D.1, two new persons were employed: the Environment and Climate Specialist and the Nature Specialist. 2 computer sets, along with software, were purchased for them (A.1). The Team participated in all the planned training courses and travels, including as follows:

- as part of the activities to build cooperation with foreign bodies involved, the following travels (A.2):
 - to the Green Week (31.05-01.06.2016, 30-31.05.2017, 22-24.05.2018, 14-17.05.2019);
 - as part of the study visits to LIFE project sites:

- a. by the representatives of other NCPs to several places in Poland and the seat of the NFEPWM (as described in detail in section 5.3, A.2);
 - b. by the members of the Polish NCP abroad (the Netherlands - 25-29.06.2018, UK - 10-14.09.2018 and Spain - 22-29.06.2018);
- to the Info Days in Brussels held after the calls were announced – “LIFE Info Days”- 30.04.2019;
- to the meetings of the Committee for the LIFE Programme LIFE -12.11.2019;
- to the training courses for the NCP:
 - a. organised by the EC/EASME – 05.07.2016;13-15.03.2017; 10-12.05.2017; 21-23.11.2017; 13-15.03.2018,14-15.11.2018; 23-28.03.2019; 18-20.09.2019; 06-07.11.2019; 12-14.11.2019.
 - Note! The travel and subsistence costs in this item (except for the visit on 12-14.11.2019) were partly reimbursed by the EC/EASME; therefore, they were not eligible and were not financed by a grant from the EC/EASME (the mail of 04.10.2019)
 - b. organised by other NCPs (Hungary 21-23.11.2016 and Croatia - 25-27.02.2019).
- as part of the Action to provide foreign language courses, the members of the NCP Team participated in group and individual English language classes (A.3);
- as part of substantive training courses (A.4), specialised courses were delivered on:
 - external and internal communication - 15-17.11.2017
 - Prezi and PowerPoint programmes – 06-09.11.2017
 - project and proposal evaluation - 20.06.2018
 - public appearances – 24-25.09.2019
 - use of the MS Project programme – 28-29.10.2019
- Increasing the interest in the LIFE Programme and as a target enhancing the number of submitted proposals - through intensifying information and promotion activities
Information on the LIFE Programme was disseminated:
 - using translated documents (C.1)
 - information was exchanged with external bodies, including the NCPs of other programmes, the organisations responsible for their implementation, associating producer/consumer groups. and the beneficiaries of the LIFE Programme through participation in seminars and conferences (C.3),
 - the website of the LIFE Programme was run (C.4);
 - information materials, a guide to the preparation of LIFE proposals and a guide to the programming documents were published, the preparation and reprint of the book “Polish LIFE Projects” were commissioned and implemented (C.5);
 - the implementation and delivery of the promotion spot on the LIFE Programme and roll-ups were commissioned, 7 standard presentations were prepared and updated, depending on the needs (C.6);
 - conference and promotion materials were produced for distribution during the Info Day, dedicated training courses and participation in seminars or conferences (C.7);
 - sponsored articles promoting the LIFE Programme in sectoral and nationwide periodicals were prepared and/or their preparation was commissioned (C.8).
- Improving the quality of proposals submitted as part of LIFE calls to the EC
 - LIFE proposals were consulted – the consultations were carried out as part of direct meetings, by e-mail and by phone (A.5). A consultation week was organised and individual consultations were also carried out during conferences (C.3), training courses (C.10) and LIFE Info Days (C.2).

- The LIFE Info Day was held annually in the so-called “new formula” expanded with 3 workshops run in parallel on the specific priority areas (C.2).
- Interactive e-learning training courses (C.9) were implemented in a different form and with no cost to the Project.

The tender to select the contactor was announced twice and it was cancelled twice. The bids were very diversified and the value of the bid which met the conditions of the procedure was more than twice as high as the amount of the budget earmarked for this action.

As a result, the form of the action was changed to “webcasts” and the cost of this action was excluded from the project cost.
- Training courses dedicated to the individual LIFE areas (C.10)

Training courses were organised annually at the seat of the NFEPWM. These training courses were the basic source of knowledge concerning the calls of the LIFE Programme and concentrated on the transfer of information on how a proposal to the LIFE Programme should be prepared. In addition to the training courses prepared for the priority areas, training courses were also organised for selected groups – in October 2016 for self-governments and in May for 2017 for self-governments and entrepreneurs. In 2018 and 2019, training courses were also organised on the financial and reporting aspects of LIFE projects. In this way, as a total, 1,012 persons were trained.

Outline the strategy in terms of staffing/training/information exchange, networking and communication implemented in function of the problem addressed by the project

In order to achieve the principal objective of the Project which was to prepare a larger number of better-quality proposals, it was necessary to increase the number of staff and improve the competences of the entire LIFE NCP. The need to increase the number of persons engaged in the activities of the LIFE NCP was identified already at the proposal preparation stage.

It was recognised that the most urgent training courses for the employees should include specialised English language courses, trainings in internal and external communication, training courses in the operation of the MS Project and MS Access programmes, the evaluation of LIFE proposals and training in project evaluation.

Study visits were planned for the purpose of becoming acquainted with foreign projects implemented in the scope of the environment and biodiversity in which Poland achieved a low success indicator, e.g. innovative projects, biodiversity or climate.

It was recognised that it was necessary for the NCP employees to work out new ways of acquiring potential applicants, to enhance their knowledge of complementary programmes and to exchange information on what the Programme offered with the contact points of other programmes, enabling the use of synergies among many instruments, including, in particular, between LIFE and Horizon 2020.

It was discerned that there was a need for greater efforts to induce the interest in the LIFE Programme in the media. It was planned that sponsored articles would be prepared and published, press conferences would be organised and information on LIFE would be presented at conferences organised by other bodies.

Stakeholders targeted

The following CBP target groups/stakeholders were identified:

1. The participants in training courses - 630 persons/year. Annually, on average 871 persons participated in training courses and their total number was 3,484 persons.

2. The number of potential beneficiaries was 12,000/year. Taking training courses, conferences, LIFE Info Days and mentions in the media (the press, radio, TV and portals) into account, the information on the LIFE Programme reached every year on average about 65,000 addressees and over 4 years the information on the LIFE Programme reached, as a total, about 260,000 persons.
3. The number of citizens, entrepreneurs, representatives of local governments, NGOs and other community organisations was 1,000/year. Through participation in conferences and training courses, annually on average about 2,000 persons were reached and the information on the LIFE Programme reached, as a total, more than 8,000 persons over the duration of the Project.

Monitoring of the impact of the Project

The monitoring primarily covered the two main processes related to the key aspects of the implementation of the Project – information and promotion activities, as well as the activities related to the evaluation of the number and quality of proposals submitted to the EC. They were carried out using the own resources of the NCP on the basis of data collected in the IT systems of the NFEPWM, those acquired from the EC/EASME as part of the information sent regarding the proposal evaluation status and those acquired from the eProposal system.

The responsibility for the monitoring of the particular aspects was divided between 2 persons dedicated to the Project who implemented the tasks of the NCP.

On the basis of the results, the effectiveness of the implementation of the Project was analysed in terms of the scale of its reach and target groups, the improvement of the competences of the NCP Team, as well as the number and quality of proposals submitted to the EC.

Monitoring of the number and quality of proposals submitted to the EC (B.1) and the monitoring of the media (B.2)

As part of Action B.1, the Project performance indicators were monitored. Their set was prepared each time after the call of the European Union and after the publication of the short list of proposals accepted for the award of LIFE grants.

The data were verified on the basis of questions asked of applicants by the EC/EASME, other information published by the EC/EASME and the information held in the IT systems of the NFEPWM. The introduction of a two-stage procedure in 2018 for the area of environment made it necessary to modify the set of indicators and disturbed the uniformity of data streams and their comparability. The report on this monitoring is presented in Annexes to the Report – Annex 7 and Annex 7d.

As part of Action B.2, the impacts of the promotion activities were analysed by monitoring the media for information on the LIFE Programme. The search was based on the presence of the keyword “LIFE”.

The monitoring report was prepared for half-year periods (January-June and July-December). 8 half-year reports were prepared and so was the summary report for the period of 2016-2017; they are Annexes to the Report. The reports on this monitoring are presented in Annexes to the Report – Annex 8, Annex 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j and 8k.

4.2. Amendments and deviations

The Project was not amended; however, in part of its actions, its implemented scope deviated from the one originally planned. The changes to the scope of the Project were

approved by the EC. In the Mid-Term Report sent to the EC on 10.08.2018, a change to the Project budget was requested and it was approved by the EC in its letter of 17 December 2018. Moreover, minor changes were made after their written approval by the EASME, e.g. in its letter of 11/08/2017.

Most of the Project actions were carried out in accordance with the assumptions of the Project, without delays and deviations. They included Actions: A.5, B.1, B.2, C.3, C.4, C.10, D.1, D.2 and D.3.

In part of Actions (A.1, A.2, A.3, A.4, C.1, C.5, C.6, C.7 and C.8) there were delays which were caused, among others, by:

- the procedural issues related to public procurement: A.1, A.2, C.5, C.6, C.7, C.8 and C.9;
- the low quality of the work done by the body selected in a tender by the NFEPWM – C.1,
- the need to change the budget of a task – C.5,
- failure to conclude a contract with the body selected in a tender procedure: C.8

Other tasks were implemented in a different scope or it was impossible to achieve all the intended objectives: C.2 and C.9.

Detailed explanations of delays in actions or changes made are presented below in section 5.2.

5. Technical analysis of progress and impacts

5.1. Technical progress in terms of expected results - Quantitative indicators

Annex F contains the Project indicators in the form of the tabular sets of different categories of indicators. The achievement of the Project indicators is summarised below. Detailed information on the achievement of the particular indicators is given in the description of Actions in section 5.2 below.

A.2. The performance indicator for Action A.2 was the number of persons participating in an exchange of best practices among Member States: 9. The indicator was fully achieved. This scope included the study visits in 2018 (the Netherlands, Great Britain and Spain). 9 persons took part in them.

In the period from 2016 to 2019, 9 persons from the LIFE NCP participated in the Green Week in Brussels.

In addition, in the period from 2016 to 2018, the LIFE NCP Team held 5 meetings with the representatives of the CBPs from other countries (Slovenia, Croatia and Hungary – twice, Latvia) at the seat of the Polish LIFE NCP (23 persons and 16 projects visited).

A.3 and A.4. The performance indicator for Action A.3 (foreign language courses) and Action A.4 (substantive training courses) was the number of persons participating in the courses: 9.

The indicator was not achieved for Action A.3. A total of 5 interested persons participated in the training courses. The indicator was not achieved since the needs of the Team changed.

The indicator was achieved for Action A.4. A total of 5 training courses were delivered. They were attended by the employees of the LIFE NCP – 7 to 9 persons.

A.5. The performance indicator for Action A.5 was the delivery of 50 consultations on proposals in the course of each year of the Project, relative to 30 consultations in 2015 (the baseline).

The indicator was achieved for the calls in 2016 and 2017, while it was not achieved in the calls in 2018 and 2019.

In the calls in 2016, 2017, 2018 and 2019, consultations were held for 50, 57, 41 and 27 proposals, respectively – on average 44 proposals were consulted annually. The proposals consulted in the last three years also included international projects – 1, 3 and 3, respectively. In the calls in 2018 and 2019, with a two-stage procedure for the selection of proposals in the Sub-Programme for Environment, consultations covered concept notes and full proposals – if they concerned the same projects they were not included twice in the number of consulted projects. This was the case with 5 proposals in the 2018 call and 8 proposals in the 2019 call. As a result, there were 46 consultations on 41 proposals in the 2018 call and 35 consultations on 27 proposals in the 2019 call. A problem which was difficult to solve in the present consultation scheme where each applicant could use them was their failure to submit the consulted proposals to the EC. In the 2016 call, 42% of consulted proposals were submitted to the EC and so were 46% of them in the 2017 call. The other proposals were not submitted and there could be different reasons for this – e.g. the lack of own contribution or the choice of a different programme. The situation was much better in terms of relative numbers as regards the submission of proposals in the calls in 2018 and 2019 when 61% and 78% of proposals were submitted.

B.1. The Action was subject to several indicators considered below.

Most of the indicators were not achieved.

The number of submitted proposals

The Project assumptions provided for the annual submission of 40 proposals, with the baseline of 55 proposals on average in the period from 2010 to 2012.

In the 2016 call, 43 proposals were submitted, including 29 by Polish bodies and 14 international ones (33% of all those submitted).

In the 2017 call, 64 proposals were submitted, including 41 by Polish bodies and 23 international ones (36% of all those submitted).

In the 2018 call, 47 proposals were submitted, including 41 by Polish bodies and at least 6 international ones (min. 13% of all those submitted).

In the 2019 call, 84 proposals were submitted, including 45 by Polish bodies and 39 international ones (46% of all those submitted).

In all the calls, the indicator of the submission of at least 40 proposals was achieved (43, 64, 47 and 84 proposals). This indicator was also achieved for the last 3 calls as regards the number of Polish proposals submitted. The indicator of the submission of at least 13% of proposals as international ones (33%, 36%, min. 13%, 46%) was achieved for all the 4 years.

The quality of proposals

As regards the quality of proposals and the number of accepted proposals, the Project indicator was 5 accepted proposals (with the baseline of 13 for the period from 2010 to 2012) submitted by Polish bodies.

In the 2016 call, 3 proposals from Poland and 3 international proposals were accepted.

In the 2017 call, 6 proposals from Poland and 9 international proposals were accepted.

In the 2018 call, 1 proposal from Poland and 4 international proposals were accepted.

In the calls in 2016 and 2018, the assumed indicator was not achieved, while it was attained in the 2017 call. The results for the 2019 call are not available yet, as the evaluation of the Sub-Programme for Environment is underway; still, it is known that in the Sub-Programme for

Climate Action 1 Polish proposal is in the reserve list and 1 international proposal is in the revision phase.

Success indicator

The indicator of the percentage of proposals accepted by the EC in the LIFE CBP was adopted at the level of 30% of proposals accepted (with the baseline of 20% of proposals accepted). In the 2016 call, this indicator reached the level of 14%, in the 2017 call – 23 %, and in the 2018 call – max. 11% - calculated for all the accepted proposals, both Polish and international ones. In turn, for Polish proposals (the percentage of Polish proposals submitted which were accepted), it was, respectively, 10%, 15% and 2%. This indicator was not achieved for the calls in 2016, 2017 and 2018 (the evaluation for 2019 is underway). However, it should be noted that the assumed indicator of 30% of proposals accepted, with the absolute value of the indicator adopted as 5 accepted proposals, thus provided for the submission of about 17 Polish proposals. Hence, even for the best Polish call in 2017, when 6 Polish proposals were accepted out of 41 submitted ones, their relative share was 15%. 12-13 Polish proposals would have had to be accepted to reach the 30% indicator. Thus, the indicators adopted to evaluate the improvement in the quality of proposals submitted to the EC show some inconsistency.

Use of the allocation

The use of the national allocation in the Sub-Programme for Environment was assumed in the LIFE CBP to reach 95.9%, but less than 40% was achieved (36% according to information from the EC and 35% according to the data generated by the CBP from eProposal).

Integrated projects

In 2016, 1 new proposal in the area of water was consulted. It was prepared by the Regional Water Management Board in Warsaw, now the Polish Waters National Water Holding. The concept note (Stage I) of that proposal was accepted by the EC in the 2016 call, but a full proposal was not submitted, due to the internal restructuring underway in the Polish Waters National Water Holding. In the 2017 calls, the applicant prepared a concept note again and a full proposal (Stage II) was submitted to the EC in mid-March 2018. The proposal was rejected on the ground of the so-called geographical criterion. In the 2019 call, the concept note was submitted again, the EC accepted it and a full proposal was submitted. 2 other proposals were also prepared – a project of the Institute of Environmental Protection – National Research Institute and a project of the Marshal's Office of Małopolskie Voivodship. At present, the evaluation of these three proposals is underway.

B.2. and C.8. The Actions were subject to several indicators.

All the planned indicators were achieved.

1. It was planned that 20 mentions of the LIFE Programme in a year in specialised/sectoral media would be achieved. In the period reported on, 10 traditional sponsored articles appeared in nationwide daily newspapers. In turn, in the press, radio, TV and social media, there were 8,151 mentions of the LIFE Programme, including 140 on TV.
2. It was planned that the information on the LIFE Programme would reach 12,000 potential beneficiaries. In the period reported on, as a result of the appearance of 10 sponsored publications in nationwide daily newspapers, it was possible to reach on average about 63,000 potential beneficiaries (the daily print run of Dziennik Gazeta Prawna was 43,000 copies and that of Gazeta Polska Codziennie was 20,000).
3. It was planned that 1,000 representatives of local authorities, self-governments, enterprises, NGOs and other organisations would be reached. In the period reported on, 10 traditional sponsored articles appeared in nationwide daily newspapers. They were daily newspapers

subscribed to by self-governments, local authorities, entrepreneurs and a number of organisations. Each day their total print run exceeded 63,000 copies. Therefore, it can be assumed that these publications reached more than 63,000 citizens 10 times.

C.2. and C.10. The indicator of the number of participants in training courses (630 participants) was achieved for the calls in 2017, 2018 and 2019, but it was not achieved for the 2016 call.

In the 2016 call: 214 persons participated in the Info Day (C.2) and 151 persons took part in it online; 128 persons participated in dedicated training courses (C.10) and, in addition, 87 persons took part in the preliminary training course on the co-financing of the LIFE Programme; this gave a total of 580 persons. In order to increase the number of participants in training courses in the 2017 call, intensive activities were carried out as part of Actions C.2 and C.10. An additional training course was organised for self-governments in October 2016, which was included in the statistics of the 2017 call.

In the 2017 call: 316 persons participated in the Info Day (C.2) and 351 persons took part in it online. A total of 340 persons participated in dedicated training courses (C.10). As a total, 1,007 persons participated in training courses in the 2017 call. In the 2018 call: 330 persons participated in the Info Day (C.2) and 314 persons took part in it online. 201 persons participated in dedicated training courses (C.10). A total of 845 persons participated in training courses in the 2018 call. In the 2019 call: 356 persons participated in the Info Day (C.2) and 363 persons took part in it online. 333 persons participated in dedicated training courses (C.10). A total of 1052 persons participated in training courses in the 2019 call.

5.2. Expected **long-term results**:

The CB Project (CBP) enabled the introduction of new elements into the activities of the LIFE NCP which had not been used earlier or had only been used on an experimental scale. Despite the fact that the Project failed to achieve all the expected results, it can be assumed that the implementation of a number of Project actions at the same time and, in many cases, their continuation under the After LIFE Plan will bring additional results in the next calls. Such activities which will affect the long-term results of the Project primarily include:

- Consultations on LIFE proposals
- Strengthening the NCP Team with staff and competencies
- Promotion activities: sponsored articles, website, translations of the EC materials, publications promoting the LIFE Programme and media events
- the LIFE Info Day in an interesting formula, along with the presentations of international projects, with the participation of the representatives of the EC and ASME, as well as with the stands of LIFE projects and those of other important public institutions
- Training courses and workshops dedicated to the particular LIFE areas, delivered in a readily accessible form, including in the form of webinars
- Monitoring progress in terms of the number and quality of proposals submitted

5.3. Technical progress per Action – Qualitative assessment

A. Implementation actions

A.1.	IT equipment for the LIFE NCP		
Foreseen start date: January 2016	Actual start date: January 2016	Foreseen end date: March 2016	Actual (or anticipated) end date: June 2016
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	Delivery of two IT sets – March 2016	Actual milestone date:	June 2016

- **The activities undertaken and outputs achieved in quantifiable terms.**
The Action was implemented in accordance with the Project assumptions. 2 Ultrabooks were purchased with Office software, complete with docking stations, monitors and keyboards for 2 persons. The employees used MS Project software in its 2013 version under a licence which had already been held earlier by the NFEPWM.
- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**
The milestone was achieved in June 2016. In light of the requirements of the Public Procurement Law, they were bought as part of the procedure to purchase 40 laptops for the NFEPWM Office.
The indicators used to test the performance of the action.
Not applicable.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
The first tender was announced on 16 September 2015 and cancelled on 30 October 2015 due to the too high a price of one of the bidders. This made it necessary to repeat the whole procedure and award and, as a result, there was a slight delay.
On 15 April 2016, the second tender was announced and it was resolved on 27 June 2016.
- **Complementary action outside Capacity Building project.**
The National Fund equipped the LIFE Team with computer equipment with a quality standard required for its work; it incurred 50% of the depreciation costs of the equipment bought. The National Fund held a licence for MS software and it was installed at workstations. In October 2019, the employees of the LIFE NCP were trained on MS Project software.
- **The perspectives for continuing the action after the end of the project.**
After the end of the Project the NFEPWM will use the hardware and software for the implementation of the activities of the LIFE NCP.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

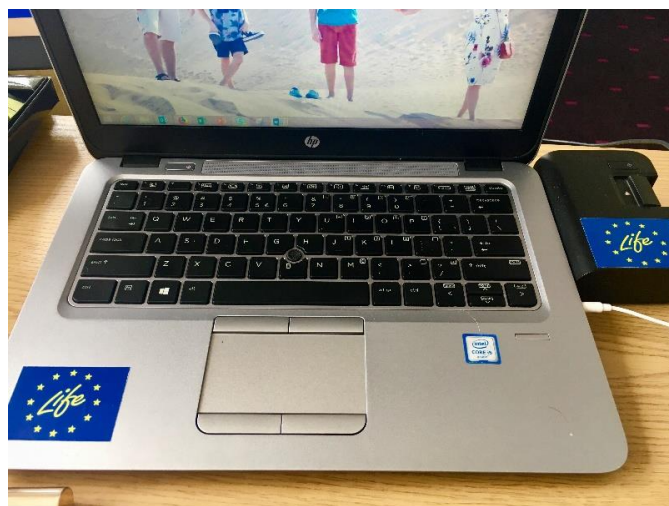


Photo 1. Ultrabook with Office software, complete with a docking station, monitor and keyboard

A.2.	Building cooperation with foreign bodies. (a) Study visits, b) Participation in the Green Week, c) Organisation of visits of LIFE NCPs/CBPs from other countries		
Foreseen start date: January 2016	Actual start date: January 2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Report on the implementation of study visits in 2017 and 2018 – March 2018, March 2019	Actual deliverable date:	Report on study visits – October 2018
Foreseen milestone date:	Implementation of the first study visit in June 2017	Actual milestone date:	June 2018

○ **The activities undertaken and outputs achieved in quantifiable terms.**

a) Study visits:

As a result of the tender procedure described in the Mid-Term Report, the employees of the LIFE NCP participated in the study visits to the following places:

Country	Date	Unit visited
Netherlands	25-29.06. 2018	Netherlands Enterprise Agency; LIFE12ENV/UK/000608; LIFE12ENV/NL/000739; LIFE13ENV/NL/000613; LIFE16ENV/NL/000217
The study visit was a chance to know and visit in the field four selected LIFE projects, an opportunity for talks with the coordinators and an exchange of experiences, and to directly see the actual impacts of actions planned in the projects.		
Great Britain	10-14.09. 2018 r.	Joint Nature Conservation Committee; LIFE10 INF/UK/000189; Sherwood Forest National Nature Reserve - Futurescapes Project; Scottish Natural Heritage (SNH); LIFE13 BIO/UK/000428; Black Devon Wetland Reserve
The participants became acquainted with the Futurescapes Project – promoting the		

development of green infrastructure in 34 priority areas throughout the UK (LIFE10 INF/UK/000189) – of the Royal Society for the Protection of Birds, one of the largest and most active organisations involved in the protection of birds and their habitats in the world. There was a meeting with the UK LIFE National Contact Point at the Joint Nature Conservation Committee (JNCC) in the City of Peterborough, which had played the role of the LIFE NCP since January 2016, supported the submission of proposals and provided advice under the LIFE Programme; there was also a meeting with the Scottish Natural Heritage (SNH).		
Spain	22-26.10.2018	National Contact Point – Spain; LIFE15 GIC/ES/000056; LIFE15ENV/ES/000382; LIFE14ENV/ES/000150; LIFE16ENV/ES/000305; LIFE16ENV/ES/000305
The visit consisted of a daylong meeting with the representatives of the National Contact Points from Spain, Cyprus and Greece. The parties shared their experiences in the implementation of the LIFE Programme, the work of the NCPs and the methods for supporting the applicants’ efforts to be awarded EU resources. In Spain, specialised consulting companies played a large role in the consultations on, the preparation and coordination of projects, as well as the preparation of accounts for the EC. The projects presented during the visit presented approaches to the transition from a linear economy to a circular economy, with full respect for natural raw materials and as large use of recyclables as possible. Moreover, the participants in the visit had an opportunity to see five LIFE projects – the meetings let them know and visit selected LIFE projects, talk to coordinators, share experiences and directly see the actual impacts of the actions planned in the project.		

Table 1. Study visits as part of Action A2.

During the study visits, relationships were entered into with foreign companies which were interested in finding associated beneficiaries in Poland to implement LIFE projects. The employees who participated in the events appreciated them very highly. For everybody involved, this was an excellent experience and let them know the projects which had already been implemented and highly evaluated by EC experts, exchange experiences with persons engaged in the projects and gain knowledge of the problems which they had encountered in the implementation of solutions and their cooperation with the members of their consortia or with the National Contact Points.

b) Participation in the Green Week

It was implemented as planned. In 2016 2 employees took part in the Green Week on 31.05-01.06.2016, and in 2017 2 employees participated in the Green Week on 30-31.05.2017; In 2018 3 employees took part in the Green Week on 22-24.05.2018, and in 2019 2 employees participated in Green Week on 14-17.05.2019.

The knowledge gained during their participation in the Green Week was then used in the work of the LIFE NCP and in contacts with other institutions. It also supported the building of the image of LIFE as an important programme designed to solve environmental problems.

c) Organisation of visits of LIFE NCPs/CBPs from other countries (networking–exchange of experiences with LIFE NCPs/CBPs from other countries)

As part of the activities to exchange experiences, 2 persons participated in a workshop in Budapest in 2016; moreover, in the period from 2016 to 2018 5 study visits were organised in Poland for the LIFE CBPs of Croatia, Slovenia and Hungary (2 visits) and Latvia.

The agendas of the visits and the attendance lists are included in Annexes 1, 2 and 3.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**
 - a) Study visits – a delayed activity. The first study visit under the Project was scheduled to take place in June 2017. However, the first visit took place in June 2018. The delay was due to a prolonged tender procedure. The summary report on the three study visits was planned in March 2019, but it was prepared already in October 2018. The report on the implementation of Action A.2 in the scope of the study visits was a deliverable and constitutes Annex 3a.
 - b) Participation in the Green Week
The activity was implemented as planned. In 2016, 2017 and 2019, 2 persons took part in the Green Week, in accordance with the Project assumptions, and in 2018 so did 3 person, with the participation of an additional person financed from the resources of the NFEPWM.
 - c) Organisation of visits of LIFE NCPs/CBPs from other countries (networking–exchange of experiences with LIFE NCPs/CBPs from other countries)
In 2017 and 2018, 5 several hours long meetings were held with the representatives of the LIFE Programme from 4 countries (Slovenia, Croatia, Hungary and Latvia), for a total of 23 persons who visited 16 projects in Poland.

- **The indicators used to test the performance of the action.**
 - a) Study visits
The performance indicator for Action A.2 was 9 persons participating in an exchange of best practices with the LIFE NCPs from other countries. The indicator was achieved. In 2018, there were three study visits to the Netherlands, Great Britain and Spain in which 9 persons participated (3 persons per visit).
 - b) Participation in the Green Week
Not applicable.
 - c) Organisation of visits of LIFE NCPs/CBPs from other countries (networking – exchange of experiences with LIFE NCPs/CBPs from other countries)
In the period from 2016 to 2018 (to the end of February), there were 5 meetings with the LIFE NCPs and the representatives of the LIFE CBPs at the seat of the Polish LIFE NCP. The team of 9 persons of the Polish LIFE NCP took part in the meetings. The visits were related to their implementation as part of the CB Projects in the countries invited to the meetings in Poland and they ceased when those projects ended.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
 - a) Study visits
The implementation of the task by the units of the National Fund in a two-part tender procedure failed, making it necessary to start a new procedure following the decision of the Management Board of September 2017. It was possible to efficiently carry out and finalise another tender procedure dedicated only to the LIFE NCP.
 - b) Participation in the Green Week
None.
 - c) Organisation of visits of LIFE NCPs/CBPs from other countries (networking – exchange of experiences with LIFE NCPs/CBPs from other countries)
None.

- **Complementary action outside Capacity Building project.**
Not applicable.

- **The perspectives for continuing the action after the end of the project.**
 - a) Study visits

The NFEPWM does not plan to organise study visits abroad from its own resources. However, it does not exclude such a possibility if it acquires external resources for this purpose.
 - b) Participation in the Green Week

After the end of the Project, within the capacity of the NFEPWM, the employees of the LIFE NCP will continue to participate in the Green Week.
 - c) Organisation of visits of LIFE NCPs/CBPs from other countries (networking – exchange of experiences with LIFE NCPs/CBPs from other countries)

After the end of the Project, within the capacity of the NFEPWM, the employees of the LIFE NCP will continue to participate in the Green Week, if necessary.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

Study visits – The report on the implementation of Action A.2 in the scope of the study visits was a deliverable and constitutes Annex 3a.

Organisation of visits of LIFE NCPs/CBPs from other countries (networking – exchange of experiences with LIFE NCPs/CBPs from other countries)

Photographs illustrating the study visits to the Netherlands and Great Britain are shown below:



Photos 2 and 3. Study visits to the Netherlands and Great Britain.

A.3.	Foreign language courses		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable dates:	The first report on the courses delivered – April 2017, April 2018, April 2018, April 2019	Actual deliverable dates:	February 2017, February 2018, February 2019, February 2020
Foreseen milestone date:		Actual milestone date:	

- **The activities undertaken and outputs achieved in quantifiable terms.**

In the period from 2016 to 2017, three employees of the LIFE NCP attended two cycles of group foreign language courses. Each of the courses consisted of 30 class hours. (1. A specialised English language course on environmental protection – with classes once a

week – 3 persons. 2. A specialised English language course on public appearances – with classes once a week – 2 persons).

In 2018, 2 persons participated in individual foreign language courses. In 2019, too, 2 employees of the LIFE NCP participated in individual foreign language courses.

All the courses were preceded by qualifying tests and an interview with the teacher on the expectations of the participants in the training courses. The classes were held on an individual basis after working hours; therefore, there was no need for training leaves. The foreign language courses were held at the seat of the NFEPWM after working hours. The contractor was selected in a tender procedure. The courses were implemented in small groups (of 4-8 persons), enabling active participation and consisting of 30 class hours.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

The first summary report on the foreign language courses under the Project was scheduled in April 2017. It was prepared already in February 2017 after the end of the group foreign language courses on environmental protection and public appearances which were attended by the employees of the LIFE NCP. The subsequent reports were prepared in January of the following year to sum up the activities undertaken in a given year.

- **The indicators used to test the performance of the action.**

The performance indicator planned under the Project for Action A.3 was the indicator of 9 persons participating in foreign language courses. A total of 5 persons participated in 7 training courses. The indicator was not achieved, since the needs of the Team changed. Part of its employees ceased to participate in foreign language courses for personal or organisational reasons.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

Not applicable.

- **Complementary action outside Capacity Building project.**

Contacts with the LIFE NCPs from other countries (Hungary, Slovenia, Croatia and Latvia) provided an additional opportunity for improving foreign language fluency.

- **The perspectives for continuing the action after the end of the project.**

Foreign language courses are offered on a current basis by the NFEPWM for its employees. The interested persons will be able to participate in them.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

The report on the implementation of Action A.3 was a deliverable and constitutes Annexes 4, 4a, 4b, 4c, 4d, 4e, 4f and 4g.

A.4.	Substantive training courses for the LIFE NCP		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	The first report on the implemented substantive training courses – January 2017	Actual deliverable date:	November 2017
Foreseen milestone date:	The delivery of the first substantive	Actual milestone date:	November 2017

	training course of the NCP – October 2016		
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○ **The activities undertaken and outputs achieved in quantifiable terms.**

In November 2017, the employees of the LIFE NCP (9 persons) participated in 2 substantive training courses:

1. ***“Professional preparation of multimedia presentations in Prezi and PowerPoint”*** on 6 and 8-9 November 2017. 8 persons from the LIFE NCP participated in the training course.
2. ***“Effective communication and cooperation with the beneficiaries of the LIFE Programme”*** on 15-17 November 2017. 9 persons from the LIFE NCP participated in the training course.

The substantive training courses were delivered under contracts concluded between the NFEPWM and contractors following public procurement procedures.

They were organised in small groups (of 8 and 9 persons), enabling active participation. Both courses consisted of 24 class hours delivered over three full working days.

On 21 June 2018, the substantive training course was carried out for the members of the National Contact Point:

3. ***“Proposal evaluation in the LIFE Programme”***. The training course was delivered by Mr. Bernd Decker from EASME - Senior Project Adviser LIFE Climate Action, Unit B.3 – LIFE & CIP Eco-Innovation, who had accepted our invitation. In addition, he presented the project logic and the structure of a LIFE proposals and discussed the rules for the evaluation by the EC in the 2018 call. Decker clarified the EC requirements for climate action, in particular, the evaluation rules of importance for the preparation of projects and the evaluation of proposals. The training course involved no expenditures of resources. In June and October 2019, the employees of the LIFE National Contact Point participated in 2 substantive training courses:

4. ***“Training course on public appearances”*** on 24-25 June 2019. 6 persons from the LIFE NCP participated in the training course.
5. ***“Training course on MS Project”*** on 28-29 October 2019. 7 persons from the LIFE NCP participated in the training course.

The training course on public appearances was a significant step towards improving the ability to appear publicly and very helpful for working in Actions C.3 and C.10, as well as C.9 on webcasts.

The substantive training courses were delivered under contracts concluded between the NFEPWM and contractors following public procurement procedures.

They were organised in small groups (of 6 and 7 persons), enabling active participation. Both courses consisted of 16 class hours delivered over two full working days.

○ **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

The first report on the implemented substantive training courses was scheduled in January 2017, but it was prepared in November 2017 after the LIFE NCP Team had attended two training courses: “Professional preparation of multimedia presentations in Prezi and PowerPoint” on 6 and 8-9 November and “Effective communication and cooperation with the beneficiaries of the LIFE Programme” on 15-17 November 2017.

○ **The indicators used to test the performance of the action.**

The performance indicator for Action A.4 was the indicator of 9 persons participating in substantive training courses. A total of 5 training courses were carried out. Each of them was attended by the employees of the LIFE NCP – 7/8/9 persons. Therefore, the indicator was achieved.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

The essential problem was the requirement for the provider of substantive training courses to be selected jointly for the entire NFEPWM institution, which meant the use of long public procurement procedures and caused a delay.

- **Complementary action outside Capacity Building project.**
The employees regularly participated in different training courses organised and financed by the NFEPWM.

- **The perspectives for continuing the action after the end of the project.**
As far as it is capable, every year the NFEPWM organises a number of training courses for its participants, enriching their skills, knowledge and competences.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

The report on the implementation of Action A.4 was a deliverable and constitutes Annexes 5, 5a, 5b, 5c, 5d, 5e, 5f, 5g, 5h, 5i, 5j, 5k, 5l, 5m, 5n and 5o.

A.5.		Consultations on LIFE proposals	
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 11.02.2020
Foreseen deliverable date:	Report - 2 months after the end of the EC call	Actual deliverable date:	February 2020
Foreseen milestone date:	Not applicable	Actual milestone date:	Not applicable

- **The activities undertaken and outputs achieved in quantifiable terms.**

The data on 2016 and 2017 were provided in the Mid-Term Report. A short summary for those years is presented below, followed by more detailed information on the actions in 2018 and 2019.

Scope of activities	2016	2017
Number of consulted proposals	50	57
Number of proposals submitted to the EC	21 (42%)	26 (46%)
Number of consultations and contacts	280	202
Meetings with strategic partners (Ministry of Environment, National Water Management Authority etc.)	4	7

Table 2. The scope of activities in 2016-2017 as part of Action A5.

In the 2018 call, 46 consultations were provided for 41 projects (38 at Stage I and 3 at Stage II). In the 2019 call, there were 35 consultations on 27 projects (24 at Stage I and 3 at Stage II).

In the 2018 call, there were 283 contacts and consultations, including 27 telephone calls, 41 contacts by e-mail/telephone, 35 meetings at the seat of the NFEPWM and 6 meetings in the course of conferences. In addition, in that call 172 questionnaires declaring the submission of a proposal to the LIFE Programme LIFE were collected during the LIFE

Info Day and dedicated training courses (C.10). The number of contacts and consultations, without taking 172 questionnaires into account, was 111, i.e. much smaller than in the 2016 and 2017 calls.

In the 2019 call, there were 454 contacts and consultations, including 115 telephone calls, 144 contacts by e-mail/telephone, 32 meetings at the seat of the NFEPWM and 11 meetings in the course of conferences. There were also 5 meetings with key institutions. In addition, in that call 147 questionnaires declaring the submission of a proposal to the LIFE Programme LIFE were collected during the LIFE Info Day and dedicated training courses (C.10). The number of contacts and consultations, without taking 147 questionnaires into account, was 307, representing the highest activity compared with the calls in 2016, 2017 and 2018.

In the 2019 call, meetings were held with the representatives of the Ministry of the Environment, the Polish Waters National Water Holding, the Forest Research Institute, the General Directorate for Environmental Protection, the EC Representation in Poland (Information and Communication Sector), the Ministry of Investment and Economic Development and the Horizon 2020 Programme.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

It was planned that consultations on 50 proposals would be provided annually. In 2016, 50 proposals were consulted and so were 57 in 2017. In 2018, there 46 consultations on 41 proposals and in 2019 35 consultations were held on 27 proposals. The lower number of proposals consulted in 2018 and 2019 might be related to a lesser interest in the Programme in those calls; after high activity in the 2017 call, the interest in it was lower in the 2018 call. In turn, despite the fact that a significant number of training courses (C.10) was delivered for the 2018 and 2019 calls and that the LIFE Info Day attracted a large audience, this did not translate into an interest in consultations on proposals. During the consultation week in the 2019 call, barely 7 applicants asked for them, whereas there were 20 of them in the 2018 call and as many as 42 in the 2017 call. 2. Comparing these data with the number of Polish proposals submitted, in the calls in 2017, 2018 and 2019 there were, respectively, 41, 41 and 45 such proposals; hence, it is difficult to find a dependence here and perhaps other factors might also have their effect.
- **The indicators used to test the performance of the action.**

The performance indicator for the Action was the delivery of 50 consultations on proposals per year. The baseline was 30 consultations in 2015. The indicator was achieved in the 2016 and 2017 calls.

In the 2018 call, 41 proposals were consulted (there were 111 (283) contacts and consultations), while in the 2019 call so were 27 proposals (there were 307 (454) contacts and consultations). In the 2018 call, the activity in Action A.5 was clearly lower, just as in the 2019 call, and, despite the higher activity by telephone and e-mail, the extent of the most important form of consultations, i.e. meetings at the seat of the NFEPWM, documented by the consultation card, remained at a lower level than in the 2018 call.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

The problem was limited access to proposals via e-Proposal in the course of the 2016 call. The situation improved in the call in the next year – 2017 when the rules for access to proposals in e-Proposal were changed and now there is no problem.

Another problem was the limited submission to the EC of proposals which had been consulted earlier as part of the LIFE CBP. In the 2016 42% and in the next call already 46% of consulted proposals were submitted to the EC. This problem was extremely difficult to solve in the consultation scheme where all the applicants had a right to participate in consultations. The principle of full access to consultations available was adopted. In many cases, the delivery of 50 consultations in a relatively short time had to take place at the stage of concept note and the stage of proposal preparation, which did not ensure that those proposals would be submitted to the EC at all, although those projects met the LIFE requirements. Part of proposals were submitted to other programmes with more convenient deadlines or more favourable conditions for co-financing (Regional Operational Programmes, Infrastructure and Environment Operational Programme, Rural Development Programme, EEA Norway Grants and Knowledge Education Development Operational Programme), part of them were not sufficiently prepared, while others were unable to collect their own contribution.

The problem was slightly different in the 2018 and 2019 calls. In the 2018 call 62% and in the 2019 call 78% of consulted proposals were submitted. In a two-stage application procedure, it was much easier already at Stage I to evaluate if a given proposal met the LIFE criteria and deserved to be worked on and consulted or if a radical change in approach and e.g. the submission of a de facto different proposal to the LIFE Programme should immediately be advised. Hence, the two-stage application procedure likely supported a higher percentage of submitted proposals which had been consulted.

- **Complementary action outside Capacity Building project.**
Not applicable.
- **The perspectives for continuing the action after the end of the project.**
Upon completion of the Project, this activity will be one of the most important measures to maintain the sustainability of the LIFE NCP. It is planned that consultations on proposals will be continued within the capacity of the NFEPWM, including the organisation of a consultation week every year.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

The report on the implementation of Action A.5 was a deliverable and constitutes Annex 6 (2016-2017) and Annex 6h (2018-2019), while the other information is contained in Annexes 6a, 6b, 6c, 6d, 6e, 6f and 6g, as well as 6i and 6j.

B. Monitoring of the impact of the project actions

B.1.	Monitoring of the quality and number of proposals submitted to the EC		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 11.02.2020
Foreseen deliverable date:	Report – a month after the publication of a list of qualified projects by the EC	Actual deliverable date:	February 2020
Foreseen milestone date:	Not applicable	Actual milestone date:	Not applicable

- **The activities undertaken and outputs achieved in quantifiable terms.**
 Action B.1. The aim of the monitoring of the number and quality of LIFE proposals was to sum up many actions of the LIFE CB Project which ultimately contributed to the submission of as many proposals as possible to the EC by bodies from Poland or by international consortia including bodies from Poland. These proposals were expected to meet the requirements of the LIFE Programme and be of high quality, as their high scoring by the EC would confirm. Action A.5, Consultations on proposals, was the basic measure which had the greatest effect on the number and quality of the proposals and they were also affected to a lesser extent by other actions such as the LIFE Info Day (C.2) in a new formula, dedicated (C.10) and other training courses.
 Action B.1 consisted in monitoring of the number of proposals. It could be carried out after the end of the 2016 call, i.e. on 15 October 2016, of the 2017 call, i.e. on 14 September 2017, of the 2018 call, i.e. on 12 September 2018, and of the 2019 call, i.e. on 12 September 2019 (see Fig. 1 below). It was assumed that for the 2018 and 2019 calls, with the two-stages selection procedure adopted, the data for exactly those dates would be the most comparable to the data from previous years as regards the number of proposals submitted. They included the total number of project concept notes submitted at Stage I of the Sub-Programme for Environment and full proposals submitted in the Sub-Programme for Climate Action. In turn, subsequent analyses took into account the number of full proposals submitted at Stage II of the Sub-Programme for Environment (by the deadline of 11 February 2020 in the 2019 call).
 Another activity within this Action was the evaluation of the proposals submitted to the EC. That evaluation could be carried out after the end of the revision phase. In the 2019 call, the revision phase will end much later than the submission date of this report; therefore, the data on this call are incomplete. Nevertheless, account was taken of the evaluation of Climate Action proposals which was published in mid-February 2020. Full data are also lacking on the co-financing of projects under the 2019 call from the resources of the NFEPWM.
- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**
 The reports were prepared in accordance with the Project assumptions, i.e. after the EC published the list of qualified projects. This was possible for the 2016, 2017 and 2018 call, while for the 2019 call for which the evaluation for the Sub-Programme for Environment is underway the best available data were taken into account.
 The report on the implementation of Action B.1 was a deliverable and constitutes Annex 7 (2016-2017) and Annex 7d (2018-2019). The other information is contained in Annexes 7a, 7b, 7c, 7e and 7f.
- **The indicators used to test the performance of the action.**
 The first indicator concerned the annual submission of 40 proposals to the EC, with the baseline of 55 proposals in 2015.

Item	Number of proposals	2016	2017	2018	2019
1	Number of proposals	43	64	47	84
2	(including concept notes – national and foreign)	n/a	n/a	38 (38+n.d.)	65 (37+28)
3	Number of national full proposals	29	41	14	16
4	Number of foreign full proposals (% of full proposals)	14 (33%)	23 (36%)	5 (26%)	20 (55%)

Table 3. Numbers of proposals submitted in the period from 2016 to 2019, Action B.1.

The number of proposals (47) in 2018 did not take into account all the international concept notes (they could be seen in eProposal at the project concept note stage).

The analysis of the above results indicates that:

1. The number of proposals submitted in all the calls exceeded the target of 40 proposals assumed in the LIFE CBP.
 2. There was a significant increase in the number of international projects. In the 2016 call, they represented 33% of proposals submitted; in the 2017 call – 36%; in the 2018 call – min. 13%; and in the 2019 call – 55%. The target adopted in the LIFE CBP was 13%.
 3. The target of 5 accepted proposals submitted by bodies from Poland as assumed in the LIFE CBP was achieved in the 2017 call (6 proposals), but it was not achieved either in the 2016 call (3 proposals) or in the 2018 call (1 proposal). The evaluation of the 2019 call is underway. Taking into account the total number of projects from Poland and international ones, the indicator was achieved in all the three calls.
 4. The open scheme of consultations on proposals ensured wide access for all the bodies. In the 2016 call, consultations were held on 50 proposals; in the 2017 call on 57 proposals; in the 2018 call on 41 proposals; and in the 2019 call on 27 proposals. This represented 44 consulted proposals on average in a call, whereas the target was 50 proposals.
 5. In the LIFE CBP, the indicator of the percentage of proposals accepted by the EC was adopted at the level of 30%, with the baseline (2010-2012) of 20%. In the 2016 call, this indicator reached the level of 14%; in the 2017 call - 23%; in the 2018 call – max. 11% (full data are not available on the number of international projects submitted, while for Polish proposals, it was, respectively, 10%, 15% and 2%. Data are not available for the 2019 call as the evaluation is underway.
 6. The use of the national allocation to the Sub-Programme for Environment was less than 40% (36% according to the EC data and 35% according to the data generated by eProposal). Additional information on the use of the national allocation is provided in Annex 7d.
 7. A detailed analysis of data and reasons for unsatisfactory results in terms of the quality of proposals submitted to the EC are presented in Annex 7d and in the answers to the EC questions – Annex H.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

The performance of analyses required for Action B.1 depended, just as it partly did for Action A.5, on the availability of data contained in e-Proposal. In the 2016 call, there was the problem of limited availability, but in the 2017 call it was not significant. In the 2018 call, the problem was no access to the number of international proposals at Stage I of the call in the Sub-Programme for Environment, which made it difficult to compare the data between the calls. In the 2019 call, an analogous problem was absent. For the 2019 call, data are not available from the evaluation of full proposals in the Sub-Programme for Environment as the evaluation is now underway.

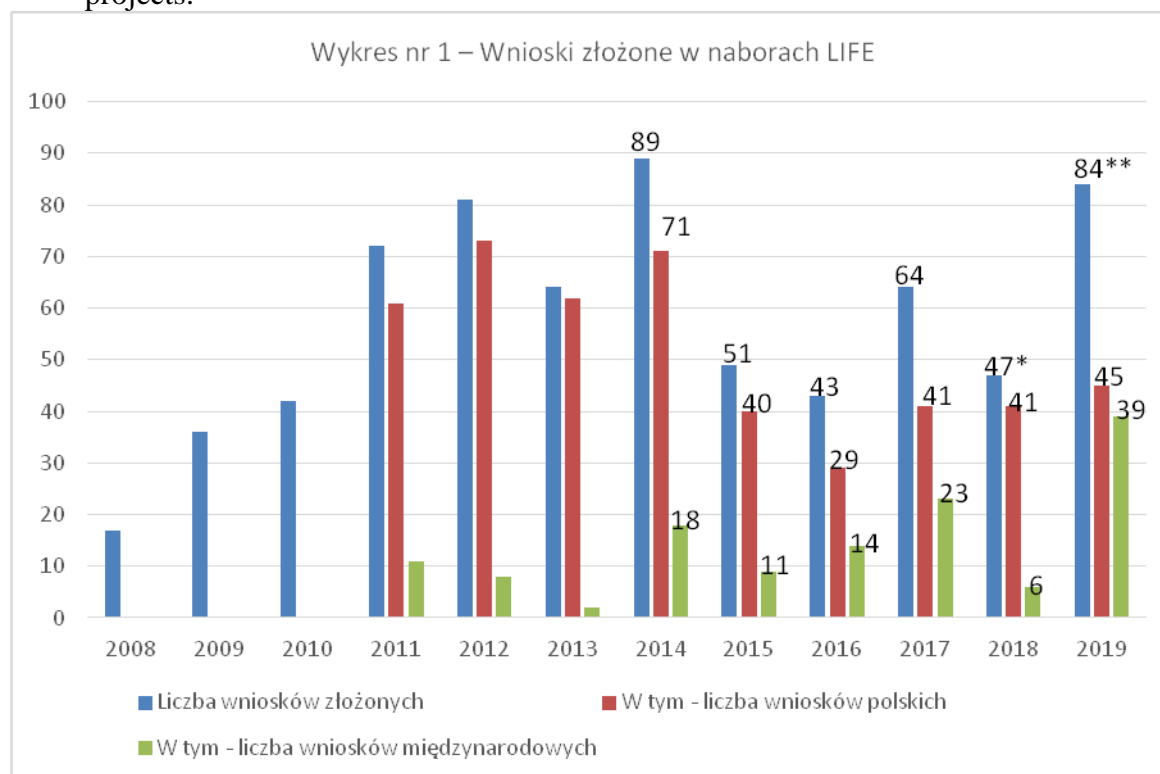
Only 42% (21) of consulted proposals in the 2016 call and 46% (26) in the 2017 call were submitted to the EC. The situation improved in the 2018 and 2018 calls when values were, respectively, 25 (61%) and 21 (78%).
 - **Complementary action outside Capacity Building project.**

In the calls in the period from 2016 to 2018, 16 Polish bodies used the financial assistance offered by the NFEPWM.
 - **The perspectives for continuing the action after the end of the project.**

This Action will be continued in a working manner after the end of the LIFE CBP in the scope of the success analysis of the LIFE proposals submitted to the EC.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

The figure below shows the number of proposals submitted to the EC in the particular calls, including the number of proposals submitted by bodies from Poland and international projects.



*) and **) – in accordance with the assumptions described in the section **The indicators used to test the performance of the action.**

Fig. 1 – Proposals submitted in the LIFE calls

Liczba wniosków złożonych = Number of proposals submitted

W tym – liczba wniosków polskich = Including the number of Polish proposals

W tym – liczba wniosków międzynarodowych = Including the number of international proposals

Fig. 2 – Number of proposals submitted in the LIFE calls in 2008-2019

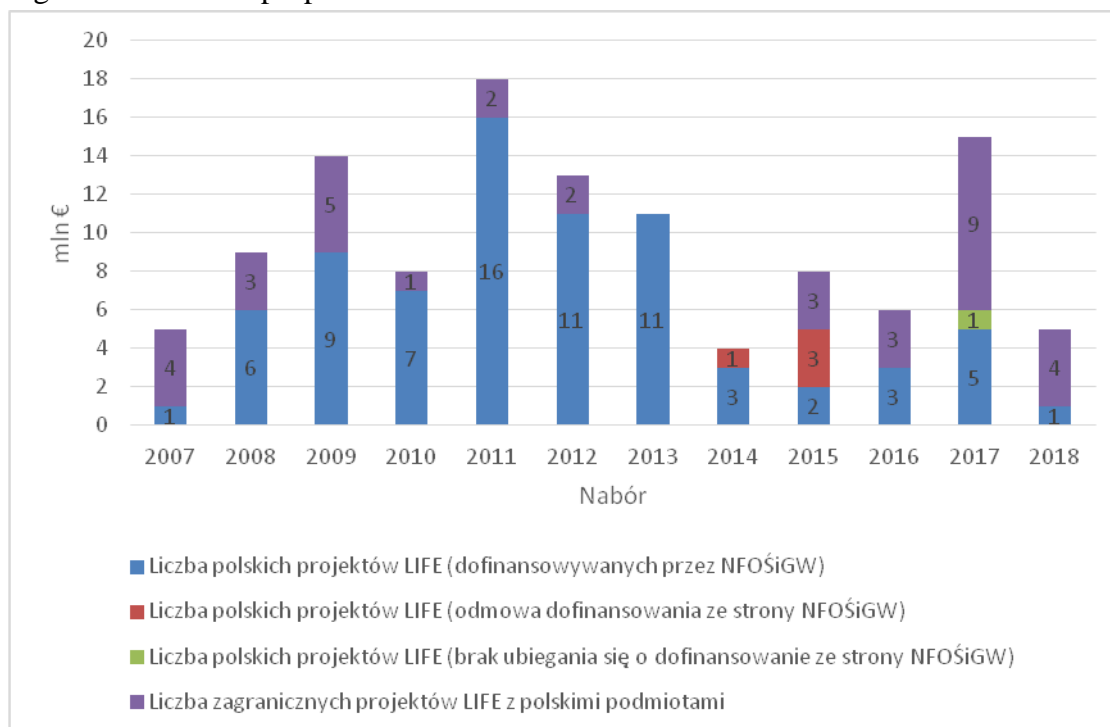


Fig. 2 – Number and total budget of Polish and international LIFE projects in 2007-2018

Liczba polskich projektów LIFE (dofinansowanych przez NFOŚiGW) = Number of Polish projects (co-financed by the NFEPWM)

Liczba polskich projektów LIFE (odmowa dofinansowania ze strony NFOŚiGW) = Number of Polish projects (refused co-financing by the NFEPWM)

Liczba polskich projektów LIFE (brak ubiegania się o dofinansowanie ze strony NFOŚiGW) = Number of Polish projects (not seeking co-financing by the NFEPWM)

Liczba zagranicznych projektów LIFE z polskimi podmiotami = Number of foreign LIFE Project with Polish bodies

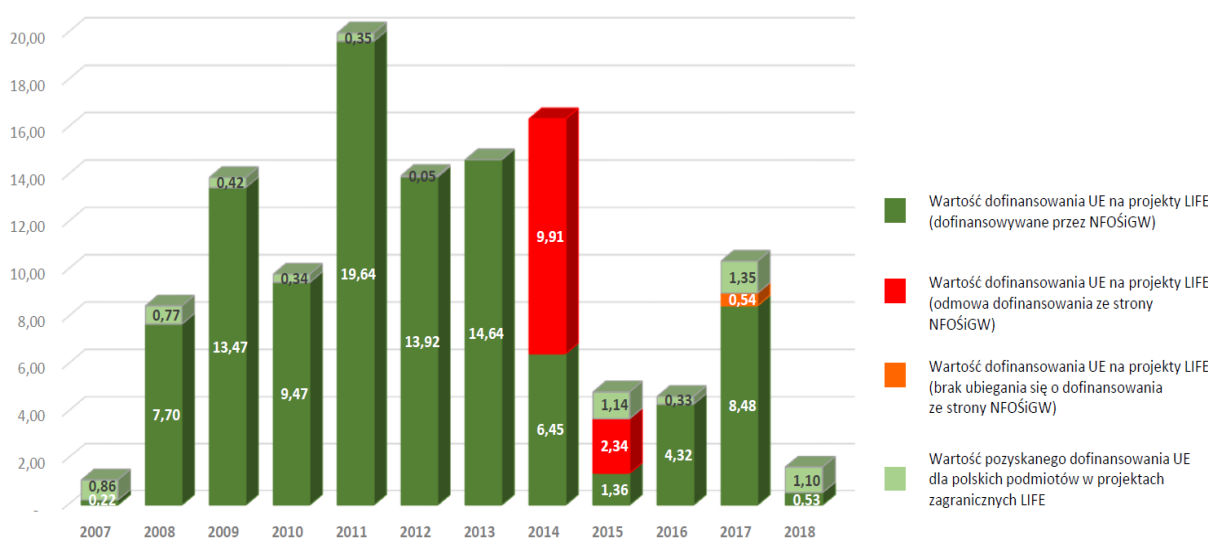


Fig. 3 – Value of EU co-financing acquired for LIFE projects in 2007-2018 (million €)

[On the right of the figure:

Value of EU co-financing for LIFE projects (co-financed by the NFEPWM)
Value of EU co-financing for LIFE projects (refused co-financing by the NFEPWM)
Value of EU co-financing for LIFE projects (not seeking co-financing by the NFEPWM)
Value of EU co-financing acquired for Polish bodies in foreign LIFE projects



Fig. 4 – Payments from the resources of the NFEPWM for the implementation of LIFE projects in 2009-2019 (million PLN)

B.2.	Monitoring of dissemination of information on the LIFE Programme		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Report on the monitoring of media – in July and January for 6 previous months	Actual deliverable dates:	June 2016 January 2017 June 2017 January 2018 June 2018 January 2019 June 2019 January 2019 June 2019 January 2020
Foreseen milestone date:		Actual milestone date:	

○ **The activities undertaken and outputs achieved in quantifiable terms.**

Action B.2 included an analysis of the impacts of the promotion and communication activities carried out by the LIFE NCP Team. Such media as the press, including nationwide dailies, weeklies, quarterlies and sectoral periodicals, the radio, TV and portals, were monitored for information on the LIFE Programme on the basis of the keyword “LIFE”. In a monthly cycle, information was collected on publications on the LIFE Programme.

According to the plan, publications appearing over the duration of the Project were analysed. Consideration was given to their number, attitude, location, impact and number of comments.

Over the duration of the Project 8,151 publications on the LIFE Programme appeared, including 3,824 in 2016-2017 and 4,327 in 2018-2019.

Number of publications and mentions of the LIFE Programme LIFE over the duration of the Project (2016-2019)		
2016	1,781	3,824 (2016-2017)
2017	2,043	
2018	2,256	4,327 (2018-2019)
2019	1,041	
2016-2019		8,151

Table 4. Number of publications and mentions of the LIFE Programme LIFE over the duration of the Project (2016-2019)

The attitude of the overwhelming part – almost 84% – of publications on the LIFE Programme in the period reported on was neutral, informative. Positive publications represented nearly 16%. Over the four-year period there were only several negative publications and they were related to a refusal to co-finance one of LIFE projects.

The most publications appeared on the Internet portals – more than 66%. The traditional press was the second most frequent medium – 17%. Other important media also included the radio and Twitter - each more than 6%.

Fig. 5 Publications on LIFE (2016-2019) – by media

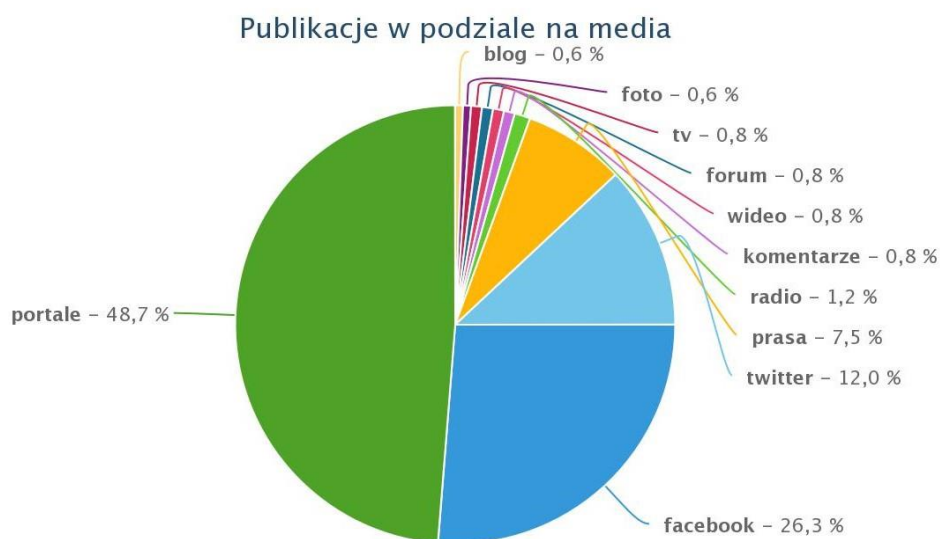
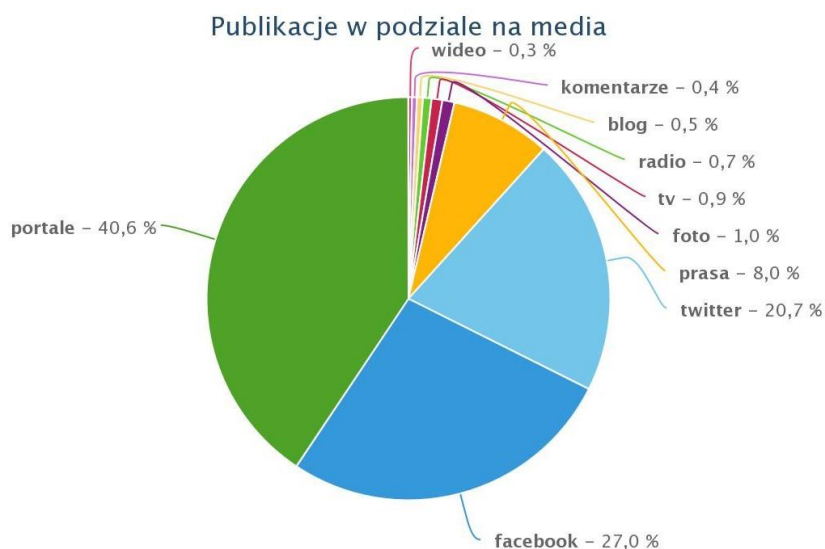


Fig. 6 – Total number of publications on LIFE in 2019



Fig. 7 – Publications on LIFE by media in 2019.



The number of publications in the Project implementation period varied. It substantially increased in relation to:

- the announcement of the successive EC calls for LIFE proposals (April);
 - the organisation of LIFE Info Days in 2016, 2017, 2018 and 2019 (March, April and May);
 - the organisation of training courses (2016, 2017, 2018 and 2019) and workshops (2019) for applicants (May);
 - the announcement of the results of the calls (April);
 - in particular, after the publications of sponsored articles which appeared in nationwide daily newspapers (April, May, September and December).
- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**
Over the duration of the Project, at half-year intervals – in July and January of each year – half-year reports were prepared, analysing the impacts of promotion and communication activities undertaken by the LIFE NCP Team (8 reports).
 - **The indicators used to test the performance of the action.**
The performance indicators for the Action included:

1. Achieving 20 mentions of the LIFE Programme in a year in specialised/sectoral media. The indicator was achieved. In the period from 2016 to 2017, there were 3,824 mentions of the LIFE Programme in the press, radio, TV and social media. In 2018, there were 2,041 publications and mentions of the Programme, while in 2019 there were as many as 2,286. As a total, over the duration of the Project, we generated 8,151 mentions, including 140 on TV.
 2. Reaching 12,000 potential beneficiaries with information on the Programme. The indicator was achieved. In the period reported on, as a result of the appearance of 6 sponsored publications in nationwide daily newspapers, it was possible to reach about 63,000 potential beneficiaries at the time of each publication (the daily print run of Dziennik Gazeta Prawna was 43,000 copies and that of Gazeta Polska Codziennie was 20,000 copies). In 2018, the scale of reach was 12,086,202 persons, while in 2019 it was 8,974,360 persons.
 3. Reaching 1,000 representatives of local authorities, self-governments, enterprises, NGOs and other organisations. The indicator was achieved. In the period from 2016 to 2019, 10 traditional sponsored articles appeared in nationwide daily newspapers. They were daily newspapers subscribed to by self-governments, local authorities, entrepreneurs and a number of organisations. Each day their total print runs exceeded 20,000, 40,000 and 63,000 copies (depending on the newspaper). Therefore, it can be assumed that these publications reached more than 60,000 citizens 10 times. In turn, there were 3,824 mentions of the LIFE Programme in the press, radio, TV and social media. In 2018, the scale of reach was 12,086,202 persons, while in 2019 it was 8,974,360 persons.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
No problems were encountered.
 - **Complementary action outside Capacity Building project.**
Not applicable.
 - **The perspectives for continuing the action after the end of the project.**
This Action will be continued after the end of the LIFE CBP, within the capacity of the NFEPWM.
 - **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**
The reports on the implementation of Action B.2 were deliverables and constitute Annexes 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j and 8k.

C. Actions for communication and for dissemination

C.1.	Dissemination of information on the LIFE Programme including translations of European Commission documents		
Foreseen start date: April 2016	Actual start date: March 2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	1) Publication of translated sets of guidelines – June 2016 2) Commissioning of the first translation of the EC publication on LIFE - September 2016	Actual milestone date:	1) July 2016 2) August 2016

○ **The activities undertaken and outputs achieved in quantifiable terms.**

In the period reported on, 30 EC programming documents for applicants were translated: LIFE Application Guides and Evaluation Guides in the calls in 2016, 2017, 2018, and 2019, as well as two EC brochures: “LIFE and Climate Change Adaptation” and “Circular Economy”.

	2016	2017	2018	2019
Environment Application Guide	√	√	√	√
Nature and Biodiversity Application Guide	√	√	√	√
Governance and Information Application Guide	√	√	√	√
Environment Evaluation Guide	√	√	√	√
Climate Action Application Guide	√	√	√	√
Climate Action Evaluation Guide	√	√	√	√
Circular Economy		√		
LIFE and Climate Change Adaptation			√	
LIFE 2019 Integrated Project Application Guide				√
LIFE 2019 Integrated Projects Application Forms				√
LIFE 2019 Integrated Projects Climate Action				√
LIFE 2019 Integrated Project Evaluation Guide Environment and Climate Action sub-programmes				√

Table 5. List of LIFE programming documents translated as part of Action C.1.

All the translated documents were made available to the interested persons on the website of the NFEPWM in the News and in the tab dedicated to the translated programming materials in both 2016, 2017, 2018 and 2019:

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/tlumaczenia>

The list of all the materials translated into the Polish language in the reporting period is given in Annexes 9 and 9a.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

In accordance with the terms of the Agreement, all the documents prepared for applicants in the particular calls were translated. The Project provided for the dissemination of the documents two months after their publication, i.e. in June of each year. In the period from 2016 to 2017, the material was disseminated with a delay. Because of the low quality of the translation carried out by an external company, the material could not be placed on the website in June as planned. It required correction which was performed by the LIFE NCP Team. The material was disseminated with a one month delay. It was not until September 2017, after many corrections and verifications, that the translation of the EC brochure “LIFE and Climate Change Adaptation” which was commissioned in October 2016 had the satisfactory quality and was accepted.

In 2018 and 2019, the translations of Application and Evaluation Guides and the EC brochure “Circular economy” were commissioned. An external translation company selected in a tender carried out the translations, the NCP Team verified them and they were made available to applicants on the website and distributed by e-mail, in accordance with the plan and deadlines.

- **The indicators used to test the performance of the action.**

Not applicable.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

In the case of the translations of EC documents in 2016 and 2017, the problem was the poor quality of the translators’ work. On 7.10.2016, the translation of the brochure of the European Commission “LIFE and Climate Change Adaptation” was commissioned under a “framework contract” signed by the NFEPWM. Because of the low quality of the translation, the material could not be placed on the website. The correction of the material was commissioned. After a satisfactory version of the translation was achieved measures were taken to ensure consistency between the content and graphic form. In 2018 and 2019, after a change of the translation company, there were no problems. The services were provided efficiently and more professionally.

- **Complementary action outside Capacity Building project.**

Not applicable.

- **The perspectives for continuing the action after the end of the project.**

After the end of the Project the Action will be continued within the capacity of the NFEPWM.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

The Polish language versions of the Application and Evaluation Guides are available on the website of the NFEPWM in the tab of translations and in news:

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/tlumaczenia/>

The list of all the materials translated into the Polish language in the reporting period is given in Annexes 9 and 9a.

C.2.	LIFE Info Day – a new formula		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 30.04.2019
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	May 2016	Actual milestone date:	26.04.2016

○ **The activities undertaken and outputs achieved in quantifiable terms.**

The basic objective of the new formula of the Info Day was to attract new groups of interested persons. To this end, 3 thematic sessions were incorporated into the Info Day agenda for the purposes of discussions on important issues in the scope of environmental protection, climate and nature conservation based on the lessons learned from the LIFE Programme. In addition, the online broadcast of the general session was introduced.

The LIFE Info Days were held on 26.04.2016, 25.04.2017, 25.04.2018 and 17.04.2019. The numbers of the participants, broken down by participant type, are given in Table 6 below 6:

LIFE INFO DAY C.2	Self-government administration	Government administration	Companies	NGOs	Research institutes	VFEPWM	Universities	State Forests Administration	Natural persons	National Parks	Church bodies	NFEPWM	Total	Online participants
2016-04-26	36	25	4 3	37	36	0	8	7	1	6	0	15	214 (199+15)	151
2017-04-25	63	38	7 3	31	35	4	22	18	4	15	0	13	316 (303+13)	351
2018-04-25	68	53	5 4	16	58	6	21	12	9	18	0	15	330 (315+15)	314
2019-04-17	60	50	6 1	33	56	6	22	28	3	8	0	29	356 (327+29)	363

Table 6. Participants in the LIFE Info Days, broken down by body type.

The participants mostly included the representatives of self-government and administrations, companies, research institutes and nongovernmental organisations.

Another measure encouraging the participation in the LIFE Info Day consisted in inviting other NCPs of the EU Funds and national institutions, such as the Central Information Point for European Funds – the Centre for European Projects, the National Centre for Research and Development, the Polish Bank Association, the Bank for Environmental Protection, the Polish Agency for Enterprise Development, the Enterprise Europe Network, the National Contact Point for EU Research Programmes – Horizon 2020 and the National Contact Point for Financial Instruments of European Union Programmes. These institutions had their stands next to those of the LIFE projects implemented in Poland.

An important feature of the new formula of the Info Day was that it consisted of a general session and 3 thematic sessions during which 12 LIFE projects were presented in 2016 and so were 11 projects in 2017, 11 projects in 2018 and 9 projects in 2019, including projects

from Greece and Spain (the agendas and attendance lists are included in Annexes 10, 11, 11a and 11b). In addition, on each occasion about 20 LIFE projects were presented at the projects stands. In the last three years, the representatives of the EASME – Angelo Salsi and Maja Mikosińska and of DG ENVIRONMENT – Guido de Wilt were present.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

In 2018 and 2019, the Info Day enjoyed a large interest, the agenda was interesting, there was a large group of exhibitors and the number of participants substantially exceeded the assumed indicator of 450 persons. In 2016, 365 persons took part and so did 667 persons in 2017. In 2018, 644 persons participated and so did 719 persons in 2019.

In 2017, additional efforts were taken, e.g. Mr. Angelo Salsi, a representative of the EASME, was invited to take part in the event. This time the number of 450 participants planned in the CBP was exceeded. Similarly, the participation of Ms. Maja Mikosińska in 2018 attracted a large audience, which reached a record level in 2019 when Mr. Guido de Wilt took part in the general session and 2 foreign LIFE projects from Greece and Italy were presented. The attractiveness of the LIFE Info Day was also raised by the presence of the NCPs of other EU Funds and such institutions as the Enterprise Europe Network or the National Centre for Research and Development.

In all the years, the activity was completed within the planned timeframe. The organisation of the LIFE Info Day in 2018 showed that its costs had grown despite an economical approach to the choice of venues available in Warsaw. Therefore, it was estimated that in 2019 the Info Day might cost as much as € 15,000 and the shift of such an amount to Action C.2 was requested.

- **The indicators used to test the performance of the action.**

The LIFE CBP indicators provided for 630 persons trained annually (as a total for C.2 and C.10).

In the 2016 call, 615 persons were trained. The indicator of 630 persons was not achieved in the 2016 call.

In the 2017 call, 717 persons were trained and so were 823 persons in the 2018 call and 1,023 persons in the 2019 call. The indicator was achieved in the calls in 2017, 2018 and 2019.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

The number of participants in the LIFE Info Day in 2016 was smaller than planned despite the wide coverage of the event: the announcement on the websites of the Programme and the NFEPWM, and on the portals of industry, NGOs and businesses. In addition, e-mail invitations were sent directly to several hundred non-governmental organisations and bodies from the potential LIFE applicants database. One of the reasons behind such interest in the LIFE Info Day was the competition from other financial instruments offering Commission funds on the Polish market, in particular the OPI&E and the Programme for the Protection of Endangered Species of Plants and Animals implemented by the Centre for Environmental Project Coordination (CKPŚ). As a result of this, an effective remedial action was taken when planning activities for 2017-2019.

- **Complementary action outside Capacity Building project.**

None was taken.

- **The perspectives for continuing the action after the end of the project.**

After the end of the LIFE Capacity Building Project, the NFEPWM will continue to serve as the LIFE NCP, so Action C.2 will be continued.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

Photographs from the LIFE Info Days in 2016, 2017, 2018 and 2019 are presented on the LIFE website:

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,301,dzien-informacyjny-life-2018-juz-za-nami-rozpozczynamy-nabor-wnioskow-do-programu-life-w-2018-roku-.html>

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,264,jubileuszowy-dzien-informacyjny-life-2017-zainauguowal-nabor-wnioskow-do-programu-life-w-2017-roku.html>

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,301,dzien-informacyjny-life-2018-juz-za-nami-rozpozczynamy-nabor-wnioskow-do-programu-life-w-2018-roku-.html>

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,335,dzien-informacyjny-life-2019-zakonczony-rusza-nabor-wnioskow.html>

C.3.			
Exchange of information with external bodies and participation in tutorials and conferences			
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Reports summing up the previous calendar year - February 2017, February 2018, February 2019, February 2020	Actual deliverable date:	Reports summing up the previous calendar year - February 2017, February 2018, February 2019, February 2020
Foreseen milestone date:	Not applicable	Milestones actual date:	Not applicable

- **The activities undertaken and outputs achieved in quantifiable terms.**

Over the four-year duration of the Project (2016-2019), the LIFE Programme was promoted by the employees of the LIFE NCP during 73 conferences, including the nationwide POL-ECO Fair. During each of those events, the participants presented the LIFE Programme and its assumptions, encouraged the preparation of proposals and presented the possibilities for financing of projects both by the EC and from the national resources of the NFEPWM.

In 2016, the representatives of the LIFE NCP participated in 16 events. In 2017, the LIFE Programme was addressed at 15 conferences.

In 2016, the contacts entered into were analysed and the possibilities for external bodies to find potential LIFE applicants were examined. The report which was prepared indicated the bodies with which it was useful to enter into continuous cooperation to find partners for cooperation and sign letters of intent.

The Action included the preparation of a list of organisations with which cooperation was planned in the scope of an exchange of information on what the Programme offered.

The cooperation launched increased the intensity of the transfer of information on the available training courses dedicated to potential beneficiaries, Info Days and so-called proposal consultation weeks. Due to the intensive cooperation entered into with such institutions as the Polish Agency for Enterprise Development (PARP), the National Contact Point for Financial Instruments of European Union Programmes, the Information Point for European Funds, the Ministry of Investment and Economic Development, Horizon 2020 and others, information on the activities organised, i.e. training courses, LIFE Info Days, workshops for applicants and consultation weeks, was sent to the databases of the bodies mentioned above, significantly enhancing the chances of our messages getting through and substantially increasing the group reached.

In 2018, the LIFE Programme was promoted by the employees of the LIFE NCP during 16 conferences, and so it was 2019, in 16 events, too, including the nationwide POL-ECO Fair.

In 2018-2019, the cooperation was continued in the scope of an exchange of information on the what the Programme offered. Activities were carried out to intensify the transfer of information on the available training courses dedicated to potential beneficiaries, Info Days and so-called consultation weeks for applicants.

Due to the intensive cooperation entered into with such institutions as:

- the Polish Agency for Enterprise Development (PARP),
- the National Contact Point for Financial Instruments of European Union Programmes,
- the Information Point for European Funds,
- the Ministry of Investment and Economic Development,
- Horizon 2020 and others, information on the activities organised, i.e. training courses and LIFE Info Days, was sent to the databases of the bodies mentioned above, significantly enhancing the chances of our messages getting through and substantially increasing the group reached. This affected e.g. the number of participants in the LIFE Info Day which grew from year to year: in 2016, there were 365 participants, already 450 in 2017 and 644 in 2018. In the record year 2019, there were 719 participants.

○ **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

In accordance with the Project assumptions, in February of each year, a report was prepared to sum up the course of cooperation and the active participation of the employees of the LIFE NCP in conferences, training courses and meetings.

○ **The indicators used to test the performance of the action.**

Not applicable.

○ **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

Part of the bodies indicated in the proposal ceased to operate; therefore, it was impossible to sign letters of intent. In 2016, the Action included the preparation of a list of bodies in respect of which the signing of letters of intent and cooperation in the scope of an exchange of information on what the Programme offered were planned. The cooperation was launched and implemented superbly without formal documents, such as letters of intent.

○ **Complementary action outside Capacity Building project.**

The participation of the representative of the LIFE NCP in training courses and conferences organised by the Ministry of the Environment, the Ministry of Infrastructure and Economic Development, Horizon 2020 and other Departments of the NFEPWM, which offered opportunities for the transfer of knowledge concerning the LIFE

Programme.

○ **The perspectives for continuing the action after the end of the project.**

After the end of the LIFE CBP the NCP Team plans to continue its participation in conferences, training courses and meetings organised by external bodies, beneficiaries of the LIFE Programme – on its own or in cooperation with the NFEPWM. The continuous purpose of this will be to promote the LIFE Programme, to present the possibilities offered by the Programme and its system for financing of projects and to encourage proposal preparation.

○ **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

The reports on Action C.3 were deliverables and constitute Annexes 12, 13, 13a and 13b.

C.4.	The LIFE Programme website / mailing lists (newsletter)		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	Not applicable	Actual milestone date:	Not applicable

○ **The activities undertaken and outputs achieved in quantifiable terms.**

1. The legibility and attractiveness of NFEPWM/LIFE website was substantially improved by changing the hierarchy in the layout of the home page of the NFEPWM website, which consisted in moving the LIFE icon to the home page so as to facilitate access for potential applicants and persons interested in the Programme and to ensure more intuitive access to the information available there. Information on the LIFE Programme was now easily accessible and highlighted very well from the level of the main page of the National Fund (NF). This ensured greater viewership, also including the persons visiting the NF website who sought resources to implement a project and had not known the LIFE Programme earlier.
2. The effectiveness of the transfer of information was improved.
3. The News tab was updated on an ongoing basis <http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/>. In the Project implementation period, the News included more than 200 items of information (in the Polish language and some of them in the English language, too).
4. The presentations and materials from training courses for applicants organised as part of the LIFE CBP and Info Days were published in the Conferences and Training Courses tab.
5. More than 30 EC documents were published in the Polish version, including the LIFE Application Guides for 2016, 2017, 2018, 2019, the LIFE Evaluation Guides, 2 brochures for applicants, the Integrated Project Guides, the Information for Applicants – FAQ, most frequently asked questions and answers as well as cyclical communications – news of the LIFE Programme LIFE (concerning training courses, EC notices, conferences, events and projects).
6. The LIFE CBP subpage was launched in the Polish and English languages with basic information on the Project, a list of Project actions to which links to events related to the implementation of actions were successively connected, including e.g. the

translations of EC documents, training courses for applicants and workshops to share experiences with the LIFE NCPs of other countries.

7. A large insert of Information and Education Materials was added. It contained all the deliverables in the form of education materials of Polish LIFE projects, along with a search engine enabling the retrieval of thematic materials of interest.
 8. For the purposes of the 2017 call, in June 2017 the Form “Find your partner for LIFE” was launched and the LIFE Concept Note Form was made available. The process has been continued.
- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**
In accordance with the Project assumptions, since the implementation of the Project started the News tab was updated on an ongoing basis on the NFEPWM website:
<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/>
The first item of information in the News was published on 9 February 2016 and concerned the expected dates of the LIFE call in 2016. Over the duration of the Project, the News included more than 200 items of information ((in the Polish language and some of them in the English language, too). Presentations and training materials were published in the Conferences and Training Courses tab.
In March 2017, the visibility of the LIFE and CBP subpages was substantially improved. In April of each year, the Application and Evaluation Guides in the English language were placed on the website, while in June/July of each year, following the process of translation and verification, they were published in the Polish language. The LIFE CBP subpage was also launched in the Polish and English languages.
 - **The indicators used to test the performance of the action.**
Not applicable.
 - **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
Not applicable.
 - **Complementary action outside Capacity Building project.**
Not applicable.
 - **The perspectives for continuing the action after the end of the project.**
After the end of the LIFE CBP the Action will be continued as part of the activities of the LIFE NCP.
 - **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**
Not applicable.

C.5.	Publication of information materials		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 17.02.2020
Foreseen deliverable date:	1) Publication of the Guide – up to 3 weeks after the publication of the guidelines by the EC in 2016 2) Publication of the Guide –	Actual deliverable date:	1) 06.03.2017 2) July 2018 3) February 2020

	March 2017 3) Publication of a book – October 2017		
Foreseen milestone date:	2) Announcement of a tender for the Guide – August 2016	Actual milestone date:	October 2017

○ **The activities undertaken and outputs achieved in quantifiable terms.**

Action C.5 included the preparation of 3 publications, with 3 in an online version and 1 in the printed version.

- 1) At the end of 2016, the “Guide to LIFE Programme documents” was prepared. In early 2017, it was published in an online version on the Polish LIFE website. The Guide was updated on 12.12.2018 and 30.09.2019.
- 2) At the end of 2017, the procedure to select the contractor for the preparation of the “Guide to writing proposals” was carried out in accordance with the Rules for Public Procurement by the National Fund for Environmental Protection and Water Management.

The procedure to select the contractor was carried out twice. On 15 February 2018, a contract was signed between the NFEPWM and the Contractor - Magdalena Zadrąg. The Subject Matter of the Contract was the specific work consisting in the preparation of the “Guide to writing proposals”. On 29 June 2018, it was accepted without comments. It was published online in July 2018.

- 3) In the first quarter of 2018, an initial request for proposals was prepared in respect of the book-form publication “Polish LIFE Projects”. Based on market research it was possible to verify the costs of the substantive preparation of that publication. At the same time, the costs of graphic design and printing were estimated. The contractor was selected to prepare the book “Polish LIFE Projects” in accordance with the Rules for Public Procurement by the National Fund for Environmental Protection and Water Management.

The work to elaborate the assumptions for the Description of the Subject Matter of the Contract began at the end of November 2018. Following internal consultations, the final version of the Description of the Subject Matter of the Contract was prepared in March 2019. In parallel, work was carried out to collect complete photo resources, along with consents to their publication as illustrations for 69 projects.

The NFEPWM did market research to select the contractor. It was impossible to select one contractor who would prepare the contents of the book and its graphic design and print it. The potential authors of the text proposed long contract delivery dates for implementing the work indicated in the description of the subject matter of the contract. Ultimately, a decision was taken to split this scope of work and separately select the author of the text and the publisher of the book.

On 15.05.2019, a contract was signed with the Contractor entrusted with preparing the text of the book - Marta Wronka, with the delivery deadline by the end of July 2019. On 30.07.2019, the text of the book was submitted. There were comments on that version

and they were forwarded to the Contractor. The final version which took all the corrections proposed into account was submitted on 19.08.2019.

After the Specification of the Essential Terms of the Contract was approved and signed on 19.07.2019 by the Deputy Chairman of the Management Board of the NFEPWM, on 19.07.2019, the procurement notice was sent to the Publications Office of the European Union. On 24.07.2019, the procurement notice appeared in the Official Journal of the EU. It was also placed on the website and notice board of the NFEPWM.

On 14.10.2019, a contract was signed with the company Agencja Reklamowa Cieślik-Studio L Sp. j., ul. Kisielewskiego 28, 31-708 Kraków on the graphic design, language correction and printing of the book within 60 calendar days, i.e. by 14.12.2019.

The cooperation with the company Agencja Reklamowa Cieślik-Studio L Sp. j. in the scope of graphic design and language correction led to a delay – this scope of work was completed on 24 December and the NFEPWM gave its consent to the printing within the agreed and approved extent.

On 27.12.2019, the company Agencja Reklamowa Cieślik-Studio L Sp. j. made out its invoice for the work done in accordance with the Contract. However, it failed to deliver the printed copies of the book, but only electronic files guaranteed by the Contract. The invoice was returned to the Contractor. In light of the growing delay, the Contractor was informed that a contractual penalty was charged. On 27.01.2020, the company Agencja Reklamowa Cieślik-Studio L Sp. j. delivered the first batch of printed books; unfortunately, they were inconsistent with the quality and colour scheme as accepted and agreed earlier with the Contractor. The deadline of 10.02.2020 was set for the delivery of the order in compliance with the quality accepted. On 10.02.2020, the Contractor delivered the book printed in a number of copies consistent with the Contract and the later arrangements concerning its quality and colour scheme. On 17.02.2020, the acceptance protocol for the work was signed and the Contractor made out its invoice. In its online (PDF) version, the book was published on the Polish LIFE website.

○ **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

1) The project “Guide to LIFE Programme documents” developed on 2.12.2016 required complements, which were introduced in January 2017. The guide was published online on 06.03.2017 (i.e. after a delay of about 7 months). The “Guide to LIFE Programme documents” was a deliverable and constitutes Annex 14.

2) The publication of the “Guide to writing proposals” under the LIFE Programme was planned in March 2017; however, it was published online in July 2018.

The delays in both of the cases described above resulted from the workload, much larger than planned in the LIFE CBP, of the person responsible for implementing this part of the Action and also other activities, as well as from the need to cancel the first procedure to select the contractor. The “Guide to writing proposals” under the LIFE Programme was a deliverable and constitutes Annex 15.

3) The issue of the publication “Polish LIFE Projects” was planned in October 2017 on the condition of a higher budget for it. It was planned that the publication would be prepared in the printed version (800 copies) and in the online version. The budget for that publication was € 4,800 and covered only its graphic design and printing. However, the budget did not include the cost of its preparation and language correction. In order to fully sum up projects, this work had to be commissioned to an external contractor, for which no resources were provided for in the CBP budget. It was also proposed that the

publication should not be limited to the period from 2007 to 2013, but that the projects under the calls in 2014-2015 should be added and that its print run should be increased to 1,250 copies. It was necessary to increase the budget by an amount of € 9,000 for the substantive preparation of the publication, language correction and printing, to which the EASME consented. The online version and the version to be printed were ready on 24.12.2020, but the printing was delayed due to the Contractor's fault and the final version was delivered in February 2020. The book "Polish LIFE Projects" was a deliverable and constitutes Annex 15a.

- **The indicators used to test the performance of the action.**
Not applicable.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
The delays of the first two publications planned within this Action mostly resulted from the time-consuming workload of the person responsible for their implementation. The person responsible for the preparation of the Guide was involved in correcting translations and consulting the proposals to a greater extent than planned, so the transfers were made as described above. This work was carried out by a person which was fully involved in the work of the LIFE CBP. It was also necessary to cancel the first procedure to select the contractor and this also postponed the completion of the Action.
The third publication, "Polish LIFE Projects", required the budget to be complemented. The resources were insufficient to cover the costs of preparing the text of that publication and the costs of graphic design, language correction and printing were higher. The EASME consented to these changes. The online version was ready on 24.12.2019 and the correctly printed book was delivered on 10 February 2020.
- **Complementary action outside Capacity Building project.**
Not applicable.
- **The perspectives for continuing the action after the end of the project.**
Within the financial resources available, it is planned that the publications listed above will be updated.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**
The link to the "Guide to LIFE Programme documents": <http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/informacje-szczegolowe/przewodnik-po-dokumentach-life/>
The link to the "Guide to writing proposals" under the LIFE Programme: <http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/informacje-szczegolowe/podrecznik-pisania-wnioskow-do-programu-life/>
The link to the book "Polish LIFE Projects": <http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art.360.zapraszamy-do-lektury-ksiazki-polskie-projekty-life.html>



Photos 4, 5 and 6. Front pages of the publications prepared in Action A.5.

C.6.	Info tools		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	1) Publication of a spot promoting the LIFE Programme on the NFEPWM website – June 2017	Actual deliverable date:	February 2018 – the spot was ready; April 2018 – the official premiere on the LIFE Info Day in 2018
Foreseen milestone date:	1) Announcement of a tender for a spot promoting the LIFE Programme – November 2016	Actual milestone date:	October 2017

○ **The activities undertaken and outputs achieved in quantifiable terms.**

The Action was implemented in accordance with the Project assumptions.

1. A spot promoting the LIFE Programme was produced. The premiere of the spot took place on the LIFE Info Day on 25 April 2018:

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/spot-promocyjny/>

The spot was used by the NCP Team during training courses, workshops, Info Days, conferences and meetings.

2. In 2016, a set of 7 presentations was prepared. In 2017, 2018 and 2019, it was updated: <http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/szkolenia-i-konferencje/>

3. In 2016, 2 roll-ups were designed and produced, one concerning the Sub-Programme for Environment and the other concerning the Sub-Programme for Climate Action.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

Ad 1. The announcement of the tender for the production of a promotion spot was planned in November 2016 and its premiere in June 2017. The activity was delayed by half a year. In September 2017, initial requests for proposals was sent to contractors. On 3 October 2017, the tender was announced and the contractor who would produce the spot promoting the LIFE Programme was selected on 21 November 2017. The spot used selected audiovisual materials from Polish LIFE projects co-financed by the NFEPWM. Such a solution substantially reduced the costs of the spot. The work was accepted on 28 February 2018. The produced promotion spot was a deliverable and constitutes Annex 15.

Ad 2. A set of 7 presentations was prepared and after it was used in training courses within Action C.10 it was placed on the NFEPWM website as part of Action C.4. In 2017, the set of presentations was updated and placed on the website. Similarly, in 2018 and 2019, the current presentations were placed on the website, each time after the training courses were delivered and after other events. In 2018, additional presentations were also delivered, including those for the purposes of training courses as part of Action C.10 in 2018, including e.g. 2 additional presentations on “Practical guidance on errors to be avoided when writing LIFE proposals” and “Innovative projects”. In addition, for the purposes of the LIFE NCP, too, 2 presentations were prepared after a meeting of the Committee for the LIFE Programme LIFE.

In 2019, additional presentations included those for workshops on the project logic, training courses on the financial aspects and reporting in the LIFE Programme, as well as presentations adapted to specific addressees, e.g. the Urbact Conference, or those on the circular economy.

The presentations are available on the Polish website of the LIFE Programme in the tabs: News and Training courses and conferences. They are kept on the disk DML/CB/C.10 and C.3.

Ad 3. In 2016, 2 roll-ups were designed and produced, one concerning the Sub-Programme for Environment and the other concerning the Sub-Programme for Climate Action.

- **The indicators used to test the performance of the action.**
Not applicable.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
A promotion spot. Public procurement. The tender procedure. A long, complicated procedure contributed to the delay in the implementation of this Action.
- **Complementary action outside Capacity Building project.**
Additional presentations were also prepared, including those for the purposes of training courses as part of Action C.10, e.g. additional presentations on “Practical guidance on errors to be avoided when writing LIFE proposals” and “Innovative projects”. In addition, for the purposes of the LIFE NCP, too, 2 presentations were prepared after the meeting of the Committee for the 2016 LIFE Programme and after the training course for the LIFE NCP in Brussels in March. Similarly, in 2018 and 2019, many additional presentations were prepared e.g. in relation to the participation in conferences as part of events abroad.
- **The perspectives for continuing the action after the end of the project.**
After the end of the CBP the spot promoting the LIFE Programme will be presented during LIFE Info Days, conferences, training courses and meetings attended by the employees of

the LIFE NCP. They will include both the meetings with potential applicants and those as part of the cooperation with the other National Contact Points of other programmes.

After the end of the CBP the set of presentations will be updated to adapt it to the current requirements of the LIFE Programme and presented to the interested audience.

The 2 roll-ups produced as part of the CBP will also be used during meetings, conferences, training courses, appearances and Info Days.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

The photos of the roll-ups were presented in the Mid-Term Report.

C.7.	Conference and promotion materials		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	1) Commissioning of the production of conference materials – March 2017 2) Delivery of the first batch of promotion materials – June 2016	Actual milestone date:	1) December 2015 2) April 2016

- **The activities undertaken and outputs achieved in quantifiable terms.**

The Action was implemented in accordance with the Project assumptions.

In accordance with the timetable, it was possible to produce two types of promotion materials:

- typical conference materials with the LIFE and NFEPWM logotypes were distributed during LIFE Info Days (2016, 2017, 2018 and 2019), training courses and conferences (notebooks, spiral notebooks, pens, USB memory sticks, textile bags, duffel bags, paper folders, waist bags and writing sets)

- materials building positive associations with the LIFE logotype (rucksacks, notebooks in leather-like binding, bike bags).

<i>Action C.7. List of conference and promotion materials for the purposes of the Project</i>			
1	A4 sized notebook with a print	2,000 pcs	FA nr 0516/16. 10.06.2016 MOHO Spółka z o.o.
2	Eco pen with the LIFE logo	2,000 pcs	
3	A4 sized folder with a print	500 pcs	
4	Cotton bag with a print	400 pcs	FA FV 38/2017. 24.04.2017 TRADE-POL Wojciech Piłatowski
5	A5 sized notebook in hard cover	400 pcs	
6	USB memory stick with a print	400 pcs	
7	Pen with a logo	400 pcs	

8	Cotton bags with a print	500 pcs	FA FS/4/11/2017/EC 23.10.2017 Agencja Reklamowa Cieřlik "Studio L"
9	Rucksacks with a logo	100 pcs	
10	Pen with a logo	1,000 pcs	
11	USB memory stick with a print	100 pcs	
12	Coloured B5 sized notebook with a z logo	300 pcs	FA FS/1/04/2018/EC 28.03.2018 Agencja Reklamowa Cieřlik "Studio L"
13	Powerbank with a logo	400 pcs	
14	A4 sized spiral notebook with a logo/coloured	500 pcs	FA nr 106/12/2019 18.12.2019 Top Arts Artur Jeziński
15	Cotton shoulder bag with a print	1,000 pcs	
16	Bag	1,000 pcs	
17	Duffel bag	200 pcs	
18	A5 sized eco notebook	1,000 pcs	
19	Eco writing set	1,000 pcs	
20	Waist bag	200 pcs	
21	Bike bags	50 pcs	

Table 7. List of conference and promotion materials produced for the purposes of the Project as part of Action C.7.

The materials were distributed during meetings, training courses, conferences, seminars and at stands. They were also prizes in competitions organised by the LIFE NCP and during the LIFE Info Days.

On all the promotion materials produced, there were the NFEPWM and LIFE logos and the inscription: "Financed from the EU resources under the Capacity Building Project LIFE14 CAP/PL/000011".

○ **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

In accordance with the assumptions, pens and notebooks were ordered in a amount which was close to the originally planned one. In turn, a decision was taken to replace a large number of USB memory sticks with powerbanks, duffel bags and writing sets (pen + pencil) in a case. In addition, a huge number of conference folders was replaced by waist bags and cotton bags which played their function extremely well by holding a notebook, pen and pendrive, as well as A4 sized printed materials and brochures for applicants which were distributed during the events organised by the LIFE NCP. This ensured greater diversity and ability to use different materials in events. Making the changes and selecting the advertising gadgets, we defined our target group, their intended use and what we wanted to achieve by using them.

Comparison of conference and promotion materials planned to be ordered with the ones finally produced over the duration of the Project			
	Item	PLANNED	PRODUCED
1	Pens with a logo	4,000	3,400
2	Notebooks with a logo	4,000	4,200
3	Conference folders with a logo	4,000	500
4	Pendrives with a logo	4,000	500
5	Rucksacks with a logo	400	100
6	Bike bags with a logo	400	50
7	Thermal mugs with a logo	400	0
8	Cotton bags with a print	0	1,900
9	Powerbanks with a logo	0	400

10	Bags with a logo	0	1,000
11	Waist bags with a logo	0	200
12	Duffel bags with a logo	0	200
13	Eco writing set with a logo	0	1,000

Table 8. Comparison of conference and promotion materials planned to be ordered with the ones finally produced over the duration of the Project – C.7.

In accordance with the assumptions adopted for the Project, the conference and promotion materials produced were used during the training courses for applicants, workshops, meetings, conferences and LIFE Info Days (in 2016, 2017, 2018 and 2019). On all the promotion materials produced, there were the NFEPWM and LIFE logos and the inscription: “Financed from the EU resources under the Capacity Building Project LIFE14 CAP/PL/000011”.

- **The indicators used to test the performance of the action.**
Not applicable.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
The tender for the last planned batch of promotion materials was announced in June 2018. Unfortunately, it failed to select the contractor in the part related to LIFE, which caused a delay in the process of the production of materials. On 3 July 2018, we were informed that the tender had not been resolved. Another tender was planned in the first quarter of 2019, but for reasons beyond our control it was not announced until 24 October 2019. The contractor was selected in November and the materials were delivered in December 2019.
- **Complementary action outside Capacity Building project.**
The preparatory activities were started in 2015, i.e. before the Agreement was signed with the EC, and this enabled the delivery to be implemented before the 2016 LIFE Info Day. Prior to the 2017 LIFE Info Day, in light of the 25th anniversary of the LIFE Programme, LIFE literature, badges and selected materials were also acquired from the EASME.
- **The perspectives for continuing the action after the end of the project.**
The organisation of LIFE Info Days and training courses for applicants and the participation in conferences (with stands) involves the need to provide the applicants with basic materials; therefore, after the end of the Project, within the capacity of the NFEPWM, the materials will be prepared for the participants.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

C.8.	Sponsored articles		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	Publication of the first sponsored article – October 2016	Actual milestone date:	December 2016

- **The activities undertaken and outputs achieved in quantifiable terms.**
 During the implementation of the Project, 10 sponsored articles appeared. The contractors were selected in tenders based on public procurement procedures.
 Moreover, on the European Funds Portal and in the Bulletin of the Union of Entrepreneurs and Employers, on 28.11.2019 the following text was placed: “The LIFE Programme or investments without borders.”
<http://www.funduszeuropejskie.gov.pl/strony/wiadomosci/program-life-czyli-inwestycje-bez-granic/>.
 In 2016, one sponsored article was prepared and published in the nationwide newspaper Dzienniku Gazeta Prawna (on 16 December 2016). In 2017, five publications appeared in two newspapers Gazeta Polska Codziennie and Dziennik Gazeta Prawna/Supplement “Innovation Leaders”: on 18 and 24 April, 15 and 22 May 2017, and 14 June 2017. In 2018, four sponsored articles were published in two newspapers – Nasz Dziennik and Dziennik Gazeta Prawna/Supplement “Innovation Leaders”: on 14 April, 22 May, 18 August and 15 December 2018. The articles are available on the Project website. In 2019, in a tender the Editorial Office of the newspaper where sponsored articles were to appear was selected. Unfortunately, no contract was signed between the Employer – the NFEPWM and the Contractor; therefore, the material prepared was not published as planned. In turn, on 28.11.2019 it was possible to place the text “The LIFE Programme or investments without borders” on the European Funds Portal:
<http://www.funduszeuropejskie.gov.pl/strony/wiadomosci/program-life-czyli-inwestycje-bez-granic/>.
 As a result of the decision to prepare and place sponsored publications in nationwide dailies, they reached a much larger number of addressees than planned. An analysis of the average daily print runs indicates that our publications reached on average up to more than 60,000 potential beneficiaries (the daily print run of Dziennik Gazeta Prawna was 43,000 copies, that of Gazeta Polska Codziennie was more than 20,000 copies, while that of Nasz Dziennik was 18,000 copies).
 The articles promoted the LIFE Programme and the opportunities for the NFEPWM to co-finance projects. Their aim was to inspire potential beneficiaries by presenting Polish or foreign projects. They encouraged them to participate in dedicated training courses, Info Day and consultations on proposals. They also referred them to detailed information on the Polish and EC LIFE websites.

Item	Newspaper title	Article topic	Publication date	Size
1	Dziennik Gazeta Prawna	The LIFE Programme as a chance for Polish business and self-governments.	16 December 2016	1/2 page
2	Dziennik Gazeta Prawna /Supplement “Innovation Leaders”	A presentation of the LIFE Programme, what it can finance and who can use it.	18 April 2017	1 page
3	Gazeta Polska Codziennie	A presentation of the LIFE Programme, what it can finance and who can use it.	24 April 2017	1 /2 page
4	Gazeta Polska Codziennie	2017 LIFE Info Day – the opening of the 2017 call, new arrangements in the call.	15 May 2017	1 /2 page
5	Dziennik Gazeta Prawna / Supplement “Innovation Leaders”	2017 LIFE Info Day – the opening of the 2017 call, new arrangements in the call.	22 May 2017	1 page
6	Gazeta Polska Codziennie	A presentation of good practices, i.e. projects co-financed by the NFEPWM which have been implemented or are in the course of	14 June 2017	1 /2 page

		implementation.		
7	Dziennik Gazeta Prawna / Supplement "Innovation Leaders"	2018 LIFE Info Day – the opening of the 2018 call, new arrangements in the call.	14 April 2018	1 page
8	Dziennik Gazeta Prawna / Supplement "Innovation Leaders"	2018 LIFE Info Day – the opening of the 2018 call, new arrangements in the call.	22 May 2018	1 page
9	Nasz Dziennik	A presentation of the LIFE Programme, what it can finance and who can use it	18 August 2018	1 /2 page
10	Nasz Dziennik	A presentation of the LIFE Programme, what it can finance and who can use it.	15 December 2018	1 /2 page
11	Bulletin of the Union of Entrepreneurs and Employers	A presentation of the LIFE Programme, what it can finance and who can use it.	28 November 2019	1 page

Table 9. Sponsored articles published in 2016-2019 as part of Action C.8.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

The publication of the first sponsored article was planned under the Project in October 2016 (a milestone), but instead it appeared on 15 December 2016. In 2017 and 2018, according to the plan, the publications were presented before and just after the Info Days. In 2019, sponsored articles did not appear because a contract was not signed with the Editorial Office which had been selected in a tender. However, on 28.11.2019 it was possible to place the text "The LIFE Programme or investments without borders", which was prepared by an employee of the LIFE NCP, on the European Funds Portal: <http://www.funduszeuropejskie.gov.pl/strony/wiadomosci/program-life-czyli-inwestycje-bez-granic/>. The text was promoted by means of a banner campaign in external services. In addition, information on each of the publications was placed on the website in the News tab:

<http://nfosigw.gov.pl/en/life-program/news/art,10,rozpoczal-sie-nabor-do-programu-life-article-in-gazeta-polska-codziennie-15-05-2017.html>.

- **The indicators used to test the performance of the action.**

1. Achieving 20 mentions of the LIFE Programme in a year in specialised/sectoral media.

The indicator was achieved every year. In the Project implementation period, 10 sponsored articles appeared in nationwide dailies. In turn, there were 8,151 mentions of the LIFE Programme in the press, radio, TV and social media, including 140 on TV.

2. Reaching 12,000 potential beneficiaries with information on the Programme. The indicator was achieved. In the period reported on, as a result of the appearance of 10 sponsored publications in nationwide daily newspapers, it was possible to reach about 63,000 potential beneficiaries on average (the daily print run of Dziennik Gazeta Prawna was 43,000 copies and that of Gazeta Polska Codziennie was 20,000 copies).

3. Reaching 1,000 representatives of local authorities, self-governments, enterprises, NGOs and other organisations. The indicator was achieved. In the Project implementation period, 10 sponsored articles appeared in nationwide dailies. They were daily newspapers subscribed to by self-governments, local authorities, entrepreneurs and a number of organisations. Each day their combined print run exceeded 63,000 copies. Therefore, it can be assumed that those publications reached more than 60,000 citizens 10 times. In turn, there were 8,151 mentions of the LIFE Programme in the press, radio, TV and social media.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

In the period from 2016 to 2018, the Action was implemented as planned. In 2019, in a tender the Editorial Office of the newspaper where sponsored articles were to appear was selected. The announcement was made on 8 March 2019 and the contractor was selected on 8 May 2019. Unfortunately, no contract was signed between the Employer – the NFEPWM – and the Contractor; therefore, the material prepared was not published as planned.

- **Complementary action outside Capacity Building project.**

Before the LIFE Info Days organised in 2016, 2017, 2018 and 2019, press releases were prepared and sent to the Editorial Offices of newspapers as part of the events. In 2017, in addition, a press conference was prepared, with the participation of the President of the NFEPWM, a representative of the Ministry of Environment and Angelo Salsi, a representative of the EASME. Press materials were prepared for the invited journalists, in both hard copy and electronic form on USB memory sticks.

The text “The LIFE Programme or investments without borders”, which was prepared by an employee of the LIFE NCP, was placed on the European Funds Portal on 28.11.2019: <http://www.funduszeuropejskie.gov.pl/strony/wiadomosci/program-life-czyli-inwestycje-bez-granic/>

The text was promoted by means of a banner campaign on external services.

Moreover, talks were recorded for the Polish Radio in the programme: *"The protection of the environment and climate is one of the greatest challenges for the whole mankind. The actions in these areas are supported by the European Union. The LIFE Programme makes all this possible"*. Broadcasts on: 10 June, 15 June, 7, 13 and 20 July, 18 August, 10 October and 23 November 2019.

- **The perspectives for continuing the action after the end of the project.**

It is planned that after the implementation of the Project ends, this Action will be continued, within the capacity of the NFEPWM.

- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

In addition, information on each of those publications was placed on our website, in the News tab:

(<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,257,program-life-szansa-dla-polskiego-biznesu-i-samorzadow-dziennik-gazeta-prawna-16-12-2016.html>,

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,261,duze-pieniadze-do-wziecia-z-programu-life-dzien-informacyjny-life-2017.html>,

<http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,267,rozpoczal-sie-nabor-do-programu-life-gazeta-polska-codziennie-15-05-2017.html>

C.9.	Interactive e-learning courses		
Foreseen start date: 01.01.2016	Actual start date: December 2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	1) Announcement of the tender for the implementation of the e-learning system – September 2016 2) Launch of the system of e-learning courses	Actual milestone date:	1) Announcement of the first tender on 18.04.2018 Announcement of the second tender on 18.06.2018 2) Publication of webinars produced in cooperation with the Ministry of Investment and Economic Development – 26 November 2019

○ **The activities undertaken and outputs achieved in quantifiable terms.**

In 2017, a comprehensive substantive scope of the training courses was determined and a technical dialogue was prepared and carried out in order to acquire information necessary to prepare the Specification of the Essential Terms of the Contract, in particular, its Part 3, i.e. the “Description of the Subject Matter of the Contract”. 9 representatives of the e-learning sector took part in the dialogue. In accordance with the requirements of the contract, the training course was to be available on a separate platform and cover three themes in the form of modules:

Module 1. Introduction to the LIFE Programme

Module 2. Preparation of a proposal to be co-financed under the LIFE Programme

Module 3. Management of a LIFE project

The participants were expected to use the prepared training materials directly on the platform. Progress in learning and the status of knowledge were to be verified online. Certificates to the completion of the training course were also to be handed out via the platform. The implementation cost of the Action in the form adopted in the contract was more than € 100,000 rather than € 50,000 provided for in the budget. Very much time was spent on preparing the Specification of the Essential Terms of the Contract and on preparing two tenders; unfortunately, it proved impossible to resolve either of them.

Still, the Team decided to launch other activities. As a result, Action C.9 was implemented in a different form and with no costs for the Project.

As the LIFE NCP, from the beginning of 2019 we participated in information and promotion activities implemented in cooperation with the Ministry of Investment and Economic Development. The Ministry covered the production costs of webinars, consisting of 3 modules:

I. General information on the LIFE Programme,

II. National co-financing,

III. Sample projects of the LIFE Programme

The information contained in the module was addressed to potential beneficiaries of the LIFE Programme and explained the issues related to the types of projects, their preparation and their financing. Webcasts were recorded in the 2nd quarter of 2019 – with the employees of the LIFE NCP appearing in them.

The recorded webcasts were published online on 26 November 2019 as a teaching and information tool. Initially, they were distributed by shipments to selected target groups, as a result of formal objections from the Ministry of Investment and Economic Development in relation to the GDPR and the need to obtain a complete set of consents to the public disclosure of the speakers' facial data. At present, these materials are available under the link: <https://www.funduszeuropejskie.gov.pl/filmy-szkoleniowe-z-programow-zarzadzanych-centralnie-przez-komisje-europejska/>. The materials were published on the European Funds Portal in the tab for experts of the network of the Information Points for European Funds (more than 300 persons working at 74 Points all over Poland who on a daily basis provided information on the European Funds). The aim of these materials was also to enhance the knowledge of the experts of the Points regarding the opportunities offered by centrally managed programmes, including information on the LIFE Programme, and to complement their knowledge gained during their stationary training. Finally, the resources under this budget item were not used. The costs of preparing the films were personnel expenditures, resulting from the work time spent to prepare the presentation and the duration of its recording. 3 employees of the LIFE NCP took part in this project, including two so-called permanent ones and one dedicated to the CBP.

They were used in the training courses for employees of the government and self-government administrations, including those for the purposes of the Network of the Information Point for European Funds.

(<https://www.funduszeuropejskie.gov.pl/filmy-szkoleniowe-z-programow-zarzadzanych-centralnie-przez-komisje-europejska/>)

The participants consented to the use of their facial data recorded during the production of the training materials which were published on the European Funds Portal ([funduszeuropejskie.gov.pl](https://www.funduszeuropejskie.gov.pl)) and in the YouTube service and signed the information clause concerning personal data processing.

The materials were used to provide information on the LIFE Programme and to promote it. They were sent to different institutions and they were always available on the websites on EU projects.

The materials were published on the European Funds Portal in the tab accessible to the experts of the network of the Information Points for European Funds (more than 300 persons working at 74 Points all over Poland who on a daily basis provided information on the European Funds). The aim of these materials was also to enhance the knowledge of the experts of the Points regarding the opportunities offered by centrally managed programmes, including information on the LIFE Programme, and to complement their knowledge gained during stationary training.

Moreover, together with the Ministry of Investment and Economic Development, we prepared materials for TV spots/programmes, radio broadcasts and training courses for the Ministry of Investment and Economic Development and the employees of the Contact Points for the Regional Programmes of Marshal's Offices.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

The Action was implemented in a different form and without costs. The Action began with a delay in December 2016. Research was then done on the internal conditions and the market. In August 2017, the substantive scope of the training courses was determined and

a technical dialogue was prepared and carried out in order to acquire information necessary to prepare the Specification of the Essential Terms of the Contract. Subsequently, the tender documentation was prepared. Two tender procedures were carried out. Unfortunately, none of them was resolved. The project costs were twice as high as the budget planned for this Action.

○ **The indicators used to test the performance of the action.**

The training courses were placed on an external platform. Much time was spent on preparing the Specification of the Essential Terms of the Contract and preparing two tenders; unfortunately, it proved impossible to resolve either of them.

Therefore, the Team decided to launch different activities. As a result, Action C.9 was implemented in a different form and with no costs for the Project.

○ **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

1. A complex matter in both substantive and organisational terms.

2. A complicated tender: a wide scope and a low budget, the need for the multi-level involvement of the employees of the NCP and satellite units responsible for public procurement, promotion and IT.

New provisions of legislation – the expected entry into force of the General Data Protection Regulation (GDPR).

3. Two tender procedures were carried out. Unfortunately, none of them was resolved. The project costs were twice as high as the budget planned for this Action.

○ **Complementary action outside Capacity Building project.**

A decision was taken to do market research in the form of a technical dialogue. The process needed time, employee involvement and resources from the coordinating beneficiary and other units of the National Fund. Those responsible for public procurement, promotion and IT joined the process, helping prepare a complicated tender documentation.

As the LIFE NCP, from the beginning of 2019 we participated in information and promotion activities implemented in cooperation with the Ministry of Investment and Economic Development. The Ministry covered the organizational costs, including the production costs of 3 webinars, but also:

1) financed the costs of creating a website dedicate to the centrally managed programmes on the Structural Funds Portal:

<https://www.funduszeuropejskie.gov.pl/strony/o-funduszach/programy-komisji-europejskiej/>. An employee of the NCP prepared and edited materials on the LIFE Programme which were published and are available in the module on the LIFE Programme.

2) On 28.11.2019, the text “The LIFE Programme or investments without borders”, which was prepared by an employee of the LIFE NCP, was placed on the European Funds Portal: <http://www.funduszeuropejskie.gov.pl/strony/wiadomosci/program-life-czyli-inwestycje-bez-granic/>

The text was promoted by means of a banner campaign in external services.

3) Talks were recorded for the Polish Radio in the programme: *"The protection of the environment and climate is one of the greatest challenges for the whole mankind. The actions in these areas are supported by the European Union. The LIFE Programme makes all this possible"*. Broadcasts on: 10 June, 15 June, 7, 13 and 20 July, 18 August, 10 October and 23 November 2019.

4) The members of the LIFE NCP participated, as experts/trainers moderating panels on the LIFE Programme, in a cycle of training courses on centrally managed programmes

which were organised by the Ministry of Investment and Economic Development. The first training course took place on 14.05.2019 at the seat of that Ministry and its purpose was to provide general knowledge of centrally managed programmes – including LIFE – to the employees of the Ministry who were responsible for information, promotion and coordination of the implementation of European Funds. The second two-day training course was delivered on 30-31.05.2019 in Warsaw (BOSS Hotel, at 20 Żwanowiecka 20 Street). The addressees were the employees of the Information Points for European Funds.

○ **The perspectives for continuing the action after the end of the project.**

If it is possible to obtain consent of the Management Board, perhaps as part of After LIFE, webcasts can be produced on the basis of the material prepared by the Team and their knowledge of the technical aspects of such a project.

○ **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

<https://www.funduszeuropejskie.gov.pl/filmy-szkoleniowe-z-programow-zarzadzanych-centralnie-przez-komisje-europejska/> - webcasts

<https://www.funduszeuropejskie.gov.pl/strony/o-funduszach/programy-komisji-europejskiej/> - the website dedicated to centrally managed programmes on the Structural Funds Portal which was created with our participation.

<http://www.funduszeuropejskie.gov.pl/strony/wiadomosci/program-life-czyli-inwestycje-bez-granic/>

http://www.zefe.org/Program_LIFE_%E2%80%93_czyli_inwestycje_bez_granic-2-33500-15_2.html

C.10.	Training courses dedicated to specific LIFE areas		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019
Foreseen deliverable date:	Not applicable	Actual deliverable date:	Not applicable
Foreseen milestone date:	Completion of the first cycle of dedicated training courses – September 2016	Actual milestone date:	23.06.2016

○ **The activities undertaken and outputs achieved in quantifiable terms.**

2016 call

In June 2016, 4 training courses were organised and delivered on specific priority areas and co-financing from the resources of the NFEPPM.

215 participants attended them. The agenda and attendance list are provided in Annex 17.

2017 call

On 20.10.2016, a training course was organised for territorial self-government units on all the LIFE priority areas. In May and June 2017, 5 training courses were organised and delivered on the particular priority areas (with a total of 263 participants). In 6 training courses, a total of 340 persons participated. The agendas and attendance lists are provided in Annexes 18 and 18a.

2018 call

In 2018, 4 training courses were delivered for potential applicants of the LIFE Programme. The system of training courses was aligned with the changed application procedure in 2018. Thus, the first three training courses were devoted to the Sub-Programme for Environment, while the fourth training course dealt with the Sub-Programme for Climate Action. Mr. Bernd Decker from the EASME - Senior Project Adviser LIFE Climate Action, Unit B.3 – LIFE & CIP Eco-Innovation, was the honorary guest and speaker who presented the project logic and the LIFE proposal structure and addressed the rules for the EC evaluation in the 2018 call. Those 4 training courses were attended by 201 persons. The agenda and attendance list are provided in Annex 18b.

2019 call

In 2019, 7 training courses were delivered for potential applicants of the LIFE Programme. The first two training courses, carried out in the form of a lecture in January and March 2019, dealt with the financial aspects of the LIFE Programme. Subsequently, the system of training courses was aligned with the application procedure in 2019. Thus, the first three training courses were devoted to the Sub-Programme for Environment. A new element of Action C.10 was the sixth training course which was delivered in the form of a workshop. It addressed the LIFE project logic. 39 persons applied to participate in the workshop and such a number of them was qualified, assuming that a group of 7-8 persons was the largest acceptable one. There were 24 participants who worked in 5 thematic groups:

1. Nature protection – Active protection (with 3 persons present)
2. Air – Information project (with 5 persons present)
3. Waste and circular economy – Innovative project (with 4 persons present)
4. Water - Innovative project (with 6 persons present)
5. Water - Information project (with 6 persons present)

Ultimately, the groups consisted of 3 to 6 persons. The work in groups was preceded by a 20-minute lecture on the LIFE project logic. It was followed by work in groups and, subsequently, by the presentation of the results and conclusions of the workshop. The workshop brought new experience to the scope and form of the training courses.

333 persons took part in 7 training courses. The agenda and attendance list are provided in Annex 18c.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

Summing up the number of participants in the individual calls, in 2016 call there were 215 persons, in the 2017 call 340 persons, in the 2018 call 201 persons and in the 2019 call 333 persons. Table 10 shows the number of participants broken down by body type.

In each year, the assumed number of participants (160 persons participating in Actions C.10 and C.2) was exceeded.

The milestone was the completion of the first cycle of training courses by September 2016 and that deadline was complied with.

- **The indicators used to test the performance of the action.**

The indicators were discussed for Action C.2.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

In the 2016 call, a large challenge was the short time for delivering training courses by 30.06.2016, i.e. before the deadline for the submission of applications for co-financing by the NFEPWM under the LIFE Programme in the traditional call. In the 2017 call, the time

for delivering training courses was longer (from the end of the call in September 2016), so this problem was absent. With a two-stage procedure in 2018 and 2019 and the submission of concept notes in mid-June, the time for delivering training courses was also short, but the applicants benefited from smaller workload necessary to prepare a proposal (only 11 pages). The aim of the training courses which were organised a month before the call date was primarily to verify specific problems.

Given its small audience, the preparation of the workshop in 2019 required full attendance of the qualified participants. Despite the individual correspondence with the participants, the workshop was attended by 24 persons out of 39 qualified ones.

- **Complementary action outside Capacity Building project.**
A training course on energy efficiency and continuation by LIFE of projects financed by Horizon 2020 which had been planned on 17 December 2019 was delivered on 20 January 2020.
- **The perspectives for continuing the action after the end of the project.**
This Action will be continued after the LIFE CBP.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**

An electronic version of the presentation and photos are available for viewing on the website.

C.10 training course date	Self-government administration	Government administration	Companies	NGOs	Research institutes	VFEPWM	Universities	State Forests Administration	Natural persons	National Parks	Church bodies	NFEPWM	Total
2016-06-21	7	3	13	7	6	0	0	3	1	0	0	8	48
2016-06-22	6	4	9	9	0	0	0	0	0	0	0	10	38
2016-06-23	1	2	15	10	5	0	0	0	0	0	0	9	42
2016-10-20	55	3	12	6	0	0	0	0	0	1	0	0	77
2017-05-16	34	4	18	0	0	0	2	0	1	1	13	0	73
2017-05-23	5	1	18	6	10	0	12	0	1	2	0	0	55
2017-05-25	9	6	4	11	5	0	3	5	0	7	0	0	50
2017-05-30	6	0	7	10	4	0	5	0	1	1	0	0	34
2017-06-06	7	4	11	3	14	5	3	4	0	0	0	0	51
2018-05-15	5	7	13	3	6	1	3	1	1	0	0	0	40
2018-05-17	9	8	4	8	4	3	5	1	0	1	0	0	43
2018-05-18	9	8	10	11	20	2	5	3	1	0	0	2	71
2018-06-20	12	2	8	4	10	0	3	0	3	0	0	5	47
2019-01-09	9	9	8	13	19	4	1	12	1	4	0	7	80
2019-03-27	14	15	8	5	9	1	5	4	0	3	0	5	64
2019-05-07	2	2	13	5	18	0	1	4	0	0	0	7	47
2019-05-08	5	4	5	3	7	1	3	0	1	0	0	5	29
2019-05-10	4	8	1	1	3	1	1	3	0	1	0	6	23
2019-05-21	4	0	3	3	10	0	3	1	0	0	0	7	24
2019-06-27	13	5	12	8	16	0	5	6	1	0	0	5	66

Table 10. Participants in C.10 dedicated training courses broken down by body type.



Photo 7. Training course on the Sub-Programme for Climate Action with the participation of Berndt Decker from the EASME on 20.06.2018.



Photo 8. Workshop on building the LIFE project logic on 21.05.2019.

D. Project management and monitoring of project progress

D.1.	Management of project implementation		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019

- **The activities undertaken and outputs achieved in quantifiable terms.**
Staff augmentation, hiring 2 employees dedicated exclusively to the Project. Restructuring of work posts. Enhancing the involvement of the NCP employees in the implementation of the CBP. Annex A.
 Systematisation and prioritisation of tasks by conferring degrees of importance to them (mostly by ranking the activities of A.2 – study visits – and those of C.9 – e-learning courses and updating others, such as e.g. letters of intent) by introducing different levels of cooperation and an exchange of experiences. The assignment of tasks to the employees –

personalisation of implementation and the enforcement of implementation by monitoring progress (current reporting).

The results of those activities were described in detail in the Mid-Term Report, which described the status of progress as of February 2018. The structure of the LIFE Section, describing the status as of 31.12 2019, is presented in Annex A1.

In 2018, the size of the Team was reduced by moving one person to a different organisational unit. In 2019, another two persons left the NCP, as one was promoted and moved to a different section, while the other gave up the job at the NFEPWM. The number of employees was reduced to 7 persons.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**

In general, the Project had to cope with delays. Due to the enhanced involvement of all the employees, it proved possible to make up for some of them sufficiently so as to achieve the Project objectives to a satisfactory extent. The NFEPWM financed the related additional costs, not only personnel costs but also those of additional travels and meetings to promote the LIFE Programme all over the country.

- **The indicators used to test the performance of the action.**

The Project progress indicators were laid down in the Agreement. They primarily included:
- The measurable physical and financial progress in the Project, e.g. the number of consultations held with beneficiaries (A.5) or travels to conferences where the LIFE Programme was promoted (C.3).

From 2017, in addition, the monitoring covered both the financial involvement of partners – signatories to the agreement in the Project and the use of the particular items of the budget in terms of both their types and activities implemented.

- Qualitative indicators: the improvement of the quality of presentations, both those dedicated to training courses and those prepared on an ad hoc basis for different types of conferences and promotion meetings, or the use of the Team employees' knowledge at the stage of recording "webcasts", which was possible as a result the training courses delivered earlier.

- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**

Problems typical of a small organisational structure within a large body:

- the need to comply with the regulations and procedures of the National Fund, regardless of the scale, particularly, in the scope of public procurement, which extended the preparation time and was the main cause of delays in the Project;
- changes in the cost level on the market which were not foreseen when the budget was determined for activities – as a result of this, many budget items were underestimated;
- legal issues – resulting from the need to align with the regulations and rules which the National Fund had to as a beneficiary;
- a large personnel turnover in the Team, changes at work posts and personnel losses.

- **Complementary action outside Capacity Building project.**

Indeed, all the activities of the National Fund focused on environmental problems, while all the priority programmes implemented via the Fund on the basis of national and foreign resources were, in fact, complementary to the LIFE Programme. As a result of this, it was possible, on an ongoing basis, to seek the best sources of financing for projects, particularly, those that failed to meet the LIFE requirements, and to attract a number of beneficiaries of other operational programmes.

- **The perspectives for continuing the action after the end of the project.**
 The NCP Team at the National Fund operated pursuant to: *The Agreement on Support for the Implementation of the LIFE Action Programme for the Environment and Climate Established for 2014-2020 between the Minister of the Environment and the NFEPWM* in respect of the position of the NCP in the NFEPWM.
 This year the NCP will operate in accordance with this Agreement.
 The proposed actions in the **After LIFE Plan** define the basic activities of the NCP Team in the nearest 5 years.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**
 Not applicable.

D.2.	Reporting system		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019

- **The activities undertaken and outputs achieved in quantifiable terms.**
 The Action was implemented in accordance with the provisions of the Agreement. In the middle of the year, half-year reports were prepared to sum up the work done as part of each of Actions A, B and C. The reports prepared in January described the Actions in the period from July to December of the previous year. After the end of the calls for traditional projects (September for the 2016 and 2017 calls, January 2019 for the 2018 call and February 2020 for the 2019 call) reports were prepared to sum up the work done as part of each call. After the end of a calendar year, reports were prepared to sum up the work done over the calendar year, which were useful for annual summary data (of particular importance for NFEPWM reports). For Action B.1 the report on a given call was prepared after the end of the revision phase (e.g. May/June 2017 for the 2016 call). For Action B.2 two reports were prepared annually to sum up two halves of the year – with the report in July on the period from January to June and with the report in January summing up the period from July to December. Actions A.5, B.1 and B.2 required the collection of data sets. For Action A.5 the database of consultations and contacts was kept, collecting information on the consultations held on the projects under preparation and all the contacts with potential applicants. For Action B.1 the data sources included information retrieved from e-Proposal, the results of the scoring of proposals by the EC, as well as information on the consultations on proposals held as part of Action A.5. Action B.2 included an analysis of promotion and communication activities launched by the LIFE NCP Team. The media (such as the press, including nationwide dailies, weeklies, quarterlies and sectoral periodicals, radio, TV and portals) were monitored for the presence of information on the LIFE Programme, on the basis of the keyword “LIFE”. On a monthly basis, information was retrieved on publications on the LIFE Programme. According to the plan, the publications appearing over the duration of the Project were analysed. Consideration was given to their number, attitude, location, impact and the number of comments. All the reports prepared reflected the actual status, while the progress in the implementation of the Project objectives presented in them was verified. The reports were also used in launching activities to monitor the indicators presented in the assumptions of the LIFE CBP. Moreover, the Project Manager prepared a report on the implementation of the LIFE CBP for the Management Board of the NFEPWM, containing information on the status of implementation of the LIFE CBP (e.g. in 2017) and the implementation plan for the LIFE

CBP (e.g. in 2018). Another report on the implementation of of the LIFE CBP was the annual report submitted to the Minister of the Environment under Article of *The Agreement on Support for the Implementation of the LIFE Action Programme for the Environment and Climate Established for 2014-2020 between the Minister of the Environment and the NFEPWM*.

- **Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.**
The task was completed in accordance with the reporting system.
The Progress Report covering the period of the implementation of the LIFE CBP from 01.01.2016 to 30.04.2017 was a deliverable and was submitted to the EC on 30.06.2017.
The Mid-Term Report covering the period of the implementation of the LIFE CBP from 01.01.2016 to 28.02.2018 was a deliverable and was submitted to the EC on 10.08.2018.
- **The indicators used to test the performance of the action.**
Not applicable.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
No vital problems were identified during task execution.
- **Complementary action outside Capacity Building project.**
Not applicable.
- **The perspectives for continuing the action after the end of the project.**
Not applicable.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**



Photo 9. Joint visit by the Project Adviser and Project Monitor – the meeting on 21.11.2018 at the seat of the NFEPWM.

D.3.	Monitoring actions		
Foreseen start date: 01.01.2016	Actual start date: 01.01.2016	Foreseen end date: 31.12.2019	Actual (or anticipated) end date: 31.12.2019

- **The activities undertaken and outputs achieved in quantifiable terms.**
The Project Team continuously discussed the Project activities. The key activities in the Project were discussed with the Vice President of the Management Board. In order to speed up the Project monitoring activities, the Management Board and the entire NPC LIFE Team joined the Project. Several documents were prepared and discussed with the Management Board to verify the progress of the Project and take corrective activities. From September 2016 more formalised monthly meetings of the LIFE CBP Team were

documented in the form of reports and individual monthly reports to monitor the progress of the monthly activities by the Team members and to plan activities for the next month.

In managing the Project, the Project Manager controlled the implementation of Actions A, B, C and D.2, monitoring the progress in work, evaluating the timely implementation of the Project and, at the same time, holding employees accountable for their tasks. The Project Manager assessed the risks related to the implementation of actions and the achievement of the Project objective. In case of a risk, the Project Manager prepared a corrective plan for the timetable and scope of the action at risk.

The implementation of the particular actions was monitored by the persons responsible for their execution, including in respect of the Project indicators. Action A.5 was checked for the number of consulted proposals and the documentation of the consultations held. The activities related to the Info Day (C.2) and dedicated training courses (C10) had to focus on the recruitment of the participants in those events. This involved the sending of invitations by post and e-mail, announcements on websites and sectoral portals. The monitoring of Action C.5 on the publication of information materials included the verification of deadlines and scope of the implementation of the particular stages of the work on the “Guide to writing proposals” and the book “Polish LIFE Projects”, in accordance with the contracts signed with the publishers.

Half-yearly and yearly progress reports were prepared in accordance with the provisions of the Agreement and placed on the Project disk and in binders in hard copy.

Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule.

The Project progress was monitored on the basis of tables summarising the Project progress.

Expenditures were monitored.

- **The indicators used to test the performance of the action.**
Not applicable.
- **Major problems / drawbacks encountered, delays, including consequences for other actions (organisational, technical, legal, financial/economic, or target group related problems).**
Not applicable.
- **Complementary action outside Capacity Building project.**
A summary of the work done in 2016 was reported to the NFEPWM Management Board in February 2017. The 2017 Work Plan was submitted for the approval of the Management Board in February 2017. In February 2018, the report on the implementation of the LIFE CBP in 2017 and the Work Plan for the LIFE CBP for 2018 were approved by the NFEPWM Management Board.
- **The perspectives for continuing the action after the end of the project.**
Not applicable.
- **Tables, photographs, attendance lists, and any other relevant item to illustrate the actions.**
Not applicable.

5.2. Analysis of impacts and benefits

1. Policy impact

The Capacity Building Project of the LIFE Programme enabled greater activity and sharing of the lessons learned from the LIFE Programme. Apart from additional training courses, presentations on LIFE at conferences, in sponsored articles and information communicated electronically and via publications, the meetings and talks with

representatives of the key institutions should be considered particularly important. Thus, meetings were initiated with the Ministries and large public institutions to communicate information on the scope of the LIFE Programme and the opportunities for the award of resources. In 2016 and 2017, such meetings were held electronically and via publications, the meetings and talks with representatives, among others, of the National Water Management Authority, the Warsaw University of Life Sciences (SGGW), the General Directorate for Environmental Protection, the Directorate General of State Forests, the Forest Research Institute and the Ministry of National Defence. There were also meetings with representatives of the Ministry of the Environment, the Ministry of Energy, the Ministry of Investment and Economic Development (monitoring the EU financial instruments). Meetings with the latter were also held in 2018 and 2019, among others, in relation to the preparations for the promotion of the LIFE Programme and Horizon 2020 via the Discovery Channel.

Information was also shared during the annual meetings of the EU NCP and those organised by the EC Representation in Poland. In 2019, since the financial perspective 2013-2020 was about to end, there were 2 meetings at the Ministry of the Environment on the preparation of integrated projects; the first meeting concerned the project “The Implementation of the River Basin Management Plan in the Vistula River Basin in the Sample Case of the Pilica River Catchment area” of the Regional Water Management Board in Warsaw, now the Polish Waters National Water Holding, while the other meeting addressed the potential project of the Forest Research Institute and the Directorate General of State Forests concerning selected issues related to a Natura 2000 site and the implementation of the PAF.

Four editions of the LIFE Info Day provided an excellent opportunity for presenting the LIFE Programme and thus contributing to the use of best practices within the policies and regulations in effect and being created. In the new formula, expanded with additional presentations of illustrative LIFE projects, the LIFE Info Day was now one of the most important events on environmental protection, climate and nature. A substantial increase in the interest in the LIFE Programme could be seen in Poland. The persons invited to date included representatives of the Ministry of the Environment, the Warsaw University of Life Sciences (SGGW), the National Water Management Authority, the Directorate General of State Forests, the General Directorate for Environmental Protection, the Institute of Environmental Protection – National Research Institute, the Chief Inspectorate for Environmental Protection, the Coordination Centre for Environmental Projects, the Central Point for European Funds – the Centre for European Projects, the National Centre for Research and Development, the Polish Bank Association, the Bank for Environmental Protection (BOŚ), the Polish Agency for Enterprise Development, the National Contact Point for the EU Research Programmes – Horizon 2020 and the National Contact Point for the Financial Instruments of the European Union. In 2017-2019, most of these institutions actively participated in the LIFE Info Days, among others, by setting up their information stands.

2. Improvement of LIFE proposals

In the 2016 call, 43 proposals (including 29 from Poland) were submitted to the EC. 6 of them (14% of all those submitted) were accepted by the EC. 4 of them (9% of all those submitted) were co-financed from the resources of the NFEPWM.

In the 2017 call, 64 proposals (including 41 from Poland) were submitted to the EC. 15 of them (23%) were accepted by the EC. 7 of them (11% of all those submitted) were co-financed from the resources of the NFEPWM.

In the 2018 call, 47 proposals (including 41 from Poland) were submitted to the EC. 5 of them (max. 11%) were accepted by the EC. 3 of them (6%) were co-financed from the resources of the NFEPWM.

In the 2019 call, 84 proposals (including 45 from Poland) were submitted to the EC. At present, the evaluation of proposals under the Sub-Programme for Environment is underway, while 2 proposals submitted under the Sub-Programme for Climate Action still have a chance: only 1 proposal is in the revision phase, while the other is in the reserve list.

The allocation under the Sub-Programme for Environment in 2014-2017 was used to the extent of 36% (EC data).

Wide media and information activities (sponsored articles, radio broadcasts on LIFE, training courses, the Info Day, a spot on LIFE), enhanced the interest in the LIFE Programme, as reflected by the results of media monitoring – 8,151 mentions of LIFE over four years (according to the data on the period from January 2016 to December 2019) – which were positive and neutral, with only several negative ones. The interest in the LIFE Programme was also reflected by the number of participants in the LIFE Info Days (C.2) and dedicated training courses C.10), which were: 580, 1007, 845 and 1,052 in 2016-2019.

However, when comparing the results of the present financial perspective with those of the previous one, they are much worse. It was only in the 2017 call that 15 projects were accepted, including 6 Polish ones, thus meeting the CB target of “5 projects”. In the 2016 and 2018, the target of “5 projects” was only achieved for the sum of Polish and international projects accepted by the EC. No data are available yet on the 2019 call since the evaluation of proposals is still underway.

3. Replication and transferability:

The CBP implemented in Poland was already presented several times during the meetings of European LIFE NCPs, among others, in the autumn of 2016 in Budapest and on the occasions of the visits by the LIFE NCPs/CBPs of other countries (networking – exchange of experiences with the LIFE NCPs/CBPs of other countries). In 2016-2018, 5 several hours long meetings were held with representatives of the LIFE Programme from 4 countries - Slovenia, Croatia, Hungary (2 meetings) and Latvia – including a total of 23 persons who visited 19 projects in Poland. The Programme was also presented during the study visits to Spain, the Netherlands and Great Britain in 2018.

Every year the NFEPWM prepared the Priority Programme “Co-financing of the LIFE Programme”, where it presented its programme for co-financing projects submitted to the EC as well as the programme of loans given to projects under implementation. Since 2008 the amount of co-financing to LIFE projects in Poland has been PLN 233.5 million (with the EC contribution of € 100.2 million). At the beginning of 2018, the LIFE NCP also participated in the meetings organised by the Ministry of Infrastructure and Economic Development on the use of EU resources, as well as the planning and implementation of new legal proposals in this area. The institutions functioning as NCPs and the EU programmes implemented were subjected to a review and evaluation. The evaluation of the LIFE commissioned by the Ministry of Infrastructure and Economic Development brought a positive result.

Among the meetings with other NCPs, it is worth mentioning meetings with the National Contact Point of URBACT Poland, the meetings at the NCP for Horizon 2020 and the participation in conferences organised by those NCPs for the EU Research Programmes in the course of which the LIFE Programme was presented by the delivery of presentations or via the LIFE Programme stand. In 2019, an agreement on cooperation was also concluded between the NFEPWM and the NCP for the Financial Instruments of

the European Union, i.e. the institution responsible for the Financial Instruments of the LIFE Programme.

5.3. Outside LIFE

In the reporting period, the employees of the LIFE NCP initiated and took part in a number of meetings intended to indicate bodies (the meetings at the Ministry of the Environment) which were capable of preparing integrated projects or to encourage them to work on a proposal.

They participated in Polish Radio broadcasts in the programme: *"The protection of the environment and climate is one of the greatest challenges for the whole mankind. The actions in these areas are supported by the European Union. The LIFE Programme makes all this possible"* which promoted the LIFE Programme and presented its assumptions for the purpose of encouraging submission of proposals (6 broadcasts).

In 2018, intensive cooperation began with the Ministry of Infrastructure and Economic Development. In relation to its function of the coordinator of the programmes which were centrally managed by the European Commission, the Ministry planned the production of a series of films, among others, on the LIFE Programme. The films were to be used in training courses for the employees of government and self-government administrations, including those for the purposes of the Network of the Information Points for European Funds. Three employees of the LIFE Section of the National Fund were the authors of the texts in the films and appeared in them.

Together with the Ministry of Infrastructure and Economic Development, we created a website dedicated to centrally managed programmes on the Structural Funds Portal: <https://www.funduszeuropejskie.gov.pl/strony/o-funduszach/programy-komisji-europejskiej/>

The text "The LIFE Programme or investments without borders" was also prepared and placed on the European Funds Portal on 28.11.2019. <http://www.funduszeuropejskie.gov.pl/strony/wiadomosci/program-life-czyli-inwestycje-bez-granic/>. The text was promoted by means of a banner campaign in external services. The material also appeared in the Bulletin of the Union of Entrepreneurs and Employers. Moreover, the members of the LIFE NCP participated, as experts/trainers moderating panels on the LIFE Programme, in a cycle of training courses on centrally managed programmes which were organised by the Ministry of Investment and Economic Development. The first training course took place on 14.05.2019 at the seat of that Ministry and its purpose was to provide general knowledge of centrally managed programmes – including LIFE – to the employees of the Ministry who were responsible for information, promotion and coordination of the implementation of European Funds. The second two-day training course was delivered on 30-31.05.2019 in Warsaw (BOSS Hotel, at 20 Żwanowiecka 20 Street). The addressees were the employees of the Information Points for European Funds.

The LIFE NCP Team also actively participated in the preparation of the assumptions and materials (descriptions of the subject matter of the contract) for NFEPWM tender procedures supervised by competent external units. We were involved in tender procedures to select the translation agency which would ensure translations of different types for the National Fund, sponsored articles, conference and promotion materials, e-learning platform+webcasts, a guide to writing proposals, the book on Polish LIFE projects, foreign language courses and substantive training courses.

6. Comments on the financial statement

The total project budget according to the grant agreement is € 827 207,00. The EU contribution - € 592 933.00 constituting 71.65%. The closure of the total budget - amount of € 234 275.00 is the contribution of NFEPWM. The detailed breakdown and involvement of the parties to the contract in financing particular types of costs is presented in the table below.

Project budget Capacity Building by category	EU funding (in EUR)	Contribution of the National Fund for Environmental Protection and Water Management (in EUR)	Total costs (in EUR)
personnel costs	295 146.00	189 297.00	484 443.00
travel and subsistence costs	21 712.00	-	21 712.00
costs of external services	187 790.00	-	187 790.00
fixed assets costs - depreciation	3 473.00	3 472.00	6 945.00
costs of consumables	84 812.00	-	84 812.00
other direct costs	-	-	-
an overhead of indirect costs	-	41 505.00	41 505.00
TOTAL	592 933.00	234 274.00	827 207.00

With the previous Midterm Report in which financial statements covers the period from the beginning of the CAP project implementation i.e. 01.01.2016 until 28/02/2018. Due to the conditions described in point 4.2.2 of the Report some amendments of the budget were requested and officially approved in a letter EASME B#/MQ/RH/TH 7274299 dated 17 Dec.2018.

6.1 Summary of Costs Incurred

PROJECT COSTS INCURRED					
Cost category		Budget according to the grant agreement in €*	Budget after MR amendments **	Costs incurred within the reporting period in €	%
1.	Personnel	295 146,00	239 646,00	229 091,47	95,60%
2.	Travel and subsistence	21 712,00	24 212,00	20 281,73	83,77%
3.	External assistance	187 790,00	221 790,00	138 353,93	62,38%
4.	Durables goods: total non-depreciated cost	3 473,00	3 473,00	1 148,02	33,06%
5.	Consumables	84 812,00	103 812,00	75 473,37	72,70%
6.	Other costs	0,00	0,00	0,00	-
7.	Overheads	0,00	0,00	0,00	-
	TOTAL	592 933,00	592 933,00	464 348,52	78,31%

*The budget in the original grant contract

** The revised budget breakdown

In the reporting period covered by the FS, 70.0% of the total amount of eligible costs was reimbursed from EC grant which was € 415 053.10.

The coordinating beneficiary's - NFEPWM own contribution amounted in € 298 610.52 which covered:

- non- additional personnel costs € 284 011.50
- depreciation € 1 148.02
- overheads € 13 451.00

closing the budget on € 762 959,06 of grand total costs.

NFEPWM's financial engagement exceeds the planned level by 64 336.52 €. on the non-additional personnel costs position. Increasing the NCP staff engagement in the foreseen contractual activities was intended to improve and fasten the project's goals achievement.

The level of overheads is lower than 7% which is due to the "calculation keys" application which is being used by the company for all its organizational units as described below in 6.2.2. chapter.

CAP PROJECT BUDGET BY ACTION								
IMPLEMENTATION								
	action	scope	planned cost (€)	change (€)	cost after change (€)	category	costs incurred	differences
A1	IT equipment	2 computer sets	1 524,00	-	1 524,00	F4	1 148,02	375,98
		MS Project software	1 949,00	-	1 949,00	F4	-	1 949,00
A2	building cooperation with foreign entities	Green Week	6 720,00	2 500,00	9 220,00	F2	16 510,69	- 7 290,69
		Study/cooperation visits	21 258,00	4 000,00	25 258,00	F3	24 526,04	731,96
A3	language training	English language	3 104,00	-	3 104,00	F3	2 578,57	525,43
A4	substantive trainings	internal and external communication	2 925,00	-	2 925,00	F3	2 909,68	15,32
		project evaluation	2 133,00	-	2 133,00	F3	1 095,21	1 037,79
		assessment of applications	4 257,00	-	4 257,00	F3	1 191,53	3 065,47
		training with MS Project / Access	3 834,00	-	3 834,00	F3	1 480,02	2 353,98
MONITORING OF THE PROJECT								
B2	press monitoring		6 816,00	0,00	6 816,00	F3	5 681,94	1 134,06
COMMUNICATION and DISSEMINATION								
C1	dissemination of information about the LIFE Programme with the use of translations of EC documents	guidelines	20 154,00	-	20 154,00	F3	27 035,67	12 287,33
		rules for the assessment of applications	3 169,00	-	3 169,00	F3		
		publications	16 000,00	-	16 000,00	F3		
C2	LIFE Information Day a new formula		30 465,00	15 000,00	45 465,00	F3	45 462,62	2,38
C3	exchange of information with external entities and participation in seminars and conferences		14 992,00	-	14 992,00	F2	3 771,05	11 220,95
C5	publication of information materials	"Polish LIFE Projects" graphical development and print-out	4 800,00	9 000,00	13 800,00	F5	6 225,48	7 574,52
		composition	12,00	0,00	12,00	F5	5 851,36	- 5 839,36
		manual for drafting applications	7 000,00	0,00	7 000,00	F3	4 698,48	2 301,52
C6	information tools	spot	7 085,00	0,00	7 085,00	F3	6 933,79	151,21
		roll-ups	142,00	0,00	142,00	F3	218,60	- 76,60
C7	conference and promotional materials		72 800,00	0,00	72 800,00	F5	49 648,20	23 151,80
C8	sponsored articles		9 448,00	15 000,00	24 448,00	F3	14 541,78	9 906,22
C9	interactive e-learning trainings		50 000,00	0,00	50 000,00	F3	-	50 000,00
C10	catering for dedicated training		7 200,00	10 000,00	17 200,00	F5	13 748,33	3 451,67
TOTAL			297 787,00	55 500,00	353 287,00	-	235 257,06	118 029,94

Explanation of the main differences of the above presented costs as planned versus incurred.

2 *computer sets* were delivered cheaper than budgeted estimation while MS Project software - although foreseen - has not been purchased. NFEPWM IT MS Project resources have been provided instead, free of charge.

The budget upgrade in *building cooperation activity with foreign entities* initially was to cover additional study visits. Finally, the € 7290,69 was moved to F2- travel costs in order to finance a number of meetings organized by EC/EASME, like Info-Days or NCP trainings, or other NCPs' – Info –Day held by the Slovenians.

The English language learning lump sum was not fully consumed, increasing clearly when the individual training opportunities occurred in since 2018.

All the NCP personnel trainings offers were lower than the budget foreseen, still two of the courses:

"How to professionally prepare a Prezi and PowerPoint presentation" and "Speaking in public" were carried as a replacement of project evaluation and assessment of applications ones. The first one to improve the staff's skills in -the preparation of presentations for conferences (Life Info- Days-) and the trainings organized each year for the present and potential beneficiaries. The second was to encourage the personnel to speak in front of the camera, before the webcasts recording. Finally, the project evaluation training was led, free of charge, by EASME - Senior Project Adviser LIFE Climate Action.

The savings on press monitoring were due to the tender of a large scale was held for such action for different programmes and organisation units of NFEPWM, which ended up with a framework contract signature.

As far as *dissemination of information about the LIFE Programme with the use of translations of EC documents* is concerned the incurred costs -were more than 2 times lower than the budget, Due to the project's' budget specific construction (no budget was foreseen for the "other costs" expenditures)- it absorbed except the essential elements as guidelines, rules for the assessment of applications, publications some other translation tasks during -the realization of the project, among others-: consecutive translation during the monitoring visits or a training with EASME representative, translation of the annex of LIFE 14 CAP/PL/000011 agreement and finally the Midterm Report. Their costs of € 2081,93 what -is less than 1,5 % of the cumulated expenditures_ of the whole "external assistance" factual budget-

The following action, "*LIFE Information Day a new formula expenditures*", after the amendment, filled in the budget almost fully.

On activity to *exchange of information with external entities and participation in seminars and conferences* the expenditures were much lower than the budget because of taking much chipper and environmentally friendly transportation means as railway in majority of the journeys, or arranging "one car trip and return for more personnel members.

The budget of *publication of information materials* was adjusted to a changing situation to look for a contractor on the market for both to elaborate the concept of the book as much as its' composition and finally printing. The final savings on the position were of some more than 12% due to the tender procedure application.

Information tools actions almost fit in the budget, whereas *conference and promotional materials* task although fulfilled in a material sense, didn't consume the estimated amount of money because of taught tendering processes, which are explained wider in 5.5. *Technical analysis of progress and impacts* chapter of the Report.

The following action which was publication of sponsored articles although executed quite smoothly during 3 years of realization was blocked in year 2019 because of NFEPWM board's members refusal to sign the -contract with the winner of the tender.

Although the next, *e-learning* budget position of. €. 50,00 thousand seemed pretty high, nevertheless it occurred 2 times lower than the market expectations. That is why the two tenders that were held in order to emerge a contractor, were finally invalidated.

Afterwards the NCP staff took the opportunity of participation in the initiative of the former Ministry of Investment and Development to commonly (with other NCP's members of all the funds under the EU administration) follow a campaign of the program's promotion. Three webinars were produced as a result of the cooperation. The costs were fully covered by the Ministry.

The final position of *catering for dedicated training* wasn't used in full, anyway its enlargement was necessary as the services market value increased almost twice. Due to initial structure of the project budget this financial position is being calculated within "consumables" category instead of "other direct costs. Still, the total costs of the above purpose were €. 13 748,33 altogether, which is 18,2 % of the whole budget of the position, and representing less than 3% of the total eligible costs incurred.

6.2 Financial and accounting system

6.2.1. Information on the accounting system and cost identification codes related to the project.

The basis for qualifying costs in NFEPWM is "Instruction of qualifying office costs by sources of financing" - adopted by the decision of the President of the NF Management Board no. 3/2016 of 09.08.2016 as amended.

The Instruction refers to the expenses of the National Bureau of the Fund regarding the purchase of goods and services and other expenses, confirmed by appropriate accounting evidence, excluding wages and their derivatives.

The above-mentioned instruction specifies:

- 1) sources of financing of the expenditure mentioned in point 1.;
- 2) method of settling costs for individual sources of financing;
- 3) way of documenting settlements;
- 4) responsibility for determining the data necessary to settle costs, correct indication of funding sources and the correct settlement of costs for individual sources of financing.

The sources of financing are listed in sub-item 6) instructions - LIFE 14 CAP / PL / 000011 Grant Agreement concluded between NFEPWM and the European Union, represented by the Executive Agency for Small and Medium-sized Enterprises (hereinafter: LIFE CB);

6.2.2 Costs eligibility procedure for a PBP LIFE project.

The Staff Management Team is responsible for the qualification of the remuneration costs (ZP)

The cost of the office (DKB) is responsible for qualifying costs other than remuneration.

The head of the substantive unit implementing the contract / project of PBP is responsible for the current delivery to DKB of contracts, annexes, guidelines and other external regulations regarding the source of this financing.

For settlements related to PBP LIFE, three areas of collecting accounting data were identified, the so-called controlling orders, which are described in the annexes to the abovementioned instructions. Annex 8a - "**PBP**" - defines the direct costs of the so-called project reimbursed from EC subsidies, another one 8b "**PBPN**" - non-refundable cost incurred by the coordinating beneficiary - NFEPWM and the last one "**PBPP**" - 8c by indirect costs. The annexes contain lists of costs / expenses and their symbolism corresponding to the SAP system and financial and accounting system in force at NFEPWM, in particular: the numbers and symbols of the general ledger accounts and auxiliary ledgers, the cost / expenditure category and the settlement option assigned to it.

6.2.3. Working time - the recording system

The NFEPWM has a dual system of time, paper and electronic records. The paper system consists of traditional **attendance lists** and notebooks with areas of time records away from the workplace, marked as **business trips and private exits**. Each entry / exit of the employee is recorded on the attendance list, with date and time of entry / exit and the signature of an incoming / outgoing person on the attendance list. Letters are assigned to individual departments / positions - so-called independent units.

At the same time, the NFEPWM has an electronic system of time records.

Each entrance to the building is equipped with so-called electronic gateway and every employee in a personal magnetic card. Applying the card to the reader is a condition of entering / leaving the building and registers in the system an appropriate gate opening time.

The LIFE UNIT employees are subject to the work time control regime described above at NFEPWM. In addition, an additional system of records in the form of time sheets is kept in PBP. Working time cards are prepared by all NCP employees involved in the work in the PBP project, both the additional and the others, working to carry out project tasks with varying intensity in different periods. The cards are filled in computer in monthly progress, then printed, signed by the preparer and the project manager and collected in a suitable binder.

6.2.4 Procedure for the registration and approval of costs / expenses based on accounting documents.

External accounting documents go to the NFEPWM office and then to the Office Cost Department (DBK).

Designated employees of this department are responsible for:

- a. correct indication of sources of financing costs;
- b. correct calculation and use of division keys;
- c. reliable calculation of amounts subject to allocation to individual sources of financing;
- d. correct indication of the controlling order, adequate to the given source of financing;
- e. correct indication of the cost category;
- f. correct preparation of an attachment to the accounting document documenting the cost settlement.

Invoices for the purchase of goods and services for the implementation of the project described in the grant contract LIFE 14 CAP / PL / 000011 are provided each time with a specially designed attachment in the form of a stamp containing the following information:

- i. what the invoice refers to (subject of the service, purchase etc.)
- ii. purchase implemented for the needs of the capacity building project based on the LIFE 14 CAP / PL / 000011 contract
- iii. the basis for issuing an invoice (contract number, order no etc. of)
- iv. procedures for awarding public contract;
- v. the service was carried out in accordance with / contrary to the contract / order
- vi. acceptance report no.....of.....
- vii. amount to be paid
- viii. invoice payment date.....

LIST OF ANNEXES – FINAL REPORT

- 1) Annex 1 A.2 NCP Slovenia NCP Croatia 2016 (Attached to the MTR)
- 2) Annex 2 A.2 NCP Hungary 2017 (Attached to the MTR)
- 3) Annex 3 A.2 Latvia 2018
- 4) Annex 3a A.2 Report on study visits (Deliverable)
- 5) Annex 4 A.3 Foreign language courses planned in the CBP (Deliverable) (Attached to the MTR)
- 6) Annex 4a A.3 Curriculum – the course on environmental protection (Attached to the MTR)
- 7) Annex 4b A.3 Attendance list – the course on environmental protection (Attached to the MTR)
- 8) Annex 4c A.3 Progress reports – the course on environmental protection (Attached to the MTR)
- 9) Annex 4d A.3 Curriculum – the course on public appearances (Attached to the MTR)
- 10) Annex 4e A.3 Attendance list – the course on public appearances (Attached to the MTR)
- 11) Annex 4f A.3 Progress reports – the course on public appearances (Attached to the MTR)
- 12) Annex 4g A.3 Foreign language courses in 2018-2019 (Deliverable)
- 13) Annex 5 A.4 Substantive training courses planned in the CBP (Deliverable) (Attached to the MTR)
- 14) Annex 5a A.4 Curriculum of the training course on PREZI + PP (Attached to the MTR)
- 15) Annex 5b A.4 Acceptance protocol_training course on PREZI_PP - Attendance list (Attached to the MTR)
- 16) Annex 5c A.4 Curriculum of the training course on external communication with beneficiaries (Attached to the MT)
- 17) Annex 5d A.4_Attendance list_training course on external communication (Attached to the MTR)
- 18) Annex 5e A.4 Progress report_training course on communication (Attached to the MTR)
- 19) Annex 5f A.4 Certificates of the course participants (Attached to the MTR)
- 20) Annex 5f A.4 Certificates of the course participants (Attached to the MTR)
- 21) Annex 5g_A.4 Report on 2018-2019 (Deliverable)
- 22) Annex 5h_A.4 Public appearances_procedure protocol after market research
- 23) Annex 5i A.4 Public appearances_acceptance protocol
- 24) Annex 5j_A.4 Public appearances_attendance list
- 25) Annex 5k_A.4 Public appearances_list of train-the-trainer courses
- 26) Annex 5l_A.4 Public appearances_timetable of the training course
- 27) Annex 5m_A.4 MS Project_ procedure protocol after market research
- 28) Annex 5n_A.4 MS Project_attendance list
- 29) Annex 5o_A.4 MS Project_ acceptance protocol
- 30) Annex 6 A.5 Report on 2016-2017 (Deliverable) (Attached to the MTR)
- 31) Annex 6a A.5 LIFE project concept note_template (Attached to the MTR)
- 32) Annex 6b A.5 LIFE talk card_template (Attached to the MTR)
- 33) Annex 6c A.5 Consultations in the 2016 call – contact database (Attached to the MTR)
- 34) Annex 6d A.5 Consultations in the 2017 call (01.10-31.12.2016) - contact database (Attached to the MTR)
- 35) Annex 6e A..5 Consultations in the 2017 call (01.01-30.04.2017) - contact database (Attached to the MTR)
- 36) Annex 6f A.5 Consultations in the 2017 call (02.05-14.09.2017) - contact database (Attached to the MTR)
- 37) Annex 6g A.5_Sample LIFE talk cards (Attached to the MTR)
- 38) Annex 6h A.5 Report on 2018-2019 (Deliverable)
- 39) Annex 6i A.5 Consultations in the 2018 call - contact database
- 40) Annex 6j A.5 Consultations in the 2019 call- contact database

- 41) Annex 7 B.1 Report on 2016-2017 (Deliverable) (Attached to the MTR)
- 42) Annex 7a B.1 List of proposals accepted by the EC in 2014-17 (Attached to the MTR)
- 43) Annex 7b B.1 Consulted proposals_2016 calls (Attached to the MTR)
- 44) Annex 7c B.1 Consulted proposals_2017 call (Attached to the MTR)
- 45) Annex 7d B.1 Report on 2018-2019 (Deliverable)
- 46) Annex 7e B.1 Consulted proposals_2018 call
- 47) Annex 7f B.1 Consulted proposals_2019 call
- 48) Annex 8 B.2 Report on media monitoring in 2016-2017 (Deliverable) (Attached to the MTR)
- 49) Annex 8a B.2 01-06.2016. Report on monitoring of dissemination of information on the LIFE Programme (Deliverable) (Attached to the MTR)
- 50) Annex 8b B.2 07-12.2016_Report on monitoring of dissemination of information on the LIFE Programme (Deliverable) (Attached to the MTR)
- 51) Annex 8c B.2 01-06.2017_Report on monitoring of dissemination of information on the LIFE Programme (Deliverable) (Attached to the MTR)
- 52) Annex 8d B.2 07-12.2017_Report on monitoring of dissemination of information on the LIFE Programme (Deliverable) (Attached to the MTR))
- 53) Annex 8e_B.2-List of monitored items
- 54) Annex 8f_B.2_2018_JAN-JUN_Report on monitoring of dissemination of information on the LIFE Programme (Deliverable)
- 55) Annex 8g_01-06.2018 Table_report on monitoring (Deliverable)
- 56) Annex 8h_B.2_2018_JUL-DEC_Report on monitoring of dissemination of information on the LIFE Programme (Deliverable)
- 57) Annex 8i_B.2_2019_JAN-JUN_Report on monitoring of dissemination of information on the LIFE Programme (Deliverable)
- 58) Annex 8j_B.2_01-06.2019 table_report on monitoring (Deliverable)
- 59) Annex 8k_B.2_2019_JUL-DEC_Report on monitoring of dissemination of information on the LIFE Programme (Deliverable)
- 60) 3559. Annex 9 C.1 List of EC documents translated into the Polish language (Attached to the MTR)
- 61) Annex 9a_C.1_List of EC documents translated in 2018-2019
- 62) Annex 10 C.2 Info Day_2016 (Attached to the MTR)
- 63) Annex 10a C.2 Info Day_2016 – Tender and account (Attached to the MTR)
- 64) Annex 11 C.2 Info Day_2017 (Attached to the MTR)
- 65) Annex 11a C.2 Info Day_2018
- 66) Annex 11b C.2 Info Day_2019
- 67) Annex 12 C.3_Report_Exchange of information with bodies (Deliverable) (Attached to the MTR)
- 68) Annex 13 C.3_Register of domestic duty travels_2016-2017 (Deliverable) (Attached to the MTR)
- 69) Annex 13a_C.3_Register of duty travels in 2018 (Deliverable)
- 70) Annex 13b_C.3_Register of duty travels in 2019 (Deliverable)
- 71) Annex 14 C.5 Guide to LIFE programming documents (Deliverable) (Attached to the MTR)
- 72) Annex 15 C.5 Guide to writing proposals under the LIFE Programme (Deliverable) (Attached to the MTR)
- 73) Annex 16 C.6 LIFE promotion spot (Deliverable) (Attached to the MTR)
- 74) Annex 16a_C.7_promotion materials
- 75) Annex 16b_C.7_promotion materials
- 76) Annex 16c_C.8_2018_annual report
- 77) Annex 16d_C.8_2019_ annual report
- 78) Annex 17 C.10. Training courses_2016 call (Attached to the MTR)
- 79) Annex 18 C.10. Training courses_2017 call_part1 (Attached to the MTR)
- 80) Annex 18a C.10. Training courses_2017 call_part2 (Attached to the MTR)
- 81) Annex 18b C.10. Training courses_2018 call
- 82) Annex 18c C.10. Training courses_2019 call

- 83) Annex A Organigram of the LIFE Programme Section
- 84) Annex B Employment data on the members of the CBP Team
- 85) Annex C Contract I Mirowski on request of the EC (hard copy - GPDR)
- 86) Annex D Timetable (2016-2017) (Attached to the MTR)
- 87) Annex E Timetable (2016-2019)
- 88) Annex F Project indicators (2016-2019)
- 89) Annex G Responses to EC questions (Attached to the MTR)
- 90) Annex H Responses to EC questions (2020)
- 91) Annex I AFTER LIFE PLAN
- 92) Annex J FS&CFS +Vat
- 93) Annex K

94)

LIST OF DELIVERABLES

Lp.	Activity	Deliverables	Type of deliverable	Implementation status / Annex
1)	A.2	Report on the implementation of study visits 2017	Report	The implementation of study visits planned for 2017 was postponed to 2018.
2)	A.2	Report on the implementation of study visits 2018	Report	Three scheduled visits took place in June 2018 - the Netherlands - 3 people), September - the United Kingdom - 3 people, October - Spain - 3 people. Annex 3a
3)	A.3	The first report after completing language training	Report	Annex 4, 4a-g
4)	A.4	The first report after completing substantive training	Report	Annex 5, 5a-o
5)	A.5	Report summarizing the consultation process	Report	Annex 6, 6a-g
6)	B.1	Report on the quality monitoring and the number of applications submitted to the EC	Report	Annex 7, 7a-c
7)	B.2	Media monitoring report	Report	Annex 8, 8a-k
8)	C.3	Report summarizing the course of cooperation with partners	Report	Annex 12, 13, 13a, 13b
9)	C.5	Publication of the LIFE Program Document Guide - available online http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/informacje-szczegolowe/przewodnik-po-dokumentach-life/	Publication	Annex 14
10)	C.5	Publication of LIFE Application Writing Manual - available online http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/aktualnosci/art,316,podrecznik-pisania-wnioskow-do-programu-life.html	Publication	Annex 15
11)	C.5	Edition of the publication "Polish LIFE projects"	Publication	February 2020
12)	C.6	Publishing a spot promoting LIFE program on the NFEPWM website http://nfosigw.gov.pl/oferta-finansowania/srodki-zagraniczne/instrument-finansowy-life/spot-promocyjny/	Video	Annex 16