



LIFE Project Number
< **LIFE18 CAP/EE/000002** >

Mid-term Report
Covering the project activities from 01.04.2019 to 30.11.2021

Reporting Date¹
30/04/2022

LIFE PROJECT NAME or Acronym
**"Awareness raising & application quality improvement of
the LIFE program in Estonia 2"**

Data Project

Project location:	Estonia
Project start date:	01.04.2019
Project end date:	30.06.2023
Total budget:	€ 785 820
EU contribution:	€ 745 686

Data Beneficiary

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¹ Include the reporting date as foreseen in part C2 of Annex II of the Grant Agreement

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2. Glossary of keywords and abbreviations

CAP – Capacity Building Project

EIC – Environmental Investment Centre

FB – Facebook

GA - General Agreement

IP – Integrated Project

MoE – Ministry of the Environment

NCP – National Contact Point

YT –YouTube

3. Executive summary

Estonian Capacity Building Project (CAP) was planned to start 01/04/2019 and end 31/12/2022. As signing the Grant Agreement (GA) and the recruitment of new staff took more time than expected, the actual start date of the project was 01/02/2020. Due to late start the end date was extended by 6 months until 30/06/2023.

In 2016-2018, first CAP project was implemented in Estonia. The purpose of current, second CAP project is to improve and further develop the created systems and approaches. It has a number of objectives – to make LIFE programme more visible in Estonia, to improve the quality of Estonian applications. Another objective is to also raise the number of application submitted to LIFE and that Estonia will have at least 2 IP Project proposals filed.

In order to achieve our goals, communication strategies and two plans were developed. One was done for the period June 2020-December 2020 and the other one covers the first two and a half years of the new financing period.

To raise the awareness of the officials, at least 4 study trips were supposed to be organized to the Member States that have successfully implemented the LIFE programme. Due to the Covid situation in 2020 no trips took place and in 2021 instead of organizing one trip to a Member State, we organized 4 different national study trips - officials were shown what has been done thanks to LIFE programme in Estonia. Hopefully next year we can visit some other Member States.

Also, we have a competent LIFE helpdesk which is able to give relevant advice to the potential applicants. The number of NCP-s at the moment is 7 and in addition, we have the CAP project manager and also the LIFE Expert. To keep up the competence of the National Contact Points (NCPs), they have all participated in several information days and trainings held by EASME (CINEA). In first project year, the helpdesk consulted 52 ideas. In 2021, 54 ideas have been consulted. About half of them we can consider as draft proposals.

To raise the awareness of Estonians about LIFE programme, different information days for 750 person, and workshops for 160 persons were planned. By the stage of Mid-Term Report, we had to do webinars instead of face-to-face events. The first information day was held in May 2020 and we had 185 participants, the second one took place in November 2020 and had 103 participants. So although we had only two web-based information days instead of planned 7 physical ones, all the target groups were covered and the number of participants met the goal. In 2021 we also had a virtual information day in September with 182 participants from different organizations.

In 2020 we had 3 different workshops and in 2021 one workshop that educated potential applicants about writing the application in a correct way. All workshops were also web-based but due to that, we were able to educate more people than planned – altogether 135 – over 75% of the target.

Different media channels are used to reach potential applicants – direct communication (every time we have something coming up – info day, workshop etc.) Even though due to Covid situation many events were canceled, we managed to participate at 16 external events where project manager, LIFE expert or NCP-s introduced LIFE programme and its opportunities.

To make the programme more visible and attractive, a new Estonian LIFE webpage is being created, new booklet, video clips and roll-ups were ordered as foreseen in the project.

In 2020, two climate IP projects were submitted and got approved to the full proposal stage. So the target was achieved already in the first year of the CAP project. Also, the number of events related to IP Projects coordination with stakeholder has already exceeded – we had 29 different events (target 10) with 332 participants (target 300).

One of the most important deliverables is the survey about Estonians awareness of the LIFE at the end of the project. In order to see differences, we decided to order also a smaller survey about the current situation. As expected, the results were not good – only 9% of Estonians have heard about LIFE programme.

Despite of the late start and Covid situation, the project in general is in schedule. There are some actions that are postponed or customized due to the Covid situation but this won't affect the final results of the project. But as many of the actions foreseen in the project are implemented with less budget, we are planning to extend the project by six months (until December 2023) so that some actions foreseen in the project (like information days, workshops) would continue for a longer period of time.

Project budget according to the adopted grant agreement is 785 820 euros (of which, eligible costs 745 686 euros) and 32% of the budget is used. Some of the services have been cheaper than expected and in some cases there was no need for subcontracting. Finally, the budget won't be exceeded and the costs are in line with the project proposal. Moreover, as there are a lot of actions that needed less finances, we are planning to do more with the money and if possible extend the end date of the project so that information days, workshops and some other actions could take place longer.

Taking into consideration the work that has been done and the number of people we have reached through media and information days, the number of project proposals in 2020 was still the same as in last year – 15. On the positive side – 4 of them got to the full proposal stage and one got financed. And of course two submitted IP's were both scored high, and one of them got financed.

4. General overview

4.1 Introduction

Estonian first CAP project lasted from Jan 2016 to Sept 2018. The main purpose of the project was to make LIFE programme more visible among potential Estonian applicants and public sector officials. During the project LIFE was promoted more than ever but despite of different outreach activities 62 proposals was submitted, and only 7 financed in the 2014-2020 programming period. The increased number of proposals showed that awareness about the program has risen but more needs to be done to approve their quality.

Figure 1. Submitted and financed LIFE proposals from 2014-2020 (EE)



The project has two general objectives: to make the LIFE programme more visible in Estonia and to educate applicants. To make LIFE program more visible and attractive, to improve the quality of the concept notes and full proposals, to find partners and solutions for better co-financing system, we will develop an effective Communication Strategy to help to promote all the projects activities and results, also to achieve a high level of fame among Estonians. It also includes the creation of articles and advertisements. Project team implements strategy actively and adjusts it when necessary. Together with NCPs we will offer an effective Helpdesk service, organize LIFE information days, LIFE workshops and matchmaking events, introduce LIFE programme in external events, organize networking workshops for NCPs and study visits to another Member State NCPs (to promote networking and collaboration between Member States), create video-clips, roll-ups, booklets, update webpage, and support IP projects.

In February 2020 both beneficiaries hired a full-time employee. Project manager started at MoE and LIFE expert in EIC. They are responsible for the administrative issues, implementation, and the quality of the project, for conducting trainings, communication activities etc. Both employees participate in info days, workshops, network with other LIFE projects and cooperate actively with National Contact Point (NCP) officials.

LIFE Helpdesk continues its work and consists of 7 NCPs who are working in the different departments of the administration of the Ministry: Nature Conservation, Water, Foreign Financing, Climate and Radiation, Environmental Management and Environmental Agency. One NCP who is responsible for CET is working from Ministry of Economic Affairs and Communications. All the main topics of the LIFE programme are covered and best possibilities for advising potential applicants in a higher level are ensured. Usually, the NCPs are dealing with other funds as well and they have the best knowledge about the differences and objectives of the programmes.

Several problems have been identified in the proposal regarding the LIFE programme implementation in Estonia. High local co-financing rate and the low financial capacity of the applicants (e.g NGOs) was one of the key reasons of low submissions. It is possible to ask for national support from EIC, but there is no dedicated budget line for co-financing the LIFE projects. The application process is also very specific and requires a special project management knowhow. New applicants often fail in the first time as they are not familiar with the logic and rules of the program. Estonia is too small and mainly Estonian-based projects lose valuable points in tight competition. The awareness of about LIFE among public sector officials should be higher to implement the program more efficiently. LIFE is considered more an alternative source of funding rather than actively used grant. The number of different beneficiaries has been limited in the past, so the project team focuses on the new potential applicants who could benefit from the programme.

Stakeholders of the project are potential applicants (public authorities, NGO-s, SME-s, universities, private enterprises etc.) and general public. LIFE programme is well-known among the nature conservation communities and, therefore, we focus more on enterprises, including industries, universities, scientific institutions, and public authorities. We use different mailing lists (actively updated after every event), newsletters and direct communication to reach them. List of the stakeholders is checked and updated regularly. As Estonia must pay greater attention to the preparation and implementation of IP's, a special attention will be paid to stakeholders who could be involved in the process of preparing IP projects. Special activities for them are undertaken.

During the project LIFE expert and project manager will monitor the number of attendees participating in the events, also the feedback will be asked and analysed. Suggestions are considered to improve the quality of further events. Data of LIFE Helpdesk inquiries are gathered and recorded in the project folder. Also, the number of social media and webpage visits, views of video clips and digital booklet are monitored. Media will be monitored through the number of published LIFE articles/adverts. To get an overview of the general awareness about LIFE program a specific survey will be outsourced. Its' results will help to evaluate the impact of CAP project's activities. In the beginning of the project pre-survey of Estonian's awareness about LIFE program was conducted. All dissemination actions will be monitored throughout the projects' lifetime.

4.2 Amendments and deviations

In the proposal the start date of the project was planned for 01/04/2019. Unfortunately, the signing of the GA was delayed, and the GA was signed in Nov 2019. Although the implementation of projects' actions started later than expected and Coronavirus restrictions have forced to rearrange some actions, everything is running on schedule. We have met many project indicators with lower costs or no costs at all, the salary of project managers is lower than in the proposal, therefore, the project's budget is underused. Due to underuse of the budget, we are planning to extend the project deadline for a half a year 31/12/2023.

No formal amendments have been sent to the EASME/CINEA. NEEMO monitoring official has forwarded all necessary amendments during the project visits. NEEMO Monitoring Expert letter to EASME 28/05/2020, response letter from EASME 23/06/2020 (Ref. Ares (2020)3266515) where deadlines of several deliverables and milestones were adjusted as proposed in the first project visit and accepted by EASME. Permission received from EASME to organize 2 virtual information days instead of 5 physical events due to the Coronavirus if the necessary criteria are met (C.4). Request to order only digital roll-up (C.7) design for the LIFE 2014-2020 programming period was accepted by EASME. During the second project visit we

requested to use finances from Preparation of integrated projects: consulting with external experts (A.13) to support also traditional projects. Still waiting for the response from CINEA. Because of Coronavirus, the international LIFE conference planned for autumn 2020 was postponed to autumn 2021 during the first visit. However, the situation has not improved and during the second monitoring visit we kindly asked to postpone it to spring 2022. Although we have not received formal answer from CINEA, we were not able to organize it this autumn because of the rules restricted in the country. If possible, we would like to organize it in 2023. Communication aspect is crucial for introducing LIFE program to the public and attracting more diverse applicants. To achieve this, the implementation of the communication plan has been very important. Networking activities have also proven to be valuable for raising the capacity of the NCPs, LIFE expert and project manager as well as public officials. This kind of events have contributed to officials becoming more knowledgeable and ensured that the LIFE project implementers have a wider support network. Although country considers LIFE program very valuable and necessary source of funding, a reorganisation of the national co-financing system for LIFE project is still in process. Generally, used methodologies have been sufficient to achieve the results of the project.

Project manager and LIFE expert are dedicated to carry out all the activities with consideration to cost-effectiveness in all situations. All procurements are organised in accordance with the national and internal policies, focusing on value-for-money services. As most of the services have been cheaper than expected, there is no need for public procurements in some cases. By the end of the project, all actions foreseen in the application will be implemented, but with lower costs.

5. Technical analysis of progress and impacts

5.1 Technical progress in terms of expected results - Quantitative indicators

Table 1. Project indicators

Area	Indicator	Quantification	Base-line	Current level	Explanation
Human Resources	Number of new staff that have been recruited for CAP	8	2	9	Instead of raising NCP-s from 2 to 6, the number is now 7. Also CAP project manager and LIFE expert were hired.
	Number of new staff recruited on top of the new staff recruited for the first CAP	7	2	7	NCP-s who were new in the first CAP are considered new in the second CAP as well
	Number and level of staff trained	11	2	9	Only 2 existing NCP-s had received LIFE training. New NCP-s, project manager, LIFE expert have also participated in the general trainings for now. IP writers haven't had special training yet.

	Number of best practice exchange organised between member states- (including number of participants)	6 (1,5 per year) 46 people	1 in 2017 13 people	0 (4), 0 (61)	Due to Covid there haven't been and study trips to member states. But we organized 4 national study trips.
	Number of staff participating in exchange and secondment programmes between member states	0	0	0	
Proposals	Number of (draft) proposals that helpdesk consulted	100 (25 per year)	20	56	
	Number of participants in financial/technical training offered	160 (40 per year)	33 in 2018	135	
	Number of project proposals submitted as compared to previous years	10 full proposals per year	19 in 2018, 7 full proposals	7 - in 2020	Baseline includes 15 CN, 3 full proposals and 1IP. Reached level includes 6 full proposals and 2 IP-s
	Number of successful proposals as compared to previous years	4	1 (2017)	2 (2020)	The number includes 1 IP
	Proportion of multinational consortia	25%	0%	0%	
Dissemination activities	Number of media mentions	40 (10 per year)	5 in 2018	16 in 2020, 34 in 2021	
	Number of potential beneficiaries reached through media	N/A	N/A	N/A	
	Number of citizens, enterprises, local authorities NGO-s etc. reached	300 000 per year	280 000 in 2018	490 000 in 2020, at least 378 000 in 2021	Facebook campaigns, editions of newspaper where we published our articles
Integration, complementation, synergies and	Number of cases where results from LIFE projects were integrated into policies, economic activities and other programmes	4	0	0	

replicability	Number of proposals combined LIFE funding with other complementary funding programmes	5 per year	0 (in 2017)	2 (in 2020)	Only one traditional project and 1 IP got funded.
	Number of projects with dedicated action on replication of project results	2 per year	0 (in 2017)	2 (in 2020)	NaturallyEst had a campaign for counting cowsilps went all over Europe. Thanks to UrbanCows different places are practicing cattle grazing to urban coastal meadows.
Additional indicator	Number of people participating at the information days	750 in total	91 (in 2017)	470	
Additional indicator	Number of match-making events	10	0	0	Due to Covid match-making is on hold. The ones that are taking place are virtual.

Quantitative indicators of the project are mostly in schedule and will be finished on time. All actions started in a delay due to the late start of the project itself but in spite of that and the Covid situation the achieved results are generally good. All the expected results of the indicators related to human resources will be achieved by the end of the project.

All actions related to proposals will be implemented as planned and most of the targets of the indicators will be achieved by the end of the project. There are some indicators which can't be influenced directly, but the beneficiaries are doing their best to meet the targets. It was planned that 10 full proposals will be submitted per year, but only five (+2 IP-s) was submitted in 2020. But as many of the concept notes got also high points, we hope the number will increase in coming years.

The other indicator "Number of successful proposals as compared with previous years" is related with the previous indicator and if there are few proposals, it will be hard to achieve the other target as well. In 2020 only one project got financed (+ 1 IP project).

The dissemination actions and the work done by the project manager, LIFE expert and NCP-s can be considered good and sufficient. Targets of the indicators will be met. The target number of citizens, enterprises, local authorities NGO-s etc. reached has been met in 2020 and 2021 and even crossed. Also the number of media mentions has been already reached.

Indicators related to integration, compilation, synergies and replicability is complicated to fulfil during the CAP project as there has been too few projects in previous years. Due to that only some of the targets have been met. The coordinating beneficiary is working towards the targets and hopefully strong base is created during the CAP project which will be continued after the project.

The additional targets are on track and the targets will be met by the end of the project.

5.2 Technical progress, per Action – Qualitative assessment

A. Implementation actions

Implementation actions are in schedule. Many actions were finished in delay due to the late start of the project but the actions that are still in progress will be finished in time (the changed time due to later start). The only action that is totally on hold is organizing NCP networking workshop. It is so due to the Covid virus situation and the imposed restrictions not to organize physical events. As the efficiency of the workshop would fall significantly if it would take place virtually, we have decided to postpone the event as long as possible, hoping to be able to organize a conference were we meet in person. This action is one of the reasons for thinking of extending our project.

The actions that were delayed due to late start were completion of new recruitment – it was done in February 2020 instead of May 2019. The training of new staff was also delayed, it was implemented in May 2020. But these delays won't affect the results of the project.

Table 2. Deliverables and milestones

Deliverable/milestone	Associated action No.	Quantification	Accessibility of deliverable	Foreseen month of completion	Date of completion
Completion of new recruitment	A1	2 staff members recruited/defined	N/A	May 2019	Feb 2020
New staff trained	A5	2 new personnel hired/designated	N/A	Aug 2019	May 2020
NCP networking workshop organized	A7	1 international workshop organized	N/A	Oct 2020	Not organized yet
Training for writing IP proposals organized	A12	at least 2 tutoring sessions held	N/A	Aug 2022	Not organized yet
Meetings with stakeholders (IP)	A14	10 events for 300 participants	N/A	Aug 2022	Feb 2021 - 29 events (2 IPs 9+20) with 332 participants held
Completion of the awareness raising exchange events	A8	6 events (up to 46 officials)	N/A	Oct 2022	As of 15/11/2021 4 national study trips for 66 participants organized
2 IP-s submitted	A13	2	N/A	Oct 2022	Oct 2020

Completion of Information Days	A4	18 events for 750 participants	N/A	Nov 2022	As of 15/11/2021 3 virtual information days with 470 participants in total
Completion of match-making events	A9	10 events	N/A	Nov 2022	Not organized yet
Helpdesk service	A3	100 draft proposals consulted	N/A	Dec 2022	As of 15/11/2021 56 draft proposals consulted
Completion of workshops	A5	10 events for 160 applicants	N/A	Dec 2022	As of 15/11/2021 4 workshops for 135 applicants organized
Participation at external events	A6	45 events	N/A	Dec 2022	As of 30/11/2021 24 events
1st Communication Plan	A2	1 plan produced	Estonian	July 2019	June 2020
Completion of data gathering	A10	1 report produced	N/A	Dec 2019	June 2021
2nd Communication Plan	A2	1 plan produced	Estonian	March 2021	Nov 2020
Translated guidelines	A11	1 package of guidelines	Estonian	May 2021	Oct 2021

A.1. Recruitment of the Project team

Status: Completed	Foreseen start date: 01/04/2019	Actual start date: 01/12/2019
	Foreseen end date: 31/05/2019	Actual end date: 01/02/2020

In the proposal it was foreseen that the project team was supposed to be implemented by staff of beneficiaries and two persons are hired – project manager (100%) and LIFE expert (100%). The project manager was hired by the Estonian Ministry of the Environment and LIFE expert by Environmental Investment Center.

The process for finding the project manager was announced before the start of the project (in the end of the year 2019) and LIFE Expert (Ms. Gady Künnapuu) was hired on 03/02/2020 and the project manager (Mrs. Triin Kommer) was hired on 10/02/2020. The recruitment was implemented by the Human Resource Department of both beneficiaries.

Completion of new recruitment (project manager and LIFE expert) was finished in the beginning of February 2020, which is several months later than expected. Target of the indicator “Completion of new recruitment” is 100% achieved. After the end of the project there is no need for the position of project manager. The LIFE expert will continue to work for the Environmental Investment Center and she will be given other tasks.

Both employees were hired to work from the other side of Estonia. So due to that there have been more travel expenses than expected in the proposal.

Although the two employees work under two different organizations, the synergy between the employees is very high and they work as one team. Most of the actions foreseen in the project are prepared and implemented together.

Although no additional NCPs were foreseen in the project, we have recruited two next NCPs in addition to 5 previous – one extra for environmental projects and another for CET sub-programme. So at the moment there are 7 NCPs working part time for LIFE programme.

A2. Preparation of the Communication Plan

Status:	Foreseen start date: 01/05/2019	Actual start date: 01/03/2020
Completed	Foreseen end date: 31/03/2021	Actual end date: 30/11/2020

The preparation of the Communication Plan was outsourced and compiled in collaboration with the project team.

Two separate communication plans were outsourced – one for the second half of 2020 for the previous period and the second one to cover two and a half years of the new financing period. The preparation of the communication plans was delayed due to the late start of the project but it will not affect the results of the project. The 1st communication plan was finished in June 2020 and the 2nd communication plan in November 2020. Both communication plans are found on [Estonian LIFE web page](https://life.envir.ee/node/326) (https://life.envir.ee/node/326)

The communication plans include the timeline for organizing information days and trainings, preparing and publishing articles, outsourcing social media campaigns, using different websites to promote LIFE programme, creating and distributing dissemination materials, updating LIFE webpage and monitoring the results of the actions. Also target groups are mapped and most appropriate communication approaches are set to reach different target groups.

Due to changes in the timeline for applying in LIFE and Covid situation there have been also changes implementing actions in communication plans, but in general all the actions are followed.

A3. Helpdesk service for applicants

Status:	Foreseen start date: 01/04/2019	Actual start date: 03/02/2020
In progress	Foreseen end date: 31/03/2023	Actual end date: 01/06/2023

LIFE Helpdesk was created during the first CAP project and it has continued its work. Thanks to the activities in first CAP which helped to increase the number of officials who are now involved with LIFE and the activities which helped to raise the competence and awareness about the LIFE programme, we have a competent LIFE helpdesk, who is able to support and advise potential applicants.

In 2020 (11 months) the LIFE team consulted 106 different project ideas, 56 draft proposals. The consultations include different meetings with the potential applicants, phone calls, letters etc. Target of the indicator “Helpdesk service” is 106 draft proposals consulted by the end of June 2023. It can be assumed that the target of this indicator will be achieved.

All helpdesk queries are inserted to a table, so all the potential applicants and their contacts are easily reachable so when another information day or workshop takes place, a direct info letter is sent.

The foreseen starting date for the helpdesk was set April 2019. Although the project start was delayed, the helpdesk was already working before the start of the project. The NCPs from the first CAP still worked at the Ministry and advised potential applicants and gave feedback about the project ideas and applications. During the second CAP we have increased the number on NCPs from 5 to 7 – we have one more NCP in environment sub-programme and another for CET.

Thanks to the first and current CAP, current helpdesk has more capacity and competence to help potential applicants. The contact of the NCPs are on LIFE webpage so it is really easy for the potential applicants to find the relevant information about the programme and also the contacts of the NCP-s.

To be even more competent and to give applicants professional advice, we need to improve the competence of the project team. Therefore, we kindly ask to arrange different trainings to NCPs, to develop their expertise. Although no extra costs are foreseen for this action, it is possible to make a change between budget lines and add some means for training NCPs so that they will know how to provide best expert service. For example, we have managed to meet the necessary criteria under section A13 with no costs at all and could use some of it for educating NCPs

LIFE helpdesk will continue its work after the CAP project.

A4. LIFE information days

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/03/2020
In progress	Foreseen end date: 31/12/2022	Actual end date: 30/06/2023

As the Covid situation started at the beginning of the CAP project, we had to adapt and organize information days virtually instead of face-to-face events. As the Covid situation has not improved, we have had only 3 virtual information days. Although the number is smaller than expected we have reached the targets for reaching the audience.

In 2020 we organized one information day in May. We had 185 participants from different counties and organizations in Estonia. The information day focused on the call for proposals 2020.

The second information day took place in November 2020. As Covid situation didn't allow to organize face-to-face events, it was organized virtually and it covered the 5 information days planned in smaller cities in Estonia. There were 103 participants from different places in Estonia. Target groups were public officials, universities, NGO-s, enterprises. The information day mainly focused on the experience of former successful applicants. Different project examples were introduced. The representative of EASME also introduced new financial period.

The third information day was held in September 2021. The timing was different due to the late opening of the call 2021. It was also virtual and the number of participants was 182. And it focused on the call 2021.

Table 3. LIFE Information Days

Date	Location	No of attendees	Target Group
04/05/2020	virtual	185	Potential applicants (public officials, NGO-s, universities, enterprises, consultation companies)
25/11/2020	virtual	103	
07/09/2021	virtual	182	

470

So although due to Covid situation we have not been able to reach the target number of held information days, the number of participants will be reached and it can be assumed that even crossed by the end of the project. At the moment there have been 470 participants (62% of the target Completion of the Information days) during first half of the project.

All the information days have been recorded and the recordings can be found on [Estonian LIFE web page \(https://life.envir.ee/node/341\)](https://life.envir.ee/node/341).

We try to hold the information days according to timeline of the LIFE calls, so that in autumn/early winter we have an information day that is more general and aimed at the new potential applicants, who doesn't know much about the LIFE programme, but who could benefit from it. The information days held in the beginning of the call are targeted more to potential applicants, who already know about the programme and already have a project idea.

A5. LIFE workshops

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/03/2020
In progress	Foreseen end date: 31/12/2022	Actual end date: 31/12/2022

At least 9 one-day and 1 two-day application writing and project management workshops are planned to held before the end of the project. As the Covid situation didn't allow to have face-to-face events, all trainings held have been virtual. We have had 4 one-day workshops, 3 in 2020 and one workshop in 2021. As virtually it is really hard to concentrate on specific concept notes, the themes of workshops have been wider.

The first workshop in June 2020 was based on nature and environment sub-programmes. Two of Estonian experienced and successful LIFE experts gave advice for improving concept notes. All participants had to send their project ideas in advance so that the experts could consult them more specifically.

The second one held in August 2020, focused on the climate sub-programme and financial tables of LIFE and the third one in December 2020 focused on the e-proposal system. In 2021 we have had one workshop in November – the focus was on the analyses of Estonian previous applications and on the new Funding and Tenders application environment.

Table 4. LIFE workshops

Date	Location	No of attendees	Main focus
17/06/2020	virtual	14	Improving concept notes – nature and environment sub-programme.
18/08/2020	virtual	36	Improving concept notes – climate sub-programme.
09/12/2020	virtual	22	E-proposal system.
02/11/2021	virtual	63	Analyses of Estonian previous applications and on the new Funding and Tenders application environment.

135

Two of the workshops were recorded and the recording can be found on [Estonian LIFE web page](#). So more potential applicators could benefit from them.

All together in 4 workshops we have had 135 participants. So we have reached already 84% of the participants target completion of the workshops. The target will be met by the end of the project.

A6. Networking and introducing LIFE in external events

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/03/2020
In progress	Foreseen end date: 31/10/2022	Actual end date: 30/06/2023

One of the tasks of LIFE team (project manager, LIFE expert and NCP-s) is networking with other programmes, partners, Member States and projects. The purpose is to introduce LIFE and the results of the programme in different events, disseminating booklets and setting up LIFE box at events. We have been collaborating with other funds – national environmental funds, Innovation Fund and Horizon. Due to Covid situation, there were not many face-to-face events to participate, but we have participated on virtual meetings and also some physical events.

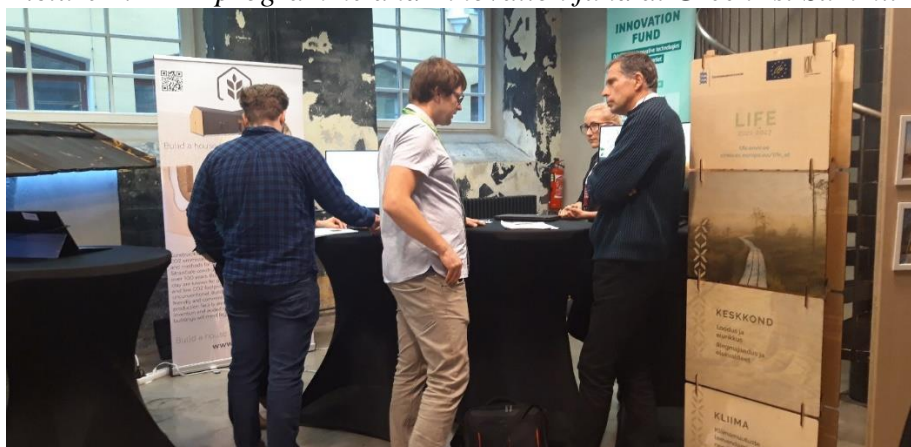
All together LIFE team introduced the programme at 12 events – 6 virtual presentations in national seminars, 1 virtual presentation in external seminar (Baltic States LIFE seminar), 2 face-to-face presentations in different seminars, 3 times disseminating booklets and one time setting up a LIFE box (international GreenEst Summit 2020).

In 2021 we have introduced LIFE at 10 events– 7 virtual presentations in national seminars, 3 times physical events introducing LIFE and one time setting up a LIFE box (international GreenEst Summit 2021).

Picture 1. LIFE programme and Innovation fund at GreenEst Summit 2020



Picture 2. LIFE programme and Innovation fund at GreenEst Summit 2021



Picture 3. Fit for REACH project seminar in Tallinn 30/09/2021



Picture 4. EIC 20th birthday conference in Tallinn 24/09/2020



Picture 5. Virtual Baltic Network seminar in Tallinn 20/10/2020



Picture 6. Seminar “Renewable energy in transportation” in Tallinn 30/09/2021



Although it has been challenging to find different events to introduce LIFE programme (as there aren't really many face-to-face events due to Covid virus and it is challenging to find virtual events in time to get presentation time, we have managed to do it. The target of “Participation at external events” is already reached 53%. The target will be reached on time.

Table 5 Introducing LIFE in external events

Year	Virtual presentation at national seminar	Virtual presentation at international seminar	Presentation at face-to-Face seminars	Table/box at face-to-face events
2020	6	1	2	4 (1 international)
2021	7	0	0	4 (1 international)

A7. Organizing of NCP networking workshop

Status:	Foreseen start date: 01/03/2020	Actual start date: not started
Not started	Foreseen end date: 30/10/2020	Actual end date: 30/10/2021 (not known)

In collaboration with the Croatian LIFE team a two-day international LIFE conference was supposed to be held. The one held in Tallinn was supposed to take place in autumn 2020. But due to the Covid situation it was postponed to 2021. As the situation with Covid hasn't got better, we still haven't started planning the conference. The future is unsure and we can't take financial obligations and start planning a face-to-face international conference. At the moment, it is hard to predict that in 5, 6 or 7 months there would not be any restrictions to having that kind of event.

We have also communicated with the Croatian LIFE team about their plans to hold their conference in 2022. They are planning to do it virtually and not to postpone it.

Our LIFE team at the moment doesn't want to do it virtually as the main purpose is to get to know other NCP-s around the world and also organize site visits, it is crucial to have this conference face-to-face. So due to that we would like to wait as long as possible and plan the conference to the end of our project. It is one action for what we would like to extend the duration of our project – then the Estonian conference could take place in autumn 2023 and hopefully there are no restrictions with the Covid at that time.

The milestone NCP networking workshop organized will be achieved by the end of the project (if possible by the extended end date).

A8. Awareness raising among public sector officials

Status:	Foreseen start date: 01/08/2019	Actual start date: 01/03/2021
In progress	Foreseen end date: 31/04/2022	Actual end date: 30/06/2023

To increase the competence and raise awareness of the Estonian officials, at least four study trips were supposed to be organized during the project to countries who have successfully implemented LIFE programme. The planned group size is 10 people (total 4 trips, 40 people). In addition to the study trips for larger groups, it is planned 2 trips to visit Integrated Projects (3 people per visit).

Every project year it was planned one trip to another Member State. Due to the late start of the project and Covid situation we haven't been able to organize any study trips abroad. As the first project year we hoped the situation in the world today is the same as post Covid, we just postponed the trips. But as the situation has not changed, in 2021 we decided to organize study trips in Estonia.

In 2021 we organized all together 4 different national two-day study trips for public servants. The first one took place in June 2021 and we visited different LIFE IP CleanEst sites. The second trip was in July 2021, it focused on LIFE NaturallyEst and EstBat LIFE projects, all participants gave their contribution by mowing wooded meadows with a scythe and had a late night observation of bats. The third study trip introduced LIFE Mires and LIFE IP CleanEst project. Participants helped with the restoration of bog by building dams. And the fourth one took place in October 2021 and focused on LIFE Balt Coast project.

Pictures 7, 8, 9, 10, 11, 12, 13. Study trips in Estonia.



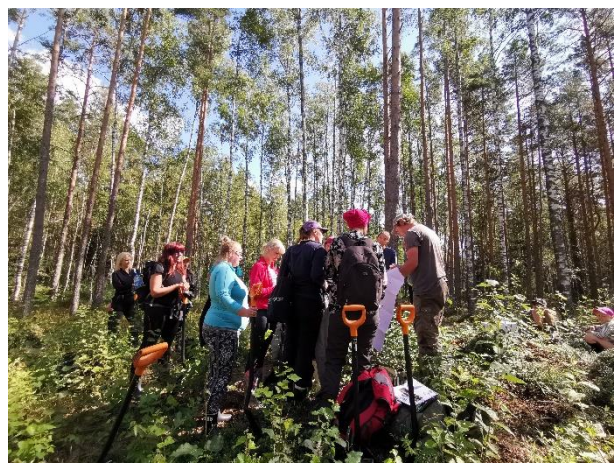


Table 6. National study trips for public sector officials

Date	No of participants	Projects visited
June 2021	7	LIFE IP CleanEst
July 2021	21	LIFE NaturallyEst, EstBat LIFE
August 2021	24	LIFE Mires, LIFE IP CleanEst
October 2021	9	LIFE Balt Coast

The target indicator for “Completion of the awareness raising exchange events” is 6 international events (46 officials). We haven’t been able to visit other Member States but 61 officials have been informed about the LIFE projects implemented in Estonia. If the Covid situation in EU gets better, then we will organize also visits to other countries and hopefully the target will be reached. The extension of the project would help to reach it even better (assuming time helps to solve Covid and travelling will recover).

A9. Organizing match-making events

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/03/2020
In progress	Foreseen end date: 31/12/2022	Actual end date: 31/12/2022

10 match-making events for applicants to meet potential partners is planned to organize. Unfortunately due to Covid situation there haven’t been any applicants that would like to meet partners from other member states. The meeting have been virtual and so we haven’t been able to organize face-to-face meetings. We have encouraged applicants to inform us if their project idea is clear and they would like to find partners, but at the moment there has not been any interest.

If the Covid situation gets better we are sure there would be applicants that want to travel abroad.

This is one action for what we would like to extend our project. The indicator “Completion of match-making events” will hopefully be achieved by the end of the project (if possible by the extended end date).

A10. Specifying and analyzing the data for LIFE projects submission

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/09/2020
Completed	Foreseen end date: 31/11/2022	Actual end date: 30/06/2021

In order to give applicants relevant advice, an analyses of the feedback given by evaluators to Estonian applications is made. The analyses was completed in June 2021. It focuses on the Estonian applications from 2019 and 2020 – both in concept note and full proposal stages. The report was supposed to be ready in December 2019, but as the project started in February 2020 it was decided to analyses the applications from 2019 and 2020 instead of 2018 and 2019.

The report is in Estonian language, but the summary is also written in English. The report identifies the main shortcomings and problems in the proposals, so the future applicants could learn from the mistakes already made. The report has been compiled based on the evaluation forms.

The report has been published on [Estonian LIFE website \(https://life.envir.ee/node/330\)](https://life.envir.ee/node/330) and a workshop was organized where the results were introduced.

A11. Translation of the guidelines

Status:	Foreseen start date: 01/04/2019	Actual start date: 15/07/2021
Completed	Foreseen end date: 31/05/2021	Actual end date: 30/10/2021

During the first CAP project all the application guidelines were translated. These guidelines were updated in 2020.

As in 2021 a new financing period started and the guidelines changed, all the guidelines were translated into Estonian language. These guidelines are uploaded to the [Estonian LIFE website \(https://life.envir.ee/node/232\)](https://life.envir.ee/node/232). The service was outsourced. In following years NCP-s will update the translated guidelines.

The translation was supposed to be ready in May 2021, but as the call for proposals and guidelines were published in July 2021 the Estonian version was ready in October 2021.

A12. Preparation of Integrated Projects: trainings for writing LIFE IP proposals

Status:	Foreseen start date: 01/06/2019	Actual start date: not started
Not started	Foreseen end date: 31/08/2022	Actual end date: 31/08/2022

In order to prepare good quality IP applications, at least two tutoring sessions led by an international expert were planned. At the moment, there haven't been any sessions as any of the potential writers haven't been interested in that. In spite of that in 2020 Estonia submitted two really strong climate proposals and one of them got financed.

As there is information that other departments are planning to prepare also an IP project expectedly for 2022/2023 (depending on national strategic documents), it is likely that the milestone for "Training for writing IP proposals organized" will be reached by the end of the project.

A13. Preparation of Integrated Projects: consulting with external experts

Status:	Foreseen start date: 01/06/2019	Actual start date: 01/03/2020
Completed	Foreseen end date: 30/11/2022	Actual end date: 31/03/2021

In order to get quality input for preparing IPs and gather knowledge in order to implement IPs successfully various experts need to be involved. In 2020, two IP projects were consulted by external experts:

- AdaptEst. The consultant was procured as a result of an open public procurement. Due to the procurement procedure the price was a lot smaller than expected.
- IP BuildEst. It was written by the Ministry of Economic Affairs and Communications and the expert fee for consultation was also low. Both IPs were submitted and one of them got financed.

Although the indicator "2 IPs submitted" is already reached, significantly less money has been spent than expected. Less than 10% of the planned budget has been spent. Hopefully we will have new IPs to support in the following years. We also in April 2021 asked permission if we could use some of this money to consult some traditional projects but as we haven't got any answer to our April 2021 visit, we haven't done that. Hope to get the answer soon. **A14. Preparation of Integrated Projects: coordination with stakeholders**

Status: Completed	Foreseen start date: 01/06/2019	Actual start date: 01/03/2020
	Foreseen end date: 30/11/2022	Actual end date: 31/03/2021

The IP projects are very complex by their nature and therefore it is crucial to have all possible stakeholders involved when preparing the IP in order to ensure the success of the potential project. At least 5 seminars/other involvement activities per IP were planned to be organized. There should be 30 participants attending each event, in total 10 such events with 300 participants.

The milestone for “Meeting with stakeholders” has been already reached. Climate IP AdaptEst had 20 events with 266 participants in total, IP BuildEst had 9 events with 66 participants in total. All together 29 different events with 332 participants.

Due to the Covid situation there haven't been any cost so the budget for this action has not been used. All the meetings have been virtually.

B. Monitoring of the impact of the project actions

Deliverable/ Milestone name	Associat ed Action no.	Type of deliverab le	Quantificati on	For Publicatio ns: Languages	Accessibili ty of deliverabl e	Month of completi on	Revised deadline (confirm ed with EASME letter)
Report about project indicators	B.1, B.2, B.3, B.4	Report	1	Est, Eng	Internal	Dec 2022	June 2023
Document of the recommendations according to the survey	B.4	Report	1	Est	Internal	Nov 2022	June 2023

B1. Participants' satisfaction survey

Status: In progress	Foreseen start date: 01/04/2019	Actual start date: 04/05/2020
	Foreseen end date: 31/12/2022	Actual end date: 30/06/2023

After LIFE information days (A4) and workshops (A5) the participants were asked to fill in the online questionnaires to get feedback about the quality of the event, how useful it was and what could be done better in the future.

In the application, it was written that mostly paper feedback sheets are spread after events. Due to the Coronavirus crisis we had to organise only online events, therefore, started to use special digital feedback forms where participants could instantly answer three questions and grade the event on a five-point scale. At first, we tried to send online questionnaires to the participants right after events as it was stated in the application, but we had to change the approach during the implementation because only small percentage of participants replied. We started using special online tool where participants could answer immediately during the event. This new approach significantly increased the number of respondents.

Feedback questionnaire consisted mainly of three questions. Two of them were five-point scale answers where 1-very bad, 2-bad, 3-fair, 4-good, 5-very good, and last one had a free answer form.

- How satisfied you were with the information day?
- Did you receive the necessary information that helps you to apply for a grant?
- Do you have any suggestions for further information days?

Table 7. Feedback from the information days and workshops

Event	No. of participants	Responses received	Method used	Average satisfaction (%)
Virtual LIFE information day 04/05/2020	185	5	LimeSurvey feedback letter (5-points scale)	4,4
Virtual LIFE concept note writing workshop 17/06/2020	14	1	LimeSurvey feedback letter (5-points scale)	5
Virtual LIFE climate project writing workshop 18/08/2020	37	0	LimeSurvey feedback letter (5-points scale)	-
Virtual LIFE information day 25/11/2020	103	10	LimeSurvey feedback letter (5-points scale)	4,6
Virtual LIFE full proposal writing workshop 9/12/2020	23	13	Zoom poll (5-points scale)	4,8
Virtual LIFE information day 07/09/2021	182	18	Slido poll (free answer form)	cannot be estimated
Virtual LIFE feedback analysis workshop 02/11/2021	60	11	Recommy.com poll (10-points scale)	9,3

All recorded events can be found on [Estonian LIFE webpage](https://life.envir.ee/node/272) (https://life.envir.ee/node/272)

We tried a different approach during the last LIFE information day where all questions had free answer form plus asked some additional questions. We received more useful feedback than expected, such as what kind of support applicants' need, where they get most updated LIFE info or what kind of sub-program interests them most etc. Suggestions received from the answers are considered and necessary changes will be made to improve the quality of the events. General opinion of participants was that they have received new information and that all the events have been useful for them.

Action B1 is in schedule and will continue till the end of the project.

B2. Quantitative recording of the number of attendees and inquiries submitted

Status:	Foreseen start date: 01/04/2019	Actual start date: 03/02/2020
In progress	Foreseen end date: 30/06/2023	Actual end date: 30/06/2023

During all the events, the project team records the number of participants. Although it was written in the application that every person must sign that he/she participated in the event, it is not possible with online events. Online registration forms are retained in the project folder (A4, A5, A7, A8, A14).

Also, the enquiries sent to the helpdesk (A3) are recorded and retained in the project folder. There is no specific indicator to assess the impact of the action, but the number of the contacts is monitored, and an overview is given in the project reports. This will continue also after the end the capacity building project.

B3. Monitoring the dissemination actions

There is no starting and ending date set for this action, but the dissemination actions are monitored on an ongoing basis throughout the project lifetime. This helps to improve the dissemination actions and gives us the certainty if we are moving in right direction. Webpage visits, Facebook followers and video clip views' statistics are shown in Table 8 *Monitoring of the dissemination actions*. Information about media coverage and reach (C4) will be available in table 10: *Published adverts and articles during the project*. Through the media monitoring software platform station.ee we monitor media mentions that are related to LIFE program and its projects implemented in Estonia. In 2020 there were 163 mentions to LIFE program from which 35 were directly related to CAP project activities. According to statistics from January to November 2021 there were 57 mentions to LIFE program, 20 of them related to CAP project.

Table 8. *Monitoring of the dissemination actions (as of 30/11/2021)*

Nr.	Media type	Visits/Followers/Views
1	LIFE webpage	14 781 visits
2	MoE webpage	1 038 466 visits
3	EIC webpage	329 428 visits, 1189 click on LIFE information (year 2021)
4	LIFE Estonia Facebook page	658 followers
5	MoE Facebook page	9115 followers
6	EIC Facebook page	5539 followers
7	LIFE video clip (long)	YT 29 views
8	LIFE video clip (short)	YT 213, FB 35 views
9	LIFE video clip (environment)	YT 202, FB 39 views
10	LIFE video clip (nature)	YT 208, FB 63 views
11	LIFE video clip (climate)	YT 199, FB 64 views

B4. Survey about Estonians awareness of the LIFE

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/07/2020
In progress	Foreseen end date: 30/11/2022	Actual end date: 30/06/2023

To get an overview on the general awareness about LIFE program and its opportunities a specific survey will be outsourced at the end of the project. As there was no previous study to base on, we conducted a [pre-survey \(https://life.envir.ee/sites/default/files/triin/Uuringu%20tutvustus.pdf\)](https://life.envir.ee/sites/default/files/triin/Uuringu%20tutvustus.pdf). Multiple bids were

asked. The survey was conducted among adults (18+) between 07/09-14/09/2020. Combined method was used: eye-to-eye contact and online survey. 1008 people responded to 6 different questions related to LIFE projects implemented in Estonia. The results were low – only 9% of Estonian population knows about the program.

Now when the initial level is known it allows us to evaluate the impact of the project activities better. According to the results of the survey, a document of recommendations will be drafted which will include tips how to improve the communication of the LIFE program.

Action B4 is in schedule and will continue till the end of the project.

C. Actions for communication and for dissemination

The purpose of the action is to promote LIFE programme among general public and potential beneficiaries/applicants. Its main aim is to involve new LIFE beneficiaries in Estonia. To raise awareness of LIFE program both among general public and potential new applicants, as well as achieve quantitative targets set out in the project, a communication plan has been developed and updated if necessary. The actions are carried out according to objectives set in the project proposal. Potential target groups have been identified and the most effective channels to reach these groups have been adopted. This is considered as one of the most important actions of the project, as potential beneficiaries must be reached first to increase the number of submitted proposals.

Table 9. Deliverables and milestones

Deliverable/ Milestone name (self-explanatory)	Associated action no	Type of deliverable	Quantification	For publications: Language(s)	Accessibility of deliverable	Foreseen month of completion	Date of completion	Revised deadline (confirmed with EASME letter)
Social media campaigns	C5	N/A	4 campaigns	N/A	N/A	Aug 2022	Not completed	June 2023
1 st Communication Plan implemented	C1	N/A	1 plan implemented	N/A	N/A	Dec 2020	December 2020	June 2020
2 nd Communication Plan implemented	C1	N/A	1 plan implemented	N/A	N/A	Dec 2022	Not completed	June 2023
Video clips	C2	Videos	4 clips created	Est, Eng, Rus	Public	March 2021	August 2021	Response not received
Booklets	C3	Booklets	2000	Est	Public	March 2021	October 2021	Response not received

Direct communication, different mailing lists and websites were used and special LIFE newsletters (<https://life.envir.ee/sites/default/files/triin/LIFE%20uudiskiri%20jaanuar%202021.pdf>) sent to promote the program, information days and trainings. More than 1000 e-mails were sent.

C1. Implementation of Communication Plan

Status:	Foreseen start date: 01/06/2019	Actual start date: 01/03/2020
In progress	Foreseen end date: 30/06/2023	Actual end date: 30/06/2023

This action is implemented according to the Communication Plan (see A2). Both parts of Communication Plan are compiled in collaboration with external communication specialist. The main purpose of the Plan is to help to promote all the projects activities and results, also to achieve a high level of impact among Estonians. It defines the key messages and spokespersons, main target groups and primary objectives. It also gives suggestions for the most appropriate methods and channels for reaching different target groups. The suggestions given in the Communication Plan are considered when planning different projects' activities – organizing information days and trainings, preparing and publishing adverts and articles in newspapers, outsourcing social media campaigns, using different websites to promote LIFE programme, updating LIFE webpage, creating and distributing dissemination materials (booklets, video clip, notebooks, etc.) and monitoring the results of the actions.

Project's [CVI](#) (corporate visual identity) (https://life.envir.ee/sites/default/files/triin/news_images/AwaRaEst_LIFE_2_brand-manual_2020.pdf) was ordered to create a coherent vision for the communication activities of the project. Additionally, [LIFE Estonia](#) (<https://www.facebook.com/LIFE.Eesti>) Facebook page was created to achieve a greater reach among all age groups.

Actions specified in the plan are implemented as planned.

C2. Creation of video clips

Status:	Foreseen start date: 01/04/2019	Actual start date: 26/03/2021
Completed	Foreseen end date: 30/04/2021	Actual end date: 31/08/2021

Start of the action was delayed as information about new programming period was published late. As we had started asking price offers earlier, we managed to finish clips about 1,5 months after programming period started. A multiple bids inquiry was used.

Instead of four video clips we decided to create 5 versions (<https://life.envir.ee/node/334>). One clip gives longer (1:56) [overview about LIFE program opportunities](#) Other clips are shorter and designed to be published in social media. They introduce shortly [LIFE 2021-2027 programming period](#) (0:47), [environment](#) (1:00), [nature](#) (0:50) and [climate](#) (0:41) subprograms.

All video clips are in Estonian language and have Estonian, English and Russian subtitles. Video clips have been uploaded to YouTube and LIFE website. We have distributed clips in social media, shown in information days and external events and continue to increase their visibility during the project.

Indicator “Finalization of the creation of video clips” is met.

C3. Creation of the booklet

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/08/2021
Completed	Foreseen end date: 30/04/2021	Actual end date: 31/10/2021

As the information about new programming period was published late, we started preparing new booklets with a delay. Also, summer vacations prolonged the process. Luckily, we had some materials created by the European Commission that helped to cover the needs. Because of the Coronavirus crisis, we concluded that it is not reasonable to order paper booklets as physical meetings were mostly replaced by virtual ones and the necessity for paper booklets changed. We decided to create a detailed [digital booklet \(https://life.envir.ee/node/342\)](https://life.envir.ee/node/342) that is more environmentally friendly and small leaflets with QR code (that refer to digital version) that can be distributed at various events. Printed booklets might be out of date if there will be important changes in the program. Digital booklets allow make changes easier and with a lower cost. Instead of 2000 printed exemplars we will print leaflets according to the need and make additional copies if necessary. A multiple bids inquiry was used.

Indicator “Completion of the creation of the booklet” is met.

C4. Creation of the adverts and articles

Status:	Foreseen start date: 01/04/2019	Actual start date: 03/04/2020
In progress	Foreseen end date: 31/12/2022	Actual end date: 30/06/2023

It was foreseen that we will publish 4 full pages in national newspaper, 6 small adverts in national newspapers, 10 adverts in local newspapers and 10 adverts in online newspaper altogether 30 articles in newspapers, magazines, and online webpages during the project period. By the end of November 2021 already 50 articles were published in different news channels with both local and national reach. The number contains 1 LIFE special 4-page edition in national newspaper, 22 articles in LIFE Estonia blog, 12 news shared on the websites of local governments and other institutions, 1 LIFE NCP’s radio interview, 14 articles in newspapers (both paper and online). We have also published 6 [press releases](#). Although it was foreseen in the proposal that we publish small adverts about LIFE events in paper and online newspapers, we decided to write longer articles instead and refer to upcoming events/call of proposals at the end of the text. We have used online media more often as it has become more popular in Estonia and, also has a wider reach. All published adverts and articles have been uploaded to projects’ webpage <https://life.envir.ee/artiklid-ja-reklaamid>.

Table 10. Published adverts and articles during the project

Nr.	Media type	Date	Editions/Visits
1	Online newspaper (Postimees)	27/04/2020	10 000 views
2	Newspaper (Võru Linna Leht)	05/05/2020	10 000 editions
3	Radio (Kuku)	05/07/2020	93 000 visits
4	Online green portal (Rohegeenius)	04/08/2020	22 000 visits
5	Online green portal (Rohegeenius)	12/08/2020	22 000 visits
6	Online green portal (Rohegeenius)	24/08/2020	22 000 visits
7	Online green portal (Rohegeenius)	27/08/2020	22 000 visits
8	Online green portal (Rohegeenius)	22/09/2020	22 000 visits
9	Online green portal (Rohegeenius)	29/09/2020	22 000 visits
10	LIFE special page in newspaper (Postimees)	01/10/2020	36 000 editions
11	Online green portal (Rohegeenius)	20/10/2020	22 000 visits
12	Online green portal (Rohegeenius)	26/10/2020	22 000 visits
13	Online green portal (Rohegeenius)	10/11/2020	22 000 visits
14	Online green portal (Rohegeenius)	18/11/2020	22 000 visits
15	Online newspaper (Kuulutaja)	20/11/2020	50 000 visits

16	Online newspaper (Pärnu Postimees)	04/12/2020	16 000 visits
17	Online green portal (Rohegeenius)	26/01/2021	22 000 visits
18	Online green portal (Rohegeenius)	15/02/2021	22 000 visits
19	Online green portal (Rohegeenius)	09/03/2021	22 000 visits
20	Webpage (Väike-Maarja Municipality Government)	17/03/2021	Unknown
21	Webpage (Haljala Municipality Government)	22/03/2021	Unknown
22	Online newspaper (Kuulutaja)	22/03/2021	50 000 visits
23	Newspaper (Põhjarannik)	23/03/2021	50 000 editions
24	Online green portal (Rohegeenius)	24/03/2021	22 000 visits
25	Webpage (Muhu Municipality Government)	25/03/2021	Unknown
26	Webpage (Saaremaa Municipality Government)	26/03/2021	Unknown
27	Newspaper (Muhulane)	07/04/2021	500 editions
28	Online newspaper (Läänlane)	07/04/2021	Unknown
29	Webpage (Rapla Tre Radio)	08/04/2021	Unknown
30	Newspaper (Haljala Valla Sõnumid)	01/04/2021	2100 editions
31	Webpage (Rapla Municipality Government)	16/04/2021	Unknown
32	Webpage (Paide Municipality Government)	19/04/2021	Unknown
33	Webpage (Tori Municipality Government)	20/04/2021	Unknown
34	Webpage (Rakvere Municipality Government)	20/04/2021	Unknown
35	Webpage (Rapla County Development and Business Centre)	20/04/2021	Unknown
36	Webpage (Kohila Municipality Government)	21/04/2021	Unknown
37	Online green portal (Rohegeenius)	26/04/2021	22 000 visits
38	Online newspaper (Kambja Valla Sõnumid)	27/04/2021	Unknown
39	Webpage (Võru Municipality Government)	27/04/2021	Unknown
40	Newspaper (LõunaLeht)	29/04/2021	8700 editions
41	Webpage (Põhja-Sakala Municipality Government)	29/04/2021	Unknown
42	Newspaper (Saaremaa Teataja)	06/05/2021	Unknown
43	Online green portal (Rohegeenius)	21/05/2021	22 000 visits
44	Newspaper (Hiiu Leht)	08/05/2021	3300 editions
45	Online green portal (Rohegeenius)	25/06/2021	22 000 visits
46	Online green portal (Rohegeenius)	21/07/2021	22 000 visits
47	Online green portal (Rohegeenius)	19/08/2021	22 000 visits
48	Online green portal (Rohegeenius)	27/09/2021	22 000 visits
49	Online green portal (Rohegeenius)	20/10/2021	22 000 visits
50	Online green portal (Rohegeenius)	17/11/2021	22 000 visits
	TOTAL		at least 813 600

Project managers will continue with the creation and distribution of the adverts during the project, although the targets have already been met.

C5. Organizing social media campaigns

Status: In progress	Foreseen start date: 01/04/2019	Actual start date: 26/03/2020
	Foreseen end date: 31/08/2012	Actual end date: 30/06/2023

In 4 years, 4 social media campaigns must be organized by using external assistance. We started with creating our own projects' Facebook page and implemented smaller campaigns with lower costs. For the first Facebook campaign we asked 5 questions about various LIFE projects implemented/ongoing in Estonia to raise awareness about LIFE programme among followers. Campaign lasted from 11/08-14/09/2020, reached 20 745 people and received 666 post engagements. The number of page followers increased by 119. The purpose of second (27/11-03/12/2020, reach 13 190, 991 post engagements) and third (31/03-05/04/2021, reach 8893, 1119 post engagements) campaign was to increase the number of our page followers by awards marketing. Campaigns lasted both for a week and the number of followers increased to 520. We outsourced service to promote LIFE video clips among Estonian and Russian speaking population from 12/11-30/11/2021 in Facebook. We will get the results after submission of the report. As the new programming period started later than expected we decided not to start larger media campaigns this year.

C6. Maintenance of the LIFE website

Status:	Foreseen start date: 01/04/2019	Actual start date: 01/12/2020
In progress	Foreseen end date: 30/06/2023	Actual end date: 30/06/2023

The life.envir.ee webpage was created already during the previous CAP project. For now, the platform is outdated, does not allow system updates, doesn't have modern visual and is generally not user-friendly. As LIFE webpage is the first place where potential applicants search for information it is very important to have eye-catching and modern site with good usability. After discussions with IT specialists it turned out that it is more cost-effective to order a new webpage than to find ways for making existing one work properly.

With the help of IT Centre of the Ministry of the Environment (KEMIT) we organised a public procurement for developing a new website according to the latest trends and standards. New website is designed in accordance with our project CVI, includes all necessary plugins and tools and meets the latest security requirements. The website will contain latest news, information about the CAP project and other Estonian LIFE projects, information about different LIFE-related events, partner search, as well as technical information and documents on the current calls for applicants etc.

Discussions and meetings with KEMIT started already at the end of 2020. Date of completion is set to the end of 2021. KEMIT (system updates and major changes) and project managers (updating the information, adding new data, advertising the events etc.) will be responsible for the management of the website. KEMIT and NCP's will continue updating the page after the end of the project.

Indicator "Finalization of the creation of website" will be met in time.

C7. Creation of the roll-ups

Status:	Foreseen start date: 01/04/2019	Actual start date: 06/07/2020
Completed	Foreseen end date: 28/02/2021	Actual end date: 15/09/2021

One double-sided wooden [ReBanner](https://life.envir.ee/node/266) (<https://life.envir.ee/node/266>) was ordered instead of 3 roll-ups as was foreseen in the project. ReBanner has four different sides and eight identical panels that can be rearranged as needed and replaced easily if necessary. We have ordered three

different layouts for ReBanner: first one introduces CAP project, second one LIFE 2014-2020 programming period and third promotes 2021-2027 programming period. It is very durable and leaves behind as small ecological footprint as possible. ReBanner is used during the seminars, information days, external events and trainings and is held in the lobby of the EIC to raise the awareness of the visitors.

There are no indicators for this action and with this, the action could be considered done.

Picture 14. Rebanner



C8. Promotional products

Status: Completed	Foreseen start date: 01/04/2019	Actual start date: 08/10/2020
	Foreseen end date: 31/07/2019	Actual end date: 09/04/2021

As the project start postponed and the events went virtual because of Coronavirus breakout all the promotional materials were ordered with a delay. 500 soft reflectors with 5 different design and 500 notebooks (from recycled material) with LIFE logo have been ordered for now and distributed at physical events where it has been possible.

Also, we have prepared 50 gift bags which consist of symbolic items made in Estonia:

1. Handcrafted textile bags “Go into the wild” by Emma Lepermann with animal portraits on bags. It draws peoples’ attention, reminding them how important is pure and wild Estonian nature and, therefore, helps to make connections with LIFE program.
2. Natural household cleaning products from NOOUT. Eco-friendly products are made with biodegradable and non-toxic ingredients that are easily recycled into the environment with no side effects.
3. Hand sanitizer from an Estonian manufacturer Junimperium Distillery.

All promotional materials have LIFE logos and are meant to increase awareness and the visibility of the program.

There are no other indicators for this action and, therefore, could be considered as done.

Picture 15. Promotional products



D. Project management and monitoring of project progress

Actions already started in the first CAP have continued and also additional actions have been added.

Table 11. Deliverables and milestones

Deliverable/milestone	Associated action No.	Quantification	Accessibility of deliverable	Foreseen completion	Actual completion
Midterm report with payment request	D1, D2, D3	1 report	Internal	April 2021	Dec 2021
Final report with payment request	D1, D2, D3	1 report	Internal	September 2023	Not done yet

D1. Project management by the Estonian Ministry of the Environment and Environmental Investment Centre

Status:	Foreseen start date: 01/04/2019	Actual start date: 10/02/2020
In progress	Foreseen end date: 30/06/2023	Actual end date: 30/06/2023

Project manager was hired on 10th of February 2020 and her contract with the Ministry of the Environment will last till the end of September 2023. Life expert was hired on the 3rd of February 2020 and her contract with the Environmental Investment Centre lasts till the end of June 2023. Both work as full-time employees.

In addition, 3 NCP-s get partially paid from the project – 10% of their salary. Other beneficiaries' staff members (accountants etc.) and 4 other NCP-s are helping them to carry out the activities defined in the proposal. Three NCP-s that get paid from the project work under the premises on the Ministry, 3 other NCP-s that don't get paid from the project, work also under the premises of the Ministry. One NCP (CET) works under the premises of Ministry of Economic Affairs and Communication. As we have great experts and enough human resource, helpdesk service has already consulted about 100 ideas from what we can say about half have been drafts.

Although the two employees work under two different organizations, the synergy between the employees is very high and they work as one team. In the project there are specific tasks for project manager and LIFE experts, they work in synergy and most of the actions foreseen in the project are prepared and implemented together.

Actions already started in the first CAP have continued and also additional actions have been added. Two Communication Plans were prepared to improve the implementation and achieve better results. To raise the awareness of the programme and increase the quality of the proposals, we have done a lot.

Due to Covid there have been changes to the planned actions. As many actions include traveling and face-to-face meetings, it was not possible to implement them as in the proposal. So the planned info days, workshops have been organized virtually. Due to that the number of information days organized is smaller than planned, but the number of participants is higher. As the virtual info days cover different organisations from all over Estonia, the number on information days doesn't change the planned reach. The same goes for the workshops – virtually more potential applicants can participate and the target number (by the end of the project) of participants is already almost reached.

Some actions have been postponed due to restrictions in travelling – study trips (A8), NCP conference (A7). As it hasn't been possible to organize study trips to member states, this year we organized 4 shorter national ones. Over 60 officials participated.

A lot of articles and adverts have been published. By the end of November 2021 already 50 articles were published in different news channels with both local and national reach.

Besides the actions foreseen in the project, we created LIFE Estonia Facebook page to even better promote LIFE news in Estonia. We also made newsletter for different target groups and included also information about Innovation Fund and Horizon. Also as some actions have been implemented with less budget than foreseen, we decided to make a new web page for LIFE

Estonia. The life.envir.ee webpage was created already during the previous CAP project. For now, the platform is outdated, does not allow system updates, doesn't have modern visual and is generally not user-friendly. The new web page will be ready for January 2022.

Although project started later than planned (due to late signing of the grant agreement and delays in finding employees), most of the actions are in schedule. We have managed to adapt with the Covid situation and with making changes to planned actions (face-to-face vs virtual, national vs international) we have been able to implement the project well. Also we have got some actions done cheaper and due to that we have planned some extra actions and are hoping to extend our project 6 months to organize info days and workshops for a longer period and keep LIFE programme visible.

D2. After-LIFE Plan

Status:	Foreseen start date: 01/01/2023	Actual start date: 01/07/2023
Not started	Foreseen end date: 31/03/2023	Actual end date: 30/09/2023

After-LIFE plan will be prepared after the end of the project. This will be part of the final report and will be compiled in both in Estonian and English language (on paper and digitally). Project manager will be responsible for compiling the plan and NCP-s will be involved. This plan shall set out how the actions will be continued, by whom, when and using what source of finance.

D3. Activity Reports

Status:	Foreseen start date: 01/12/2020	Actual start date: 01/07/2021
Completed	Foreseen end date: 31/01/2021	Actual end date: 30/09/2023

Mid-term report with payment request was planned to be submitted in January 2021. But as the project started later, we extended the deadline in advance. As the prepayment has been earlier than the new deadline, the report is also submitted earlier.

The project manager is responsible for the mid-term report and final report. Final report will be prepared and submitted no later than 3 months after the project end date, which means that the Final Report will be submitted by the end of September 2023 at the least (if the project doesn't get extended).

5.3 Analysis of impacts and benefits

Policy impact:

During the CAP implementation period, EIC and MoE have been in close cooperation to find a solution for LIFE projects' co-funding problem. Now, the only possibility for the applicants is the EIC but its budget continues decreasing. The problem is that Estonia benefits also from other EU funds and there is no special budget for LIFE projects.

From the start of the CAP project, we have described the relevance of the system to different officials, created a good network between institutions, raised the awareness of the officials and management. Bringing all parties together we assessed the situation and decided to develop the criteria for EU projects' co-financing on a basis of LIFE applications. The criteria were developed in close collaboration with the project team and are now being tested. Hopefully, the

system will be fully operating when the next call of proposal is announced. It takes more time than CAP period to make the change, but we are one step closer.

Although the number of applications has not increased significantly, we have managed to bring together different stakeholders who are now cooperating more actively and considering LIFE as a possible funding instrument. For instance, representatives of local municipalities have started to show more interest in LIFE projects. LIFE UrbanStorm is a good example for them as it helped to develop strategies and action plans for Viimsi and Tallinn municipalities for increasing resilience to the impacts of climate change.

There are 2 ongoing LIFE integrated projects in MoE – LIFE IP CleanEst and ForEst&FarmLand that are helping to implement states' strategies. Whole East-Virumaa County water management plan would be implemented through LIFE CleanEst project and related complementary actions. The implementation of the LIFE-IP ForEst&FarmLand project is expected to result in the adoption and promotion of best practices for the management of the Natura 2000 network in Estonia, as well as the development and introduction of a versatile range of conservation tools and methods. In 2020 the Ministry of Economic Affairs and Communications also submitted IP application and received funding for a project which is aiming to pursue national climate ambition through renovation of Estonian building stock and develop its long-term resilience. Thanks to the support of CAP project and other NCPs an MoE submitted another climate IP application this year for implementing national climate change adaptation activities in Estonia.

LIFE proposals improvement:

All the project actions are targeted to overcome the identified weaknesses that led to low participation in previous periods and to increase the number of proposals and applicants.

Weakness: High co-financing rate and lack of financial capacity of the applicants.

Taken actions in the Reporting period: As CAP project managers work in separate institutions the cooperation and networking between EIC and MoE officials has improved. All employees are working together to find the best possible solution for co-financing. Unfortunately, the Coronavirus has influenced country's economy, therefore, only a small amount of money could be allocated for LIFE co-financing. The procedure is still in action, more detailed conditions and criteria are still under development.

Weakness: Complicated and time-consuming application system and low average success rate in EU level.

Taken actions in the Reporting period: Fully operational LIFE Helpdesk supported potential applicants by phone, e-mail, and in person, virtual meetings were held, 56 draft proposals were consulted by Helpdesk. Different project writing workshops and experience exchange events have been organized to build the capacity of applicants. More attention was paid to consultation companies and special mailing list was created. For more details see actions A3, A4, A5. However, after adopting 1-stage application process the interest in submitting proposals may be lower than before. Also, people are not familiar with the new Funding&Tenders portal that may reduce the number of proposals in 2021 when compared to previous years.

Weakness: Low awareness about the program and the possibilities it can offer among potential applicants.

Taken actions in the Reporting period: To reach the public various communication activities were organized, also communication plan prepared – social media profile was created where awareness raising campaigns were held, webpage updated regularly, several info days were organized, press releases disseminated, articles published. For more information on the communication activities see actions C.1-C.8.

Weakness: Lack of awareness about LIFE among public sector professionals.

Taken actions in the Reporting period: A functional Helpdesk consisting of LIFE NCPs, CAP project manager and LIFE expert has actively spread information about LIFE program during different seminars and cooperation activities. Two study trips to officials of MoE administrative authorities have been organized where LIFE opportunities and projects implemented in Estonia were introduced. LIFE NCP responsible for CET is working from the Ministry of Economic Affairs and Communications and spreads the information about LIFE within the institution and among their cooperation partners. It has considerably helped to widen the scope of officials who know about the program.

Weakness: Project from Estonia are so called “one-man projects” and focus more on local needs.

Taken actions in the Reporting period: During the workshops and information days we encouraged applicants to collaborate with each other to find partners with similar interest. Also, we actively shared the partner search information received from other Member States to our applicants. Although it is not mandatory to involve international partners we strongly recommended to do so as partners from other Member States help to increase the impact of the project and EU added value will be higher.

Replication and transferability:

Replication and transferability of the project can be measured by the results of other LIFE projects implemented in Estonia and their potential integration, complementarity, synergies and replicability into policies, economic activities, and other programmes. Active MoE involvement in project as coordinating beneficiary provides awareness about LIFE projects ideas, actions and results among policy makers and coherence among all policies. Helpdesk officials’ know-how of other funds ensures integrity with other funding instruments as they are actively networking with their representatives (e.g. Innovation Fund, Horizon, European structural and investment funds, Norway grants and others) and attending their events. Therefore, LIFE Helpdesk will be able to give potential applicants access to alternative sources of financing when necessary. Networking events such as workshops or study trips are a useful for ensuring replicability and transferability of project results among other beneficiaries and relevant stakeholders as well as solidifying sustainability of the project actions and results outside the immediate circle of involved persons.

5.4 Outside LIFE

Associated beneficiary Environmental Investment Centre is known as one of the main financiers of environmental projects in Estonia. As LIFE expert is working in EIC and has introduced LIFE opportunities to other staff in the institution, LIFE program is now considered more often as possible funding instrument and recommended to potential applicants whenever possible. The information about LIFE program is also uploaded to EIC webpage, updated regularly and is easily accessible to everyone who is looking for possibilities of EIC fundings.

Furthermore, LIFE applicants can ask co-financing for their projects from the EIC without CAP project as there is no specific system created for LIFE program.

During the different information days, seminars, etc. where various funding opportunities are one important topic and LIFE NCPs or EIC project coordinators participate, they also introduce LIFE programme possibilities. Attendance of these events in addition to project actions has also helped build capacity of Helpdesk and supports better information exchange and communication between Helpdesk, LIFE project implementers and other stakeholders.

It was decided that instead of 5 officials, 7 officials will work as LIFE NCP-s. The costs of extra persons are covered by the Ministry of the Environment. NCP responsible for CET subprogram is working from Ministry of Economic Affairs and Communications and does not receive salary from the project funds. Their work doesn't end with the CAP project.

6. Comments on the financial report

6.1 Summary of Costs Incurred

Table 12. Project costs incurred

PROJECT COSTS INCURRED			
Cost category	Budget according to the grant agreement in €*	Costs incurred within the reporting period in €	%**
1. Personnel	327 410	145 200,13	44,34%
2. Travel and subsistence	43 000	2628,09	6,11%
3. External assistance	251 400	48973,23	19,5%
4. Durables goods: total <u>non-depreciated</u> cost	1500	0	0%
5. Consumables	0	0	0%
6. Other costs	141 210	42 235,75	29,91%
7. Overheads	21 300	11 596,96	54,45%
TOTAL	785 820	250 634,16	31,89%

Project budget won't be exceeded, much the reverse as some services are cheaper than expected and in some cases the subcontractors were not used. As some actions were cheaper, it was not necessary to use public procurements and it was cost-effective to organize the events or order the services by ourselves.

Personnel costs are a little lower than expected. The salaries of the Project Manager and LIFE Expert are lower than in the application. The daily rate is near 150 euros instead the 170 euros/a day as in the application.

The travel and subsistence costs are underused. It is due to the Covid situation – we haven't been able to organize the international NCP conference (A7), study trips to Member States (A8) and we have used national experts in workshops instead of external (A5). The only travel costs have been project manager's and LIFE experts' travel costs for participating in national events. As both – project manager and LIFE expert were hired outside of Tallinn, the travel costs for them have been a little higher than expected.

The reason for the low rate of external assistance use, is that some services were cheaper – for example creating video clips (C2) used only 35,10% of the budget.

The other reason for that is the low cost of expert fee for consulting IP projects (A13). Although two IP-s have used experts for consulting, we have spent only 8,3% of the budget. Although we have reached our target with two IP-s submitted, we hope to use the budget for some new IP-s within the next project years. We have also asked permission to use the budget for consulting traditional projects, but as we haven't received an answer, we haven't done that yet.

Another reason for low budget use is that some actions have not been implemented yet. There haven't been any training for IP-s (A12) and the NCP networking conference (A7) has been postponed.

As some actions have been cheaper we decided to increase the budget of LIFE website maintenance and order a new one (C6). The old webpage was created already during the previous CAP project. For now, the platform is outdated, does not allow system updates, doesn't have modern visual and is generally not user-friendly. As LIFE webpage is the first place where potential applicants search for information it is very important to have eye-catching and modern site with good usability. After discussions with IT specialists it turned out that it is more cost-effective to order a new webpage than to find ways for making existing one work properly. The new webpage should be ready at the end of 2021 and the budget for that is 38 000 euros instead of 10 000.

Also, we decided to involve a LIFE expert to the analyses of the data for LIFE project submission. There wasn't any budget foreseen in the application, but we used 1280 euros to get the opinion of a LIFE expert.

One action that has been more expensive is the translation of guidelines – it exceeded the budget almost 100%. But as it was outsourced according to a framework, we couldn't do anything about that.

Other budget lines are also a little underused. At the moment 29,91% of the budget is used, but assuming that in following years there will be more travelling and we could organise physical events, the budget will be used for the end of the project.

Table 13. Costs per action

Action	Status	Budget	Used	%
A - Implementation actions				
A1. Recruitment of the Project team	Finished	0	0	-
A2. Preparation of the Communication Plan	Finished	6000	6000	100%
A3. Helpdesk service for applicants	Ongoing	0	0	-
A4. LIFE information Days	Ongoing	24 720	13 174,80	53,3%
A5. LIFE workshops	Ongoing	18 560	4690,68	25,3%
A6. Networking with other projects and introducing LIFE in external events	Ongoing	8760	2253,19	25,7%
A7. Organising of NCP networking workshop	Not started	36 630	0	0%
A8. Awareness raising among public sector officials	Ongoing	48 140	9725,75	20,2%
A9. Organising match-making events	Ongoing	6000	0	0%
A10. Specifying and analysing the data for LIFE project submission	Finished	0	1280	128%
A11. Translation of the guidelines	Finished	4000	7853,43	196,3%
A12. Preparation of IP, trainings for writing LIFE IP	Ongoing	5800	0	0%
A13. Preparation of IP, consulting with external experts	Ongoing	135 000	11 148	8,3%
B - Monitoring of the impact of the project actions				
B1. Participant Satisfaction Survey	Ongoing	0	0	-
B2. Quantitative recording of the number of attendees and inquiries submitted	Ongoing	0	0	-

B3. Monitoring the dissemination actions	Ongoing	0	0	-
B4. Survey about Estonians awareness of the LIFE	Ongoing	25000	2328	9,3%
C - Actions for communication and for dissemination				
C1. Implementation of Communication Plans	Ongoing	5000	2011,86	40,2%
C2. Creation of video clips	Finished	30 000	10 530	35,1%
C3. Creation of booklets	Finished	2500	2304	92,1%
C4. Creation of the adverts and articles	Ongoing	33 000	13 717,20	41,6%
C5. Organizing social media campaigns	Ongoing	20 000	2241	11,2%
C6. Maintenance of the LIFE website	Ongoing	10 000	0	0%
C7. Creation of the roll-ups	Finished	500	243	48,6%
C8. Promotional products	Finished	5000	4211,8	84,2%
D - Project management and monitoring of project progress				
D1. Project Management by the MoE and EIC	Ongoing	0	0	-
D2. After-LIFE plan	Not started	0	0	-
D3. Activity reports	Ongoing	0	0	-

6.2 Accounting system

Accounting of the administration of the Ministry of the Environment (including KAUR and KEMIT) is centralised and service is provided by the State Support Centre according to the signed agreement between the Ministry of the Environment and State Support Centre. One specialist (Ms Angela Laur) is working in the Budget and Planning Department of the Ministry of the Environment. She is the contact person for the Project Manager and she contacts with the State Support Centre if needed.

We have an IT-system called Business Objects, which helps to create different financial reports and extracts. Estonian Capacity Building Project has a unique identifier in the accounting system: 9L10-MU00-CAP-AWARA2 and all payments are easy to follow.

All invoices are submitted by service providers to MoE through national e-invoicing system. Every invoice is asked to write the reference to the CAP project – usually CAP project acronym and number. All invoices related to CAP are directed to the project manager, who must accept the cost and write in the invoice system the action for what the invoice is. The invoice must also be accepted by the Head of Department of Budget and Strategy Department.

All beneficiaries have established internal rules for the procurements and procedures for ordering services and approving costs. If the cost of the service is between 5000-9999 (without VAT) euros, three price inquires must be sent. If the cost is under 5000 (without VAT) euros, direct offer can be used. If the cost exceeds 10 000 euros (without VAT), public procurement must be used. All offers, letter of orders, contracts and acts are processed in the document management system called KIRKE. For the public procurements, E-procurement environment must be used (<https://riigihanked.riik.ee/lr1/web/guest/index>).

Every project implemented in EIC has its unique cost code. All the CAP projects' costs are referred in system as LIFE.

Purchasing goods and services must be based on the principle of equality and procurement must be carried out. EIC has established internal rules for the procurements and procedures for ordering services and approving costs. If the cost of the service is under 3000 (without VAT) euros, direct offer can be used. If the cost is under 5000 (without VAT) euros it is advised (but not mandatory) to send three price inquiries to find the best provider on the market. If the cost exceeds 5000 euros (without VAT), three price inquiries must be sent. All costs over 30 000 (without VAT) require public procurement. For the public procurements, E-procurement system must be used (<https://riigihanked.riik.ee/lr1/web/guest/index>). Offers, letter of orders, contracts, memos, and acts are processed in the document management system called DHS.

All invoices of the project include projects' name and acronym and are submitted through e-invoicing system. Invoices must be approved by LIFE Expert, by the direct manager of the LIFE Expert and finally by the Chief Executive Officer of EIC.

7. Envisaged progress until next report

All the CAP project activities will be finished in time in June 2023. However, as previously mentioned, we are kindly asking for a project's deadline extension until the end of 2023. As some project actions have already been completed and many implemented cheaper than expected, the project budget has been underused. In the project the final report date with the payment request is set to September 2023. If the extension will be approved, we will submit a final report at the beginning of 2024.

Until the final report, we are planning to organize at least 2-3 information days and 2-3 training sessions per year. It is very hard to predict the future with the Covid, but probably mostly virtual information days will be held. It enables to organize fewer but higher-level events with a wider reach.

Implementation of communication strategy will continue according to the plan and different articles and adverts about LIFE programme and organized events will be published.

Project manager, LIFE expert and NCP-s will continue participating in the external events to promote LIFE programme opportunities. According to the project we are planning to participate in 12 events a year.

2-3 study trips to another Member States will be organized to public officials to raise their awareness about other LIFE projects.

One international NCP's networking conference and up to 10 match-making events for potential applicants will be organized.

We will continue supporting IP project writers by organizing 1-2 study trips and as much special workshops, also involving experts in IP project writing process.

During next months the new LIFE website will go live. LIFE Estonia FB page and life.envir.ee webpage will be updated regularly. The Helpdesk will continue its work.

Dissemination actions will be monitored until the end of the project and report about project indicators will be prepared.

At the end of the project survey about Estonian's awareness of LIFE will be outsourced and the impact of the CAP project evaluated.

List of deliverables

1. 1st Communication Plan – the preparation of the Communication Plan was outsourced and compiled in collaboration with the project team. The first Communication Plan was supposed to be finished in July 2019, but as the projects late start, it was finished in June 2020. It covered the second half of 2020. It is found on [Estonian LIFE web page \(https://life.envir.ee/node/326\)](https://life.envir.ee/node/326).
2. Completion of data gathering - in order to give applicants relevant advice, an analyses of the feedback given by evaluators to Estonian applications is made. The analyses was supposed to be completed in December 2019 but due to the late start of the project we decided to analyses years 2019 and 2020 instead of 2018 and 2019. The analyses was completed in June 2021. The report identifies the main shortcomings and problems in the proposals, so the future applicants could learn from the mistakes already made. The report has been compiled based on the evaluation forms. The report has been published on [Estonian LIFE website \(https://life.envir.ee/sites/default/files/triin/anal%C3%BC%C3%BCs_word_0.pdf\)](https://life.envir.ee/sites/default/files/triin/anal%C3%BC%C3%BCs_word_0.pdf) and also we had a workshop where the results were introduced.
3. 2nd Communication Plan - the preparation of the Communication Plan was outsourced and compiled in collaboration with the project team. The second Communication Plan was supposed to be finished in March 2021, but it was already finished in November 2020. It covers two and a half years of the new financing period. It is found on [Estonian LIFE web page \(https://life.envir.ee/node/326\)](https://life.envir.ee/node/326).
4. Translated guidelines – the deadline for translations was May 2021. As the new guidelines were not published till July 2021 the Estonian version was ready in October 2021. The service was outsourced and in following years NCP-s will update the translated guidelines. These guidelines are uploaded to the [Estonian LIFE website \(https://life.envir.ee/node/232\)](https://life.envir.ee/node/232).
5. Video Clips (<https://life.envir.ee/node/334>)– the clips were supposed to be ready by March 2021, the start of the action was delayed as information about new programming period was published late. The video clips were ready by September 2021. Instead of four video clips we decided to create 5 versions. One clip gives longer (1:56) [overview about LIFE program opportunities](#). Other clips are shorter and designed to be published in social media. They introduce shortly [LIFE 2021-2027 programming period](#) (0:47), [environment](#) (1:00), [nature](#) (0:50) and [climate](#) (0:41) subprograms. All video clips are in Estonian language and have Estonian, English and Russian subtitles. Video clips have been uploaded to YouTube and LIFE website. We have distributed clips in social media, shown in information days and external events and continue to increase their visibility during the project.
6. Booklets – the booklets were supposed to be ready by March 2021, as the information about new programming period was published late, we started preparing new booklets with a delay. Also, summer vacations prolonged the process. Because of the Coronavirus crisis, we concluded that it is not reasonable to order paper booklets as physical meetings were mostly replaced by virtual ones and the necessity for paper booklets changed. We decided to create a detailed [digital booklet \(https://life.envir.ee/node/342\)](https://life.envir.ee/node/342) that is more environmentally friendly and small leaflets

with QR code (that refer to digital version) that can be distributed at various events. Printed booklets might be out of date if there will be important changes in the program. Digital booklets allow make changes easier and with a lower cost. Instead of 2000 printed exemplars we will print leaflets according to the need and make additional copies if necessary.

Annexes

- Annex 1. LIFE programme banners (3 different), C7
- Annex 2. Project Brand Manual, C1
- Annex 3. Articles published, C4
- Annex 4. List of the events participated, A6
- Annex 5. List of officials, who participated in study trip (17-18/06/2021), A8
- Annex 6. Agenda of the study trip (17-18/06.2021), A8
- Annex 7. List of officials, who participated in study trip (7-8/07/2021), A8
- Annex 8. Agenda of the study trip (7-8/07/2021), A8
- Annex 9. List of officials, who participated in study trip (5-6/08/2021), A8
- Annex 10. Agenda of the study trip (5-6/08/2021), A8
- Annex 11. List of officials, who participated in study trip (20.-21/10/2021), A8
- Annex 12. Agenda of the LIFE application quality improvement workshop (17/06/2020), A5
- Annex 13. List of attendees who participated in the LIFE application quality improvement workshop (17/06/2020), A5
- Annex 14. Agenda of the LIFE application quality improvement workshop (18/08/2020), A5
- Annex 15. List of attendees who participated in the LIFE application quality improvement workshop (18/08/2020), A5
- Annex 16. Agenda of the LIFE application quality improvement workshop (09/12/2020), A5
- Annex 17. List of attendees who participated in the LIFE application quality improvement workshop (09/12/2020), A5
- Annex 18. Agenda of the LIFE application quality improvement workshop (02/11/2021), A5
- Annex 19. List of attendees who participated in the LIFE application quality improvement workshop (02/11/2021), A5
- Annex 20. Agenda of Information Day (4/05/2020), A4
- Annex 21. List of attendees who participated in the LIFE Information Day (4/05/2020), A4
- Annex 22. Agenda of Information Day (25/11/2020), A4
- Annex 23. List of attendees who participated in the LIFE Information Day (25/11/2020), A4
- Annex 24. Agenda of Information Day (7/09/2021), A4
- Annex 25. List of attendees who participated in the LIFE Information Day (7/09/2021), A4
- Annex 26. List of IP stakeholders meetings, A14
- Annex 27. Facebook Campaigns, C5
- Annex 28. Deliverable. 1st Communication Plan, A2
- Annex 29. Deliverable. 2nd Communication Plan, A2
- Annex 30. Deliverable. Analyses of the feedback given by evaluators to Estonian 2019 and 2020 applications, A10
- Annex 31. Deliverable. Translated guidelines, A11
- Annex 32. Deliverable. Video Clips about LIFE programme, C2
- Annex 33. Deliverable. LIFE programme digital booklet and printable flyer, C3
- Annex 34. Newsletters of 2021 (January), C4
- Annex 35. Pre-Survey about Estonians awareness of the LIFE, B4
- Annex 36. Individual Cost Statement_MoE
- Annex 37. Individual Cost Statement EIC
- Annex 38. Consolidated Cost Statement and Payment Request

