

*(Projects funded under the Call 2014 onwards must use this format)*



**LIFE17 ESC/PT/003**

**1º Mid-term Report**

**Covering the project activities from 01/01/2018<sup>1</sup> to 31/03/2019**

Reporting Date<sup>2</sup>

**24/05/2019**

LIFE PROJECT NAME or Acronym

**LIFE VOLUNTEER ESCAPES Project**

**VOLUNTEER with European Solidarity Corps for Activities in Portugal  
with Ecological Sense**

Data Project

<b>Project location:</b>	Portugal
<b>Project start date:</b>	01/01/2018
<b>Project end date:</b>	31/12/2020
<b>Total budget:</b>	1751902,00€
<b>EU contribution:</b>	1139115,00€
<b>(%) of eligible costs:</b>	100%

Data Beneficiary

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<sup>1</sup> Project start date

<sup>2</sup> Include the reporting date as foreseen in part C2 of Annex II of the Grant Agreement

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## 2. List of key-words and abbreviations

### Abbreviations:

- APA-ARHAlgarve – Agência Portuguesa do Ambiente - Administração da Região Hidrográfica da Região do Algarve
- ASSOL – Associação de Solidariedade Social de Lafões
- BCSD Portugal – Conselho Empresarial para o Desenvolvimento Sustentável de Portugal
- CEV – Centro Europeu de Voluntariado
- CPV – Confederação Portuguesa do Voluntariado
- CNPV – Conselho Nacional para a Promoção do Voluntariado
- CASES – Cooperativa António Sérgio para a Economia Social
- ESC – European Solidarity Corps
- IAS – Invasive Alien Species
- ICNF-PNSC – Instituto de Conservação da Natureza - Parque Natural de Sintra-Cascais
- ICNF – Instituto de Conservação da Natureza e Florestas
- MARCA ADL – MARCA Associação de Desenvolvimento Local
- MONTIS – MONTIS Associação de Conservação da Natureza
- MTV – Município de Torres Vedras
- P1A – Plantar uma Árvore
- PASS – Placement Administration and Support System Platform
- PCP – Project Coordination Team
- Playsolutions – Playsolutions - Audiovisuais, Unip. Lda
- PSML – Parques de Sintra - Monte da Lua
- 1PR – First Progress Report
- IVP – Individual Volunteering Plan
- RRN – Rede Rural Nacional
- RV – Rota Vicentina – Associação para a promoção do turismo de natureza na Costa Alentejana e Vicentina, ROTA VICENTINA
- SIC – Sociedade Independente de Comunicação, SA
- SPEA – Sociedade Portuguesa para o Estudo das Aves

### Key-words:

- Biodiversity;
- Conservation;
- Invasive Alien Species;
- Nature;
- Portugal;
- Volunteering.

### 3. Executive Summary

The project has seen some initial delays during 2018 and is now running in a stable way. Some of the initial delays have been recovered as described in the report. Despite the problems reported in the progress report delivered on 11.01.2019, 68 volunteers have already been welcomed until the date of this report. This represents 21% of the total foreseen in the application. If the project keeps the current pace, it is estimate that the total number of days foreseen in the application is still viable to be accomplished. For this some partners may need to extend the date for the reception of volunteers within their actions to make it up for the initial delays. The first volunteer was received on the 19th of March 2018. From the total of 68 volunteers received, 11 ended their volunteering period before the period agreed, being job opportunities the main reason for the renunciation, but also personal problems and inability to adapt to the voluntary service in question.

The volunteers are proving to be an important contribution the management conservation works, either with direct work or by helping the beneficiary's activities with their Stakeholders, helping also as monitors. In addition, the work between the beneficiaries has allowed to optimise the complementary goals of each association.

Efforts continue to be made to improve and reinforce the contact and communication with local communities in the project beneficiaries. MONTIS has one specific volunteer focusing on involvement of the local community in nature conservation, and Rota Vicentina is leading the volunteers into environmental education in the community. This, increased the number of other volunteers mobilized outside the project, and also promoted a higher disclosure of the environmental problems worked at a local level.

So far, the project's volunteers have already intervened directly in more than 50 ha, have planted more than 17500 autochthonous plants and controlled more than 36ha of invasive alien species. The project has already reached 50 schools with awareness raising actions. 3000 people outside the project's volunteers have been involved in the many volunteering activities that the partnership does. This data shows, in a simple way, the direct and indirect contributions of the project to nature conservation.

The difficulties reported on the 1<sup>st</sup> progress report with the management of the PASS platform are still the same and are still causing some issues. New problem regarding this issue has aroused, namely the non-acceptation of discontinued volunteers, which were foreseen in the application. In addition some of the partners can't send public placements (only placements for a specific volunteer).

Despite the changes made with the volunteering programs as reported on the 1<sup>st</sup> progress report (namely the change of volunteering period to 2 to 12 months, instead of the fixed volunteering periods and the possibility to receive international volunteers), some difficulties with recruiting volunteers are still felt. The volunteers show less availability and interest in long volunteering periods, unlike those who live near the volunteering area who do not mind staying for longer (that is the case of volunteers from Plantar 1 Árvore in the operational plots of Vila Pouca de Aguiar for example). That is the case

Despite the delay, the joint volunteering program of action A.3 is already started. Some volunteers have not joined the joint volunteering program because they can do the same that they would do in this program just by making 2 or more applications to different partners/projects in different dates (if the total is not larger than 1 year), with the benefit that they can stop their volunteering and then start again in another partner as they wish.

Regarding communication, the main deliverables that help the dissemination of the project are concluded, such as the project's Facebook account, the teaser and the PPT Presentation about natural capital for students that were all concluded in last report. The website, which had an initial delay, is already operational and can be seen from the following link

<https://lifevolunteerescapes.org/>. Furthermore, the communication program, the form for former volunteers and the report of the volunteer's activities that had a delay too are now done and operating. The only communication deliverable which is still delayed is the episode on "Business and Natural Capital" delivered to BCSD. This happened because with the change of employees in BCSD, the organisation delayed the delivery of its part to Playsolutions.

Regarding the volunteers, the IVPs (Individual Volunteering Plan) are still being produced as the volunteers join the project (as explained in the 1PR). The Action Report of action A.2 is now fully completed and attached as an annex to this report. Also, the Yearly Report on ESC Deployment to the Commission of 2018 has been completed on time and is attached as an annex to this report.

Regarding networking, despite the initial delay, a contact with LIFE FOLLOWERS was made and will result on a visit to this project and participation on the workshop to be developed during the third trimester of 2019.

The beneficiary APA-ARH has had some problems with administrative procedures arising from its nature as a public entity, mainly with expenditure framework, hiring processes and goods acquisition. These problems resulted in initial delays on payments to volunteers, delays on the drafting of actions A2 and staff hiring. The first two problems have been overcome, but staff hiring is still undergoing with expected date, but is expected to be completed in the first semester of 2019.

As already informed in the last report, the excel "LIFE\_financial\_reporting" that is being used to expenditure register was adapted from LIFE TOOLKIT model for traditional projects, since a financial model sheet adapted to the foreseen categories in application (mainly regarding the categories F6.A and F6.B) has not yet been provided.

Some problems regarding the application were found. The budget foreseen for the organisational support for volunteers (F6B) is not compatible with the number of volunteers foreseen in the application. A similar situation happened with the number of joint volunteers, it was detected an error in the number of volunteers foreseen in the application.

About the financial execution of the project, until the reporting date, the project achieved 21% of the total budget foreseen in the application, with the Personnel and Costs with volunteers' categories with more financial execution.

From now on it is foreseen the continue welcoming of more volunteers, in all partners. The action A.3, regarding to the Joint volunteers, has a increasing of execution, with more volunteers coming to the beneficiaries and with that the beginning of the joint volunteering in Playsolutions. The first steps for the next seminar are already taken. It will be in Porto, on 10/09/2019 with the close support of APA-ARHAlgarve and Montis, besides the other project partners. Here it is expected that other LIFE projects share their knowledge and lessons learned, as LIFE FOLLOWERS. Apart of that the filming has also begun and will continue in the coming times. Last but not least, the website will have the outputs that are still missing.

## 4. Introduction

The LIFE VOLUNTEER ESCAPES project aims to test the use of long-term volunteers from the European Solidarity Corps for nature conservation purposes. Therefore, the partnership of the project, consisting of 9 members, deals with the various problems that affect nature conservation in Portugal, being the main loss of biodiversity due to land abandonment and lack of management. Most of the partnership has already had volunteering programmes focused on nature conservation, but none of them had long-term volunteering programmes with more than one or two volunteers and specific to work in the field. Therefore, they are together in this project to learn and test how it is possible. The main objective in this project is exploring the potential of using volunteer work for environmental protection activities, largely targeted to Natura 2000 sites and species protected by the Birds and Habitats Directive by means of LIFE preparatory projects built on the mobilisation and deployment opportunities of volunteers provided by the European Solidarity Corps. At least 175 national volunteers were expected in the application to attend the volunteering programmes amongst the 9 partners.

Regarding long term results, nature conservation results are expected to occur.

The project is also expected to have an effect on the local economy, namely by increasing local purchase and investments from beneficiaries and volunteer. It also brings a new dynamic to communities around the intervention areas brought by people from all over the world. It's possible to see that by acknowledgment in people from these communities.

Being this a preparatory project in nature conservation and volunteering, it is expected that all participants and involved people can share knowledge, connect to nature conservation and learn from other people's experience.

For this project capacity building of volunteers and participating organisations is also key together with the quality/usefulness of the conservation works undertaken.

It is also expected that at the end of the project some lessons will be learnt and shared, namely including long-term volunteering in nature conservation, and these lessons could/ should give indications and advice to the drafting further programmes addressing the same topic.



## 5. Administrative part

The project is managed by Montis, but regular meetings are held with all beneficiaries and decisions are discussed with all the group. Monthly meetings are held with all beneficiaries, alternating between Skype meetings and meetings in the different operational areas that the beneficiaries work on. The meetings have been held alternating between the intervention plots of the beneficiaries to allow a better knowledge of the intervention areas and tasks to be performed by the volunteers. In the beginning of the project Montis has held extra meetings to help beneficiaries dealing with the financial aspects of the LIFE programme.

Regarding the management of information, Montis has created a virtual cloud where all the administrative and financial archive of the project is loaded, with access to all beneficiaries. Financial and administrative information is monthly updated to this cloud.

Regarding personnel, Montis has allocated half time of one of its technicians since the beginning of March. Until this date 3 employees were involved in the project. With that change 3 employees and a half of an employee are involved in the project. This is mainly due to the need to have more volunteers at the same time in order to make it up to the delay in the reception of volunteers in the initial stage of the project. Even with this additional allocation, it is foreseen that Montis maintains the financial execution of the personnel cost category within the foreseen in the application. In November, the Project Manager of the coordinator beneficiary Montis has left the project. To solve this situation, Montis has ascended the Assistant to Project Manager, being the person with more knowledge of the project. A new technician was hired to the Assistant position. Despite the new manager being full-time, the current solution has not increased the general and personnel costs made by Montis because the daily rate of the new project manager is significantly lower than the previous.

The beneficiary Rota Vicentina, has changed the technician in the position of Management and Coordination. This change has not affected the action.

Regarding BCSD, one of the people assigned to the project as Adviser left the BCSD, and another person as Project Technician was integrated into the project team to perform the functions that were defined for Adviser.

Regarding the contracting of the company Boto da Cruz - CREATIVE STUDIO by APA-ARH Algarve, the administrative procedure for hiring restarted in 2019, together with the Financial and General Resources Department of APA (headquarters), and is currently on the way. For this beneficiary the hiring of a technician has had some problems too. The commitment for the Multi-Annual Expenditure Assumption (2019/2020) for the acquisition of Services was approved by the Secretary of State for the Environment on April 1<sup>st</sup>, 2019. In this sequence, the necessary administrative procedure to the hiring, restarted in 2019, by the APA-ARH Algarve together with the Financial and General Resources Department of APA (headquarters).

The communication with the external team from NEEMO is very regular on an e-mail and phone basis, and the partnership meets in person with the monitor yearly.

Since the beginning of the project, the VOLUNTEER ESCAPES has seen two amendments to the Grant Agreement. The first amendment was to change the “Contracting Authority” set out in the Grant Agreement as the European Commission to the Executive Agency for Small and Medium-sized Enterprises (see the folder “Annex I - 1st Amendment to the Grant Agreement”). The second amendment put the project where it was before the first amendment. It means that the “Contracting Authority” was no longer the Executive Agency for Small and Medium-sized Enterprises, but the European Commission (see the folder “Annex II - 2nd Amendment to the Grant Agreement”). Those modifications didn’t change the normal running of the project.

## 6. Technical part

### **A.1 Co-Definition of Joint Volunteering Program and Preparation of Individual Volunteering Plans**

State: Ongoing

Foreseen start date: 1/01/2018

Actual start date: 1/01/2018

Foreseen end date: 30/06/2018

Actual (or anticipated) end date: 31/06/2020

The action has suffered changes regarding the Individual Volunteering Plan (IVP) and is delayed regarding the joint volunteering programme.

It was foreseen in the application that all IVP's would be done until 30/06/2018. After the start of the project this was found to be impossible to do, mainly due to the specificity needed in adapting each IVP's to each volunteer profile and to the irregularity with the volunteers' arrivals. Thus, it was decided within the project consortium to produce the IVP's as the volunteers are accepted in the entities. It is to highlight that aside from this measure, a "Volunteer Agreement" was produced, describing the rights and duties from the volunteer to the entity, and from the entity to the volunteer and to this is attached the IVP produced for the corresponding volunteer of the agreement, these documents are attached to the current report in the folder "Annex III – Deliverables of the Project".

Resulting from this decision, the milestone of action A.1 "Approval and public deployment of all Individual Volunteering Plans concluded", foreseen for 30/06/2018, will only be possible to achieve at the end of the reception of all volunteers. It means that it is expected for all the IVP's to be done by 31/07/2020, since the last volunteers to be received will refer to action A.9, foreseen to end at 30/09/2020. At the end of the project, all IVP's and Volunteer Agreements produced during the application will be compiled and sent with the final report. To produce and manage the Individual Volunteering Plans, 4 meetings between the beneficiaries were held.

However, the milestone "Approval and Public Deployment of first package of Individual Volunteering Plans", foreseen in application for 31/03/2018 is already achieved. This milestone was achieved with the acceptance of the thirtieth volunteer which occurred in the beginning of October, since, as was explained, the partnership is doing the IVP's adapted to each volunteer. Until the end of March 2019, the organisations' partnership received a total of 68 ESC volunteers. As expected, this means a total of 68 IVP's and Volunteer Agreements produced. Some IVP's have been subject of an amendment due to the will of the volunteers to stay longer. The volunteers are contacted by the partnership in various ways, such as from the data base of the PASS platform, from volunteering banks or from conferences, directly in workshops or initiatives that the partners do. A few volunteers contact the project directly because they saw the program in websites, media, Facebook or Instagram and found it interesting. Aside the direct contacts which represent a big amount of contacts (as an example, Montis, had to contact around 280 volunteers to reach the number of 17 volunteers received) at least 100 public placements were sent in the PASS platform.

Regarding the joint volunteering programme, the action has a considerable delay, like was said in the last report, but big efforts have been made in the beginning of 2019 to get the action going, and it has finally started. The partners have dedicated the last 3 meetings to put an emphasis on the discussion on how to operate the joint volunteering programme. There was a decision to accept a request from volunteers who were already in the programme (outside the joint volunteering programme) to turn into joint volunteers, and more potential cases like this have been identified. For more detail see description of action A3.

Regarding the joint volunteers, the action has a considerable delay, like was said in the last report, but the action is already started. Due to delays with the volunteers' reception, it was decided to give priority to actions A.4 and A.11, obtaining the necessary knowledge to manage this action. This decision was agreed by all the partnership. So, it was difficult start this action, because what is mentioned above and regarding were so much things that wasn't clear enough. The first difficulty felt was because of the reimbursement of the travels, because what is foreseen in the guidelines is the travels to and from the residence from and to the organisation, which means that the travels to and from the residence by different organisations and the travels between organisations were not foreseen are not foreseen yet. So, the partnership of the project decided that the fairest for the volunteers and for the organisations was in the same logic of the reimbursement of the "normal" volunteers' travels. It means that, like the "normal" volunteer receive the money of the echelon referring to the kilometres from the residence to the organisation calculated by the Distance calculator ([https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)), the joint volunteers, as do not have the same kilometres in the travels to and from residence, since they will go to more than one organisation, what the partnership thought that will be more fair for the volunteers was see the travel to/from residence that have more kilometres (the travel from the residence to the first organisation, or the travel from the last organisation to the residence) and reimburse this echelon. These expenses are paid by Montis. For the travels from one organisation for another, the partnership decided to do in the same logic of that was mentioned above. It is seeing the travel that is further, by the Distance Calculator and reimburse the corresponding echelon. The payment of the echelon is divided by the other two partners. If is only one more organisation beyond Montis, the organisation will pay the echelon of the kilometres from Montis to this organisation calculated by the Distance Calculator.

#### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
% of IVP approved/delivered for each action	100	39
Number of joint work meetings	3	5
Number of external stakeholders contacted to prepare IVP's	18	10

## A.2 Updating Information on Concrete Conservation Areas and Detailing Conservation Activities/Tasks

State: ongoing

Foreseen start date: 1/01/2018

Actual start date: 1/01/2018

Foreseen end date: 30/06/2018

Actual (or anticipated) end date: 15/03/2019

The action is globally completed, although the main deliverable was delayed for lack of information from one associated beneficiary.

Until the date of 8/06/2018 all beneficiaries collected and compiled the information to the development of the action, except for the beneficiary APA-ARH Algarve.

The delay with the preparation of characterisation files for the intervention locals of the 16 counties of Algarve by the beneficiary APA, mainly regarding the “synthesis description of values in each plot”, is due to a set of difficulties found in obtaining support for necessary documents from ICNF (Forest and Nature Conservation Institute). Hence, this beneficiary was only able to provide incomplete information on its operational plots, thus making it still impossible to finish the deliverable “Action Report (including maps with operational, synthesis description of values in each plot and proposed tasks/activities for volunteers)” foreseen to be delivered for 30/06/2018. This deliverable was complete in 15/03/2019, with all the information of APA-ARHAlgarve that was missing. Together with the inclusion of the new data from APA, the partnership has improved this deliverable and the new version is attached as an annex to this report.

The final document follows as annex to the report, in the folder “Annex III – Deliverables of the Project”.

### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Number of maps with operational plots delivered by project partners	7	53
% of concrete conservation areas with updated field information and proposal of operational plots	100	100
Number of joint work meetings	3	4

### **A.3 Joint Volunteering Program for integration of ESC with nature and biodiversity conservation**

State: on course

Foreseen start date: 1/07/2018

Actual start date: 24/10/2018

Foreseen end date: 30/03/2020

Actual (or anticipated) end date: 30/03/2020

The action was scheduled to start at the beginning of July 2018. However, this action had a delay. This delay was due to delays with the volunteer's reception, that led the partnership to give priority to actions A.4 and A.11, obtaining the necessary knowledge to manage this action. The first joint volunteer was already in the project outside the joint volunteering programme. The will to experience the programmes of other project partners led to an opportunity that was not foreseen in the proposal: the possibility of turning a non-joint volunteer into a joint volunteer. The partnership has agreed that this possibility should be considered since that it very likely that these cases will happen more often.

This led to a change in what was reported in the 1PR. Instead of the first joint volunteer coming in the first quarter of 2019, she came at 24/10/2018 to MONTIS and now, in 26/04/2019, she will go to MARCA ADL until 29/06/2019, meaning that she would stay in the project for 8 months, 6 in MONTIS and 2 in MARCA ADL, giving answer to the milestone "Welcome to first volunteers", foreseen for 1/07/2018.

Following the efforts made to proceed with the joint volunteering programme, more volunteers have shown interest to be joint volunteers and now the selection procedure is being done.

Regarding the joint volunteering programme, there were some doubts about the reimbursement of the travels, which was not defined in the application. The partnership has decided that Montis will support the travels from and to the country of the volunteer. The various partners receiving the joint volunteer will pay travels between partners.

Errors were found in the application concerning the joint volunteering programme. BCSD was foreseen to receive to 2 joint volunteers, but doesn't have a foreseen budget for that. So, because of that and because BCSD need volunteers that could stay longer than the joint volunteers do due to the type of work, it was decided that this partner will not receive joint volunteers.

Another error that was found was the number of joint volunteers. It was foreseen in the description of action A.3 that the project would accept 30 joint volunteers, but since in the same description each partner was foreseen to receive 2 joint volunteers, this means only 18 joint volunteers were actually taken into account instead of 30. The other 12 joint volunteers are foreseen only for Montis, making them not truly joint volunteers (since they are not allocated to other partners).

Apart from that, APA-ARHAlgarve will not be able to receive the 2 joint volunteers foreseen in the application. Such is due to high prices of accommodation in the area that APA-ARHAlgarve is working (touristic area), which leads to the impossibility of receiving volunteers for the amounts foreseen.

With the situations said above, in BCSD and APA-ARHAlgarve, the number of joint volunteers that are foreseen to rotate between the partners are, not the 18 like is in the application, but 14. In order to decrease the impact of this error, the partnership has already talked about this and the organisations that are able to receive more volunteers will make this effort (some project partners have its conditions very restricted and cannot accept more than was foreseen). It means that when possible, MONTIS, with the budget has for the joint volunteers that are not foreseen in the other partners, will share this amount with the partners that could accept more joint volunteers than expected. In addition, MONTIS will try to accept more volunteers too, that will not be joint volunteers, but A.6 volunteers. However, it is important to refer that MONTIS has

restrictions concerning the logistics needed to welcome more volunteers (namely, the number of cars available to take the volunteers to the field and the lodgement availability). So, despite every effort that the partnership is doing and will continue to do, because of the problems mentioned above it is very likely that the action A.4 will not have the number of joint volunteers initially foreseen. In order to help to understand this situation an Excel was produced with the number of volunteers foreseen and welcomed, the budget and the executed until the end of March, this document is attached to the present report in “Annex XII - Volunteers (foreseen and executed)”.

Similarly to the rest of the volunteering programme, and because of the same reasons and problems, the joint volunteering programme will receive not only national volunteers, but international volunteers too and the minimum decided in the project’s partnership is two months per organisation, with the possibility to accept exceptions, if it does not implicate an expense too heavy for the beneficiary or beneficiaries comparing to the work that would be made.

For the joint volunteering programmes, in order to boost the transferability of knowledge to, volunteers will be requested to do a presentation about the organisation where they were before, their tasks and what they have learned.

### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	0
% of ESC volunteers fully satisfied with their deployment	90	0
Number of Average of new skills/competencies acquired by ESC volunteers useful for nature conservation	2 to 4	0
% of Increase in number of activities for nature conservation deployed	125	0
% of Organizations capacitated for undertaking new activities for nature conservation	9	0
Number of Joint volunteering programs with national aim in operation after project ends	1	0

#### **A.4 Volunteering for awareness-raising on natural capital protection, conservation and enhancement**

State: ongoing

Foreseen start date: 1/07/2018

Actual start date: 01/08/2018

Foreseen end date: 30/06/2020

Actual (or anticipated) end date: 30/06/2020

The action is globally elapsing as expected.

As programmed, BCSD has received one volunteer (A4.1) and has been working with him since August (A4.2).

Regarding the publication of the brochure about natural capital for companies (A.4.4), its delivery is delayed because there were a lot of changes regarding personnel in BCSD's team. Its delivery is scheduled for the end of May. The episode is already finished, but BCSD and Playsolutions are waiting for the approve of BCSD partner.

The activities implemented during the reporting period were:

- Initiation and finalization of the selection process, recruitment, preparation and training of the volunteer (A4.1);
- The contents for the brochure on natural capital for companies are being made (as part of A4.4);;
- Elaboration of the script for the film on "Companies and Natural Capital" (as part of B.3);
- Elaboration of the PPT on natural capital for students (A4.5);
- 52 awareness sessions were organized for students (A4.5);

Regarding to the PPT on natural capital for students (A4.5), the EC in the reply to the first progress report mentioned that this deliverable was not well produced. So, the beneficiary made the corrections and this document goes attached to the report in the folder "Annex III – "Deliverables of the Project".

As expected, in the period to which this report corresponds, the expected results in the application (i. Capacitation and skills offered to volunteers, ii. Capacitation of the participating organizations (businesses) and iii. Quality / usefulness of the raising raising works), have not yet been achieved, however, it is considered that, according to schedule, they will be reached by the end of the project. As it is in the application, at the appropriate time the indicators will be measure. The first indicator (i. Capacitation and skills offered to volunteers) will be measured when the first volunteer has finished its volunteer work based on an inquiry; the second ii. (Capacitation of the participating organizations) will be based on inquiries for quantitative and qualitative assessment, to be undertaken with the target audiences; and finally, iii. (Quality / usefulness of the raising works) will consider impacts on the willingness for businesses and the target audiences to engage with N2000 and natural capital conservation. This information will be drafted and delivered by the end of the action, as by now, none of these points have been finished.

##### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Average number of activities organized and implemented by each volunteer	32	52

Number of good practices sharing sessions among companies and their stakeholders	8	0
Number of companies and stakeholders representatives in the good practices sharing sessions	200	0
Number of awareness-raising sessions for young entrepreneurs and start-up's	8	0
Number of entrepreneurs and start-up's representatives in the awareness-raising sessions	120	0
Number of awareness-raising sessions for secondary school students	48	52
Number of secondary student's in the awareness-raising sessions	960	3126
Number of businesses evaluating positively the usefulness of ESC volunteers for awareness raising and good practice dissemination	20	0



## A.5 Volunteering Activities for Green Infrastructure within the Municipality of Montemor-o-Novo

State: ongoing

Foreseen start date: 1/07/2018

Actual start date: 12/04/2018

Foreseen end date: 30/06/2020

Actual (or anticipated) end date: 30/06/2020

The action is globally advanced.

The recruitment of the first volunteer happened at 12/04/2018.

The works regarding the maintenance of Marca nursery began with the volunteers' arrival. After authorization from Montemor-o-Novo Municipality the volunteers work has started in the intervention areas under management or owned by the municipality. The work, focused on IAS control started in May 2018, especially in the surrounding area of Castelo de Montemor-o-Novo. The IAS control in this area was interleaved with the surrounding area of Nossa Senhora da Visitação and Monfurado. On the same areas and after the first period of IAS control was concluded, plantation of native species was performed.

In an early stage of the project it was decided to do, together with the volunteers, an analysis of the different areas previously flagged as IAS control areas. In these field trips contacts with the different land owners were also established focusing in creating awareness of the IAS issue between the owners and requesting permission to intervene in their lands, committing to provide native plant species to reforest these areas.

At the same time, tasks were done that allowed the rehabilitation of small sections of water courses. These tasks included, control of *Arundo donax* and implementation of natural engineering techniques, promoting then the settlement of native flora and stabilization of water courses banks.

Some time was spent in seed collection, seeds sorting, seeding and seed/plant transplants. These works were developed to ensure the propagation of the amount of native flora needed for the restoration of the intervention areas. These processes also supported the works foreseen in LIFE LINES project.

At the moment MARCA ADL is continuing the field works with 5 volunteers. Until February volunteers from MARCA ADL have planted 975 plants in the areas where IAS control was performed, representing 49% of the 2000 predicted in the indicators of progress.

The works regarding the maintenance of the MARCA's nursery are going on. Until March volunteers from MARCA ADL have sown 1600 seeds of autochthonous trees and shrubs produced in nursery, representing 85% of the 2000 predicted in the indicators of progress.

With IAS control interventions, until March, we have controlled a total of 3,475ha, representing 43% of the 8ha predicted in the indicators of progress.

- 0.758 ha in SCI "Monfurado" (PTCON0031), of a total of 0.89ha;
- 2.717 ha in SCI "Monfurado" and SIC "Cabrela" buffer zones.

Considering the riparian habitats improved/restored we have intervened in 2,21ha, of Ribeira do Escoural, Ribeira da Pintada, and Rio Almansor. Which means that we have intervened in 5,67 ha of SCI "Monfurado" (PTCON0031) and SCI "Monfurado" and SIC "Cabrela" buffer zones.

In the indicators of progress of the Technical Application Forms, in page 93, there are some mistakes that we would like to clarify. Where is written:

- "Area of habitats protected by the Habitats Directive improved (within N2000 Site PTCON0031 e PTCON0033, in ha, with a minimum expected target of 12 ha);", you should read "Area of habitats protected by the Habitats Directive improved (within N2000

Site PTCO0031 and PTCO0033 and buffer zone, in ha, with a minimum expected target of 12 ha);", as described in page 91 as the areas where the field work will be held.

- "Area of IAS controlled (within N2000 Site PTCO0031 and PTCO0033, in ha, with a minimum expected target of 8 ha invaded by Acacia sp);" you should read "Area of IAS controlled (within N2000 Site PTCO0031 and PTCO0033 and buffer zone, in ha, with a minimum expected target of 8 ha invaded by Acacia melanoxylon, Acacia dealbata, Ailanthus altissima);", as described in page 91 as the areas where the field work will be held.

### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Area (ha) of habitats protected by the Habitats Directive improved	12	5,67
Area (ha) of riparian habitats improved/restored	1,2	2,21
Area (ha) of IAS controlled	8	3,45
Number of autochthonous trees and shrubs produced in nursery	2000	1600
Number of autochthonous plants planted in conservation works	2000	975
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	100
% of ESC volunteers fully satisfied with their deployment	80	In evaluation
Number of local Volunteers participating in joint activities with ESC volunteers	75	226
Number of local landowners engaged in nature conservation activities following contacts with ESC volunteers	10	7
Number of LIFE funded projects with which ESC volunteers will iterate for improvement/enlargement conservation works	1	1

## A.6 Volunteering Activities for improvement of nature and biodiversity conservation in private land

State: ongoing

Foreseen start date: 1/07/2018

Actual start date: 19/03/2018

Foreseen end date: 30/06/2020

Actual (or anticipated) end date: 30/06/2020

The action is globally elapsing as expected.

The first volunteer was welcomed at 19/03/2018, 4 months before the foreseen (*milestone* “Welcome to first volunteers” foreseen for 1/07/2018), like was said in the last report. Until the end of March, Montis welcomed a total of 16 volunteers. These volunteers correspond to an estimate of 20% of the volunteers foreseen in the application. This indicates that this action is below expected. However all efforts are being made to overcome this delay. To solve this problem Montis is accepting more volunteers for the same time, having for the last months more than the 6 volunteers foreseen at the same time.

3 volunteers have left the project LIFE VOLUNTEER ESCAPES before the agreed volunteering period. 2 of them were in the project more than the two compulsory months and for personal reasons have decided to leave the project, and the other one did not adapt to the voluntary service in question.

All the volunteers have been developing tasks in the different areas managed by Montis, contrary to the model of 1 intervention area for each volunteer. This model of intervention in the different areas is more enriching to the volunteers, as they can experience and learn different problems and solutions to all the areas. It also allows a better adaptation to the real needs and priorities of each managed property. Until now, the volunteers have already performed conservation actions in 6 properties managed by Montis: covering 3,58 ha of Natura 2000 “Serra das Freita e Arada” (PTCON0047) and “Rio Paiva” (PTCON0059) areas. Despite this value is relatively low, it is expected for it to substantially increase during 2019.

The interventions that the ESC volunteers are doing include the supporting of natural regeneration (though pruning and reduction of biological competition – shrub cut), use of natural engineering techniques in water courses (such as gabions and palisades), plantations of autochthonous trees, IAS control (mainly *Acacia spp.* e *Hakea spp.*), opening and maintenance of accesses, ecological monitoring and direct seeding.

Montis has adopted a model where the tasks of the volunteers are tailored to the volunteer’s interests, background and skills. Therefore, besides the practical conservation works, some of the volunteers are working on strategic tasks regarding monitoring processes, evaluation of conservation results, tracking of wild fauna, and developing a working framework with the community. Apart from these tasks, the volunteers were also involved in other complementary activities developed by Montis, such as communication of conservation results and works, communication in a general way and guidance of other volunteers, some of them in the scope of LIFE ELCN in which Montis is an associated beneficiary.

As was foreseen Montis is also collaborating in the management of *Parque Natural Vouga-Caramulo*. For this Montis’s volunteers are working with the Municipality of Vouzela, restoring the trails and talking with the owners of properties that are in the park to help find new opportunities to improve and boost land management.

The indicators regarding the number of autochthonous plants planted, the number of External Partner institutions, public or non-profit and private, participating in joint activities with ESC volunteers, the number of local volunteers involved in activities with the ESC volunteers and the new job positions created within the project were achieved and exceeded.

In 4th and 5<sup>th</sup> of May, Montis will organise a workshop for all the ESC volunteers and technical of the project in a scope of natural engineering.

Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Area (ha) of IAS controlled	20	0,3
Number of autochthonous plants planted in conservation works	3000	4819
Number of erosion control devices set in water lines with natural engineering works	120	31
Area (ha) of habitats protected by the Habitats Directive improved	20	3,58
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	100
% of ESC volunteers fully satisfied with their deployment	80	In evaluation
Number of Local Volunteers participating in joint activities with ESC volunteers	240	439
Number of other volunteers, with Montis membership, participating in joint activities with ESC volunteers	120	51
Number of External Partner institutions (public or non-profit) participating in joint activities with ESC volunteers	4	11
Number of External Partner institutions (private) participating in joint activities with ESC volunteers	4	4
Number of LIFE funded projects with which ESC volunteers will iterate for improvement/enlargement conservation works	1	1
Number of Jobs created and expected to be maintained for the post-project	1	3

## **A.7 Volunteering Activities for nature conservation within the Municipality of Torres Vedras**

State: ongoing

Foreseen start date: 1/07/2018

Actual start date: 6/11/2018

Foreseen end date: 30/06/2020

Actual (or anticipated) end date: 30/06/2020

The action is globally delayed.

The initial difficulties in finding volunteers through ESC platform led to a delay in the start of the volunteering activities. The start date was foreseen to July 2018 but was delayed to the 6th of November. The volunteering placements were disseminated in ESC platform but there were no replies through this tool. Considering this, the placements were disseminated through the Local Volunteer Bank, Youth Area, the Municipality website and Facebook page. Moreover, the Municipality contacted local schools and universities. This local approach resulted in contacts from interested volunteers. After the selection the volunteers are forwarded to the PASS platform to do the registration.

6 volunteers for periods of 12 months were expected to be receive. So far it was possible to involve 4 volunteers: 3 for 6 months and 1 for 2 months. Nevertheless, we expect to attain the foreseen number of 12 volunteers during the remaining time of the project. Despite the offers through ESC platform, we are reinforcing the dissemination in the project website, municipality website and social media, local and national media and also meetings with teachers from local schools.

The 4 volunteers that are already in the project have been involved in a variety of activities such as support in operational tasks of the Municipal nursery, planting native species, silviculture and maintenance work of the planted areas and control of invasive alien species. Some of these actions have been done in collaboration with volunteers from private entities. Furthermore, they also collaborated in research of dune native species propagation techniques in nursery. The volunteers also had the opportunity to do a networking visit to the project LIFE Biodiscoveries. Considering the riparian habitats restored, it is expected to intervene in 1 km. Due to current works funded by POSEUR, which aims to restore the habitats of Ruivaco-do-Oeste (*Achondrostoma Occidentale*), this action can only start in April or May 2019, as mentioned in the first report.

Regarding the indicator of native plants produced in nursery, the volunteers collected native dune species for germination and plant propagation in nursery, but it is not yet possible to quantify the number of plants.

For the indicator related with controlling invasive alien species, it is expected to intervene in 8 ha. Even though some work has been done, namely removing *Carpobrotus edulis* from dunes and shelling acacia trunks, it is not yet possible to quantify the total area. Nevertheless, it was possible to intervene in 1,9 ha of dune, by removing *Carpobrotus edulis*.

Until the date of this report it was possible to intervened in around 5ha of area of habitats protected by the Habitats Directive improved.

It is foreseen the involvement of 10 landowners in conservation actions, however, it was not yet possible to initiate this action. In contrast the indicator of engaging local volunteers in activities related with the project predicted to reach 80 citizens and, until now, around 200 people were involved.

Regarding the skills acquired by the volunteers, it is worth mentioning that they had the opportunity to learn and test the shelling acacia trunk technique in a networking session with a LIFE project. Given that none of the volunteers had finished the volunteering period we do not yet have information about their satisfaction with the volunteering activities. However, we

consider that the volunteers have been involved in the proposed actions in a positive way and show curiosity and motivation to execute them.

Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Area of habitats protected by the Habitats Directive improved (ha)	7	5,02
Length of riparian habitats improved/restored (km)	1	0
Area of IAS controlled (ha)	8	1,9
Number of autochthonous trees and shrubs produced and planted	2000	1671 plantations the produced are not quantified
Numer of local Volunteers participating in joint activities with ESC volunteers	80	200
Number of local landowners engaged in nature conservation activities following contacts with ESC volunteers	10	0
Number of External Partner institutions (private) participating in joint activities with ESC volunteers	10	2
Number of External Partner institutions (public or non-profit) participating in joint activities with ESC volunteers	4	3
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	100
% of ESC volunteers fully satisfied with their deployment	80	In evaluation

## **A.8 Volunteer Programs for Native Habitats Restoration, Promotion and Conservation and Management of Visitation Impacts**

State: ongoing

Foreseen start date: 1/07/2018

Actual start date: 9/07/2018

Foreseen end date: 30/06/2020

Actual (or anticipated) end date: 30/06/2020

The action is still ongoing and, therefore, the results achieved have an intermediate representation.

The action is globally elapsing as foreseen.

The action started at 9/07/2018, with the welcoming of the first volunteer by P1A coinciding with the date foreseen in application (the milestone “Welcome to first volunteers” was Foreseen for 1/07/2018).

The action has enabled the volunteers to be trained to analyse the ecological context of a work area and to plan forms of field intervention, either for the control of invasive alien species, competitive native species, maintenance of a reforested area, identification and protection of spontaneous regeneration, adequate location and execution of plantations and maintenance of walking paths.

The contact with the various publics as corporate, associative or from the local community has allowed the development of competence not only of communication, sensitization and training of the various groups as well as of coordination of field work and organization of intervention initiatives in the field. The ability to coordinate groups has been particularly well developed in the volunteers staying for longer periods than 3 months.

Lack of experience/academic knowledge of volunteers requires more time for technical training. Initially a short and introductory theoretical training model was adopted with the objective of promoting a more interactive approach focused on field observation. However, recurrent doubts about recognition of the various content and knowledge transmission when in contact with other volunteers in organized activities have revealed the need to extend training by modules to the various work topics to be developed, in particular with the following themes: evolution of native forest and nature conservation in Portugal, native flora, exotic flora, pedestrian path management and volunteer management and dynamization. In the future, other modules may be added as necessary and appropriate.

Language barrier manifested by foreign volunteers to effectively coordinate initiatives and awareness activities. Volunteers show interest and need in knowing and mastering the language so as to better communicate with the various volunteers, produce content and better enjoy the residential experience and contact with local life. Since the project didn't foresee this need, some solutions have been search as free online courses.

Considering the foreseen results, some of them have been achieved and even, in some cases, outdated as the new jobs to create, the external partners and the local volunteers to involve in the Volunteer Escapes activities and the amount of planted trees.

Still from the foreseen indicators, the plants being produced in the nursery are less than proposed due to lack of diversify and viable seeds to collect near the working areas for it. The satisfaction inquiry for the volunteers is already finished and ready to be delivered to the ones that finished.

Some new indicators were added to the list that revealed to be important for some results from the program, as the working camps an opportunity to exchange experience between the entities in the program some were done with Montis and also Marca, and also to exchange experiences between volunteers in different entities. And more precisely in Alvão region, some formation sessions for the locals have been made to improve the communication and awareness raising

the residents in a small-scale rural context; also some media contents, specifically environmental chronicles, have been produced regularly for local journals and news and goes attached to the report, in the folder “Annex IV - Project Communication Materials”.

### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Area of IAS controlled (ha)	12	4,9
Number of autochthonous plants planted in conservation works	6000	10 734
Number of autochthonous trees and shrubs produced in nursery	8440	2 366
Area of habitats protected by the Habitats Directive improved (ha)	20	12,09
Length of interpretation trails maintained/restored for adequately directing tourists in nature/biodiversity sensitive areas (km)	40	34,5
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	100
% of ESC volunteers fully satisfied with their deployment	80	In evaluation
Number of local Volunteers participating in joint activities with ESC volunteers	480	1 700
Number of External Partner institutions (public, non-profit or private) participating in joint activities with ESC volunteers	8	23
Number of jobs created and expected to be maintained for the post-project	2	2

<b>New Indicators</b>	<b>Midterm Report</b>
Number of field visits and working camps (Un)	5
Number of formation sessions with local community (Un)	24
Number of media publications (Un)	27



## A.9 Volunteering Activities for nature conservation along the Rota Vicentina Nature Trail

State: ongoing

Foreseen start date: 1/01/2019

Actual start date: 7/01/2018

Foreseen end date: 30/09/2020

Actual (or anticipated) end date: 30/09/2020

The project was carried out according to the objectives of the action.

Until the end of March, Rota Vicentina was hosting 3 ESC volunteers. In order to recruit volunteers within the local community, Rota Vicentina posted announcements with vacancy description at several strategic places of the region. A call for volunteers was also published on RV's website, Facebook, and Instagram pages.

The volunteers that contacted Rota Vicentina were informed on further details of the planned project activities and the financial conditions. If they still were interested to apply, they were asked to send a CV and motivation letter.

All the applications received by the deadline date, were carefully evaluated and the volunteers that met the project criteria were selected for interviews. After all the interviews were completed, Rota Vicentina selected the final three volunteers. Afterwards, the selected volunteers received their invitation to access the PASS platform.

The volunteers had every day support of the project coordinator available; this was ensured by leading them and providing the necessary training in a fieldwork context. In addition, whenever needed, there was additional support available from Rota Vicentina team.

The volunteers' work within the project was planned taking into account the individual profile of each volunteer. The tasks were adjusted to the volunteers' interests and capacities. However, all the activities developed by the volunteers were planned taking into account the overall objectives of the action A.9 with some small modifications. The volunteers were asked to report their project activities on a daily basis by filling a form that was provided to them by the project coordinator.

During the project, the ESC volunteers participated and helped to organise 18 trail maintenance and restoration activities with a total of 152 participants. They also organised 5 educational activities in local schools and within the community with the goal of raising awareness of possible threats of invasive species and methods of their control. All the educational tools used within these activities, such as posters, leaflets, presentations, quizzes and games were created and prepared by the volunteers themselves. In addition, it is important to point out that the indicator "Area of IAS controlled (within N2000 Sites PTCON0012 and PTZPE0015, in ha, with a minimum expected target of 2 ha invaded by *Acacia sp* and/or *Carpobrotus edulis*)" has not only been met, but also exceeded. By now, a total of 20 ha of areas for IAS control have been intervened by the ESC volunteers.

### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Length of interpretation trails maintained/restored for adequately directing tourists in nature/biodiversity sensitive areas (km)	450	184,5
Area of IAS controlled (ha)	2	20
Number of other volunteers, from public and private bodies, participating in joint activities with ESC volunteers	40	152
Number of corporations from the tourism sector engaged in nature conservation support and participating in joint activities with ESC volunteers	20	3
Number of public bodies from the tourism sector engaged in nature conservation support and participating in joint activities with ESC volunteers	5	1
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	100 (until now)
% of ESC volunteers fully satisfied with their deployment	80	100 (until now)

## A.10 Volunteering Activities for Bird Conservation

State: ongoing

Foreseen start date: 1/10/2018  
Foreseen end date: 30/09/2020

Actual start date: 8/10/2018  
Actual (or anticipated) end date: 30/09/2020

The action is running as expected.

The volunteers work started in 8/10/2018, fulfilling the milestone as foreseen in the application, and until the present time 4 volunteers were involved. Concerning the period from 01/01/2018 to 31/03/2019 it was expected SPEA received 3 volunteers for Berlengas, for the 1<sup>st</sup> period of 6 months (October 2018 to March 2019).

On 31/03/2019, the situation for Berlengas was:

- 2 volunteers collaborated during 6 months
- 2 volunteers collaborated during 3 months

The periods (start and end) were adjusted according to the availability of the volunteers, but at the end SPEA fulfilled the milestone for this 1<sup>st</sup> group of volunteers as foreseen in the application in terms of total days.

The situation for next groups of volunteers for the 3 sites is:

Berlengas

- Foreseen in the application: 3 volunteers for the 2<sup>nd</sup> period of 6 months (from May to October 2019)
- Expected: 2 volunteers for 6 months, starting at May 2019 + 1 volunteer for 3 months starting at May 2019.

We open a new call for 3 months to fulfil the total time foreseen in the application for this 2<sup>nd</sup> period at Berlengas. We needed to adjust the time of this new call and the period will be from September to November 2019.

Lagoa Pequena

- Foreseen in the application: 1 volunteer for the 1<sup>st</sup> period of 3 months (from July to September 2019)
- Expected: 1 volunteer during the period foreseen in the application (July to September). Apart from this, we opened a new call for another volunteer, for a period of 3 months (from the end of May to the end of August). It was not foreseen in the application, but the opportunity arose in terms of interest from a volunteer and necessity in terms of work to be done.

Açores

- Foreseen in the application: 6 volunteers for the 1<sup>st</sup> period of 6 months (from April to September 2019)
- Expected: 4 volunteers for 6 months as foreseen in the application (from April to September 2019) + 1 volunteer for 3 months during that period

Unfortunately, at the moment it is very difficult to find accommodation in the project area for the volunteers, not only because there is little available supply but also because the rental prices are very high. So, for this 1<sup>st</sup> period of voluntary work at Azores we don't expect to receive more than 5 volunteers at the same time.

The difference between what is expected and what was foreseen in the application is that there is missing 1 volunteer for 6 months + 1 volunteer for 3 months. Concerning the volunteer for 3 months that was missing in Azores, we will transfer the amount of the budget to support that new voluntary for Lagoa Pequena.

Concerning the volunteer for 6 month that is missing, we will maintain the call open and if there is voluntaries interested we can adjust the period of the work. Other solution will be to see if there is necessity and availability to add more voluntaries in the other 2 sites until the end of the project and use these 6 month of voluntary work.

The volunteers performed several field interventions within the scope of the Conservation Plan After-LIFE Berlengas, mainly on invasive plants control (*Carpobrotus edulis*), monitoring seabirds populations (Band-rumped Storm-petrel and European Shag), construction and maintenance of artificial nests for Cory's Shearwater, supporting the works on invasive mammals control and also providing support at the office inserting and analysing data gathering during the field work.

Besides the fieldwork in Berlengas the volunteers had the chance to participate on other activities promoted by SPEA increasing their knowledge about birds and promoting cooperation between other SPEA volunteers and staff.

At the moment SPEA has selected the group of volunteers for Azores Island (5) to begin in April and for Berlengas (3) to begin in May.

Until the moment SPEA didn't have any problems and the action is running as expected. Nevertheless, it is important to mention that 14 volunteers applied for the next period for Berlengas, but 9 quit. Some of them because they got a job but others because the money support they receive is not enough to stay in Lisbon. Similar situation occurred for Azores and in this case we just selected 5 volunteers (we expected 6). There still 1 vacancy open for this site.

For the Berlengas site (the only that received volunteers until now) the expected results are in progress. It means that the deliverable of the digital agenda of the Berlengas ESC volunteer is prepared for all year 2019 and tasks defined for each month of work (see the document attached in the folder "Annex IV – Project Communication Materials". The expected maintenance of the controlled areas of *Carpobrotus edulis* has been developed as expected and until this moment it was possible to control 3 ha. The digital map and report on observation of endemic flora, accounting for the control of rats and invasive flora and the evaluation of the response of breeding marine bird populations to the rat control measures and construction of artificial nests will only be produced at the end of the project. The appropriate maintenance of nature trails is schedule for the summer months (July), so these works are not started yet. Until this moment was possible to do the maintenance of artificial 52 nests for Cory's Shearwater, improving overall protection of nest and area of entrance.

It is important to mention that the indicator "Number of autochthonous plants produced/planted" was not started because it is just applied to Azores site, that will begin in April.

Apart of that, SPEA has been done some activities that deserve attention. The entire LIFE Volunteer Escapes team - Berlengas, namely the technician Isabel Fagundes and the 4 volunteers, participated in the SPEA congress to have a direct contact with the participants of this event (more than 100) and to publicized LIFE Volunteer Escapes. Volunteers were able to share their experiences with the aim of recruiting new volunteers for the project. An oral presentation was also made about the results achieved by Life Berlengas and the ongoing actions under the Life Volunteer Escapes project under the Post-Life Conservation Plan. SPEA is a member of the Strategic Council of the Berlengas Nature Reserve, as representative of ONGA, and at the meeting held on 12.02.2019, SPEA gave a presentation on the actions foreseen in the Post-Life Berlengas Conservation Plan, which are implemented by the Life Volunteer Escapes project since October 2018, thus making the project known to the other board members. Also, in the scope of the project, is foreseen the protection of an escarpment after the removal of the weeping (because it is subject to high erosion). For the correct application of the measures envisaged (the application foresees the purchase of coconut blanket

rolls) the specialist Pedro Teiga was asked to visit the island to give information and guidance on the best methodology to be applied.

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Area of N2000 priority habitats improved (ha)	30	3
Area of IAS controlled (ha)	20	2
Number of autochthonous plants planted/produced	30000	0
Number of local Volunteers participating in joint activities with ESC volunteers	480	7
Number of local insitutions involved with nature conservation support and/or participating in joint activities with ESC volunteers	10	2
Number of municipalities engaged in nature conservation support and participating in joint activities with ESC volunteers	1	1
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	100
% of ESC volunteers fully satisfied with their deployment	80	In evaluation

## **A.11 Volunteering Activities for Conservation of Riparian/Aquatic Habitats within the Regional Structure for Environmental Protection and Conservation**

State: ongoing

Foreseen start date: 1/07/2018

Actual start date: 17/09/2018

Foreseen end date: 30/06/2020

Actual (or anticipated) end date: 16/09/2020

The action is elapsing as Foreseen.

Even though the *milestone* “Welcome to first volunteers” was foreseen for 1/07/2018, it had a two months and half delay, due to difficulties regarding the accommodation of the volunteers influenced by the touristic region where the workplace is situated which leads to lack of accommodation available and very inflated rent prices, specially inside high season. Therefore the available option was to start the volunteering period after the high season (mid September) and the 2 volunteers started their volunteering period of 12 months on 17/09/2018, which means that the ending date of the volunteers period will also be two and half months after the foreseen date.

Since the beginning the volunteers have been involved in all the tasks planned and that are part of the IVP:

- Monitorization of coastal and marine water ecological quality and stream waters (Faro, S.Brás, Castro Marim, Monchique, Loulé, Tavira, Silves, Vila do Bispo and Olhão.)
- IAS control and removal (in Monchique, Loulé, Tavira and Castro Marim)
- Plantations of autochthonous species (in Monchique)
- Creation and implementation of environmental education activities and volunteering (implementation of an yearly volunteering action plan, with environmental volunteering actions being held each last Saturday of every month during 2019, that so far took place in Castro Marim, Vila do Bispo and Monchique; organization of Environmental Volunteering Camps with participants from High School in Vila Real de santo António in September 2018 and in Tavira in March 2019)
- Participation in volunteering dissemination activities in schools and other informal contexts highlighting the active participation and dinamization of activities in two ERVAA Jovem (Young Regional Encounter of Environmental Volunteering for Water) with around 350 students participating in each one
- Participation in seminars, events, meetings and fairs to publicize activities of the LIFE VOLUNTEER ESCAPES project and Environmental Volunteer for Water program, for example SEIVA (Week of Environmental Education and Volunteering Initiatives) and Young Water Forum.

The indicators “Area of IAS controlled (ha)”, “Number of local Volunteers participating in joint activities with ESC volunteers”, “Number of External Partner institutions (private) participating in joint activities with ESC volunteers” and “Number of External Partner institutions (public or non-profit) participating in joint activities with ESC volunteers” were already achieved, although we are still in the middle of the project meaning that the original objectives set will be largely exceed.

Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Length of riparian habitats improved/restored (km)	1	0
Area of IAS controlled (ha)	2	3,5
Number of local Volunteers participating in joint activities with ESC volunteers	500	540
Number of External Partner institutions (private) participating in joint activities with ESC volunteers	4	5
Number of External Partner institutions (public or non-profit) participating in joint activities with ESC volunteers	16	22
% of ESC volunteers acquiring new competencies and skills, useful for nature conservation	100	100
% of ESC volunteers fully satisfied with their deployment	80	In evaluation

## B.1 Definition and Implementation of Communication Program

State: on course

Foreseen start date: 01/01/2018  
Foreseen end date: 31/12/2020

Actual start date: 01/01/2018  
Actual (or anticipated) end date: 31/12/2020

Action B1 is in progress.

This action had many delays in the beginning. As the necessary effort to receive the first volunteers was more complex and time consuming than expected, the beneficiaries made the decision to give priority to the recruitment and stabilization of the voluntary program, leading therefore to the below mentioned delays.

The “Communication Programme” was one of the delayed documents and in 31/01/2019 it was finished and follows in this report as an attachment in the folder “Annex IV - Project Communication Materials”.

Until the specialized team was hired for the communication work, such works were developed by MONTIS with the associated beneficiaries support. In meetings held, given identified needs, communication strategies were produced. The deliverable “Project’s Facebook page online and fully operational” was reached at 5/03/2018 instead of 31/01/2018 like was foreseen in the application (<https://www.facebook.com/volunteer.escapes/>).

The team hired by APA-ARHAlgarve and Torres Vedras Municipality was Estúdio Criativo BOTODACRUZ (<http://botodacruz.com/>). APA-ARHAlgarve hired for the “Communication Plan - Specialized Support to Social Media tools (100€/day + VAT; 50 days)” and MTV hired for the “Communication Plan - Project Web Page Design/Maintenance/Update (100€/day + VAT; 50 days)”.

In 21/08/2018 the first *media* visit to the project was accomplished being published in 28/08/2018 in Jornal Notícias de Aguiar and Jornal Público achieving the *milestone* “First media visit to intervention areas accomplished”, foreseen for 31/08/2018. The *milestone* “First radio coverage of project works accomplished” foreseen for 31/12/2018 was also achieved at 28/08/2018 with the news on Rádio Clube Aguiarense.

The deliverable “Project’s Website online and fully operational” with date for 31/05/2018, is finally reached. This website had a delay too, but is operational since 4/02/2019 and it can be seen in: <http://www.lifevolunteerescapes.org/>. Due to an error with the website creation the number of website users were not calculated since the beginning, but this situation is already fixed.

All the published news, that was possible to collect from the 46 published, are attached to this report in the folder “Annex IV - Project Communication Materials”. Apart of that the environmental chronicles from P1A are attached to this report two, as was said above (Action A.8 - Articles by P1A to put on Aguiar Notícias Newspaper).

Many activities were done within the project’s partnership. The organisations sometimes help other organisations in their field work or organise events together. The first seminar foreseen between Montis and APA-ARHAlgarve was done at 26/09/2018 with open meeting about volunteering between the beneficiaries of the project and Advisory Board namely Confederação Portuguesa do Voluntariado - CPV, Centro Europeu de Voluntariado - CEV and Cooperativa António Sérgio para a Economia Social - CASES (with the functions of the old Conselho Nacional para a Promoção de Voluntariado – CNPV. The ICNF – Forest and Nature Conservation Institute and the Rede Rural Nacional RRN were invited but they didn’t attend. The efforts to have a closer relationship with these two organisations are still being made. It is not possible to ensure more because it does not depend on the beneficiaries. The other days of



the seminar (until 3/10/2018) were to do activities with local volunteers and schools were all the partners had helping and had coordinated some activities.

The future seminar will take place in Porto in 10/09/2019, as was foreseen, with the same perspective of being open and boost the exchanging of ideas, focused little bit on citizenship, sustainability, conservation and volunteering, since they are all related.

In addition, the beneficiaries information (photos and produced materials or disclosure materials), press news produced and the VOLUNTEER ESCAPES logo are attached to this report in “Annex IV - Project Communication Materials”.

#### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Number of web site users	250	
Number of Facebook page followers	5000	977
Number of links to project events posted by the National Rural Network website	12	0
Number of media visits promoted	20	5
Number of National TV news broadcasted	4	3
Number of Radio news broadcasted	10	2
Number of Press Releases deployed	20	5
Number of Press news	40	47
Number of similar organizations (NGO's, national/regional/local public administrations) attending technical seminars	80	62
Number of other members from the national rural network attending technical seminars	18	0
% of volunteers sharing their experiences though specific events (e.g. small talks in schools or colleges)	100	38

## B.2 Production and Deployment of Teaser(s) to Raise Awareness and Engage ESC Volunteers

State: finished

Foreseen start date: 01/01/2018

Actual start date: 01/01/2018

Foreseen end date: 30/09/2018

Actual (or anticipated) end date: 16/05/2018

Teaser for Engagement of Volunteers was initiated in January 2018 and ended on 16 May 2018, on the same date as its first publication (*milestone* “First public deployment of the teaser concluded, Foreseen for 15/04/2018). Although its conclusion was originally scheduled for 1 April 2018, the fact that it was a video for recruitment of volunteers was important for its display to be in articulation with the operation of volunteer registration platforms. This was the reason for the delay in completing this action. The video displayed on the Youtube and Vimeo had about 1600 views (the indicator “Youtube visualizations of the teaser(s)” had also the number of visualizations on the Vimeo, as was explained in the last report).

See “Annex III – Deliverables of the Project” to find the two versions (PT and EN) of the teaser. The indicator “In country ESC volunteers engaged” is only for in country volunteers. If all volunteers are counted, the number is 68.

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
In country ESC volunteers engaged	175	40
Facebook views of the teaser(s)	12000	5636
Facebook shares of the teaser(s)	100	68
Youtube visualizations of the teaser(s)	2000	1629
Mails sent to deploy the teaser(s)	2000	0

### **B.3 Production and Deployment of TV Series for Dissemination, Replication and Transfer**

State: ongoing

Foreseen start date: 1/04/2018

Actual start date: 01/06/2018

Foreseen end date: 30/09/2019

Actual (or anticipated) end date: 01/06/2020

The action is globally delayed.

As explained in the first report, it was foreseen in application the production of 12 episodes for the TV series, however and after analysis of the episodes, the episode “TV series “Business and Natural Capital” was considered not fit with the remaining episodes. The partnership decided to produce 13 episodes instead of 12 episodes, without additional costs, being that the episode “TV series “Business and Natural Capital” will not be transmitted by SIC but will be available online and used by BCSD.

The preparation for the production of this episode in June 2018 with a meeting between PlaySolutions and the BCSD partner to define the script structure of the video. The end of this action scheduled for September 31, 2018 is not complete yet because only at February 15, 2019 PlaySolutions received the script approval by BCSD. This happened due to changes in human resources occurred in the BCSD. The episode is already finished, as was said above, but Playsolutions and BCSD are waiting for the approve of the BCSD partner. The episode is expected to be finished by 31/05/2019, giving answer to the deliverable “TV Series – episode on “Business and Natural Capital” scheduled for September 30th 2018. It is to highlight that this deliverable was associated wrongly, in application, as it was associated to action B.2 instead of B.3.

The deliverable of the TV Serie started in August 2018 by gathering information regarding the volunteer activities provided by each partner. An episode structure was created for the series, with the proposed activities portrayed by the partners that will host the volunteers. This structure was presented and discussed in the project communication committee. After that, the series was presented, discussed and approved by all partners. This document goes attached to this report in the folder “Annex V - Information about the TV Serie”.

Now Playsolutions is capturing images of the areas to be intervened by the various partners. The journalistic coverage and image capture of the actions with the volunteers of some partners are already scheduled and one already filmed. So, by the end of 2019 it is expected to have 6 episodes produced. After that, the episodes will be presented to *SIC Notícias* television to evaluate the possibility of issuance. The remaining episodes will be produced until June 2020. Due to the delay in the beginning of the project, the recruitment of volunteers and the calendar of actions of the various partners the dates presented in project proposal are not realistic (namely, the deliverable “TV Series – remaining 11 episode (PT and EN)” on 30/09/2019, the milestone “TV Series – public broadcasting accepted/agreed with SIC” on 31/12/2019 and the milestone “TV Series – first episode broadcasted” on 31/06/2020). PlaySolutions cannot guarantee that the series is transmitted before the end of the project. This was a mistake in the application, because as it is in the letter of support of SIC, only after the whole episodes are completed that SIC will evaluate the possibility of broadcast it. However, every efforts will be made to release the series as soon as possible. When some episodes are completed Playsolutions will show it to SIC, but the approvement and the time of exhibition only depends of SIC.

Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Number of TV spectators watching the series	500000	0
Number of web downloads of the TV series – PT version	100	0
Number of web downloads of the TV series – EN version	200	0

## B.4 Networking with other LIFE projects/teams

State: ongoing

Foreseen start date: 01/01/2018

Actual start date: 19/09/2018

Foreseen end date: 31/12/2020

Actual (or anticipated) end date: 31/12/2020

The delay of this action was overcome.

In the last report was forgotten the conference that Montis was present, “Escola de Verão de Voluntariado”. Here it was possible to make many contacts and from this it was result some members of the Project Advisory Board, namely CASES, CPV nad CEV. Apart of this, as stated in the last report, Montis attended, with the organisers’ invitation, to the “platform meeting” “Volunteering for Nature Conservation” in Tartu, Estonia, from 19 to 21 September 2018. This turned up to be very interesting for the project This networking has resulted in a contact with LIFE FOLLOWERS and an exchange of very useful knowledge, regarding the management of volunteers. With this contact an invitation to participate in the workshop that LIFE FOLLOWERS will organise in the end of the year has aroused. Beyond this the project’s partnership is considering to invite LIFE FOLLOWERS to the seminar that will happen in September in Porto. If this happens the *milestone* “Initial Networking invitation to visit project concluded” will be completed at that time.

In a general way the beneficiaries have been doing some networking activities. The Torres Vedras Municipality has visited the LIFE Biodiscoveries project. The volunteers from LIFE Volunteer Escapes welcomed by Municipality of Torres Vedras, were in Mata da Machada on 23rd of January 2019 to participate in a networking action with LIFE Biodiscoveries (Municipality of Barreiro).

MARCA ADL has already visited LIFE Montado-Adapt. The three LIFE Volunteer Escapes volunteers from Marca ADL went to Herdade da Ribeira Abaixo in Grândola on 16th of February 2019 to participate in a networking action with LIFE Montado-Adapt.

To see more details about the networking visits, please see the files attached to the folder “Annex III - Deliverables of the Project”.

### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Number of Networking Synthesis Reports (with a critical review) delivered	10 (1)	4
Number of Critical Review Reports delivered by invited LIFE projects	2	0
Number of External visits promoted to the project	2	0
Number of External LIFE project teams actively cooperating with the project beneficiaries during the project works	20	3
Number of External LIFE project teams actively cooperating with the project beneficiaries after the project works	10	0
Number of External LIFE project teams actively cooperating in sending EU volunteers for the post-project joint volunteering program	1	0

## C.1 Overall Project, Partnership and Stakeholder Management

State: ongoing

Foreseen start date: 01/01/2018

Actual start date: 01/01/2018

Foreseen end date: 31/12/2020

Actual (or anticipated) end date: 31/12/2020

The action is globally elapsing as expected.

### C1.1. Internal Management

As was explained in the last report, the Partnership Agreements with the project beneficiaries were finished and signed on 28/02/2018, with 2 months delay to the foreseen in application (see Annex VI – Partnership Agreements). Before the project start, a presential meeting was held on 12/12/2017 with the Coordination Team in order to prepare the first steps for the project execution. The first project coordination team monthly meeting was held in 11/01/2018 achieving the *milestone* “First Meeting of the Project Coordination Team concluded” scheduled for 31/01/2018.

Until the end of March, 12 monthly meetings were already held, from which 10 were presential monthly meetings and 2 were done by Skype (see the folder “Annex VI - Information about the Management Meetings held” for more information). The monthly meetings have been ensuring a better coordination of the team and administrative, technical and financial management of the project. But, since 22/11/2018 the partnership agreed to start doing Skype meetings interspersed with presential meetings. Seeing that the partnership is more consolidated and the previous problems were already mostly solved.

Apart from the project general management meetings, several other meetings were done. Some in person were held, according to the beneficiaries’ availability, to discuss and ensure the financial and administrative management of LIFE. Another ones, mostly by Skype, were held for communication issues or to help with difficulties that some beneficiaries felt.

The other meetings done were with the NEEMO monitor, Sara Barceló. Until now 2 meetings were held.

The project coordination and management as been supported by the use of a web cloud where all the project administrative and financial archive has been updated and kept.

The Project Coordination Team is composed by Carolina Barbosa (MONTIS), Alexandra Lopes (SPEA), Mariana Dias (P1A), Paula Vaz (APA-ARH Algarve), Pedro Ferreira (Playsolutions), Margarida Frade (MTV), Rosa Coelho (MARCA ADL), Irene Nunes (RV) and Inês Martins (BCSD).

Regarding to BCSD, it’s important to refer that two people have been recruited (Communication Manager and Secretary General). It is considered that these changes had a low impact on the project, since they will not jeopardize the good execution of the planned actions.

### C1.2 – Capacity Building and Training of Volunteer Mentors

Since the start of the project every effort was made to give to the volunteers the support that they could need. Each beneficiary trained its mentors based on the methodology of the association concerned, because the training depends on the organisation. All of the partners have worked on nature conservation, but the methodology is very different from partner to partner, like was expected and that is why the project and volunteering programs are so diversified. All the IVP’s have the mentor of the volunteer and all the other information about the conditions and tasks on the volunteering programme. Besides monitoring during the

volunteering activities, the mentors try to look out for the volunteers. If any of them need help, for example, to go to the hospital for some reason (this has already happened), the mentors or another person from the organisation helps and guides them.

### C1.3 – Governance and Stakeholders

Initially it was foreseen that the Advisory Board was constituted by Confederação Portuguesa do Voluntariado - CPV, Centro Europeu de Voluntariado - CEV and Cooperativa António Sérgio para a Economia Social – CASES, ICNF – Forest and Nature Conservation Institute and RRN – the Rede Rural Nacional. However, only CPV, CEV and CASES have showed interest for this project. The ICNF and RRN didn't answer to any of the contacts that the partnership tried to make. Despite the efforts that the entities will continue to do to have these 2 organisations in the project, recently was decided that the partnership will try to find another partners/ subgroups of these 2 organisations that could be more simple to reach. Apart from this, recently the 2 co-financers of the project, Município de Montemor-o-Novo and Município de Vila Pouca de Aguiar were integrated in the Advisory Board. So, at the moment the Advisory Board is constituted by CPV, CEV, CASES, Município de Vila Pouca de Aguiar and Município de Montemor-o-Novo. However, the beneficiaries still haven't quit of the idea of adding to the Advisory Board the organisations related to ICNF and RRN.

The Stakeholders of the project are 126 until this moment, but it is very likely that this number increases. The Stakeholders list goes attached to the report in the folder “Annex VII - Stakeholders of the Project” inside of the folder “Technical Deliverables”.

The Stakeholders Advisory Board was received in 26/09/2018, achieving the *milestone* “First Meeting of the Stakeholders Advisory Board concluded”, foreseen for 31/01/2018. The meeting was held during the SEIVA event, organised by APA-ARH Algarve, which was open to the general public and allowed the disclosure of the project, the exchange of ideas and experiences between the project beneficiaries, the Stakeholders Advisory Board and the public. It was decided to first have a meeting focused on the volunteering with the Stakeholder Advisory Board of this thematic, which consists in Confederação Portuguesa do Voluntariado - CPV, Centro Europeu de Voluntariado - CEV and Cooperativa António Sérgio para a Economia Social - CASES. Although the ICNF and RRN were invited, no one of them gave response or showed up.

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Number of Project Progress Reports delivered on time	3	2
Number of Meetings from Project Coordination Team	18	13
Number of Meetings from Stakeholder Advisory Board	4	1
Number of Stakeholders integrating the various meeting from SAB	20	3
Number of Staff to be assigned mentor role undertaking former capacity/training workshops	100	0

## C.2 Overall Management of the ESC Volunteering Cycle

State: ongoing

Foreseen start date: 01/01/2018  
Foreseen end date: 31/12/2020

Actual start date: 01/01/2018  
Actual (or anticipated) end date: 31/12/2020

The action is elapsing as expected.

All the volunteers are from the PASS platform. However, most of them are forwarded to this platform or found in the data base by the beneficiaries. As stated the platform is not intuitive and still has many problems. It is very difficult to send placements and find volunteers from those placements and some of the beneficiaries, like SPEA, can't send public placements, only the ones that are specific for a volunteer. All the partners try that the volunteers first know about the project and then choose the partners that fit in what they want or expect, depending on the type of volunteering that the volunteer chooses, the type of work, the reason and the science behind that are explained to the volunteer. Every IVP has the tasks that the volunteer will do and this is given to him before he comes to the project. When it is possible to see that some volunteer has more interest in one subject than the other, the beneficiary tries to adjust his IVP so that the volunteers feel more comfortable and pleased. In addition to the IVP the volunteer has to sign a "Volunteering Agreement" and this is attached the IVP. These two documents together have all the information about the organisation, volunteer, volunteering, conditions, tasks... All the Volunteering Agreements and IVP's can be found, as was mentioned above, in the folder "Annex III - Deliverables of the Project".

One of the items of this action is the "continuous monitoring of the work conditions and assessment of accomplishment of the proposed tasks for each volunteer". To give response to this, the partnership produced a document for the monitoring and assessment of the tasks of the volunteers is already concluded (see the folder "Annex VIII - Monitoring of the Tasks of the Volunteers"). One document for each beneficiary was concluded and it has been written for each one. It includes the days of volunteering per month, the activities that every volunteer does and the state of the indicators in that month. However, this model has been shown not to be efficient and some partners are having some difficulties in the implementation of this model. These partners have is own methodology to compile this information. Hereafter, the partnership will improve this document for it be useful for all partners. In the report it is attached the documents fill by each partner and the information of the partners that couldn't fill the document, but had collected the necessary information. Beyond that, an evaluation form for the ESC ex-volunteers was done for the partnership see what was the opinion of the volunteers about the project and they volunteering programme (see the folder "Annex IX - Satisfaction Survey of the Volunteering Program").

The first certificate was prepared by 17/09/2018, 13 days before the foreseen in application (milestone "First Certificate of Participation endorsed" foreseen to 30/09/2018). To the end of March 29 certificates were produced (see the attached "Annex X – Certificates for Volunteers") and 11 volunteers have ended before expected their volunteering period in the project LIFE VOLUNTEER ESCAPES, mainly due to professional reasons (job opportunities) but also due to personal reasons. However, from these 11, 7 volunteers fulfilled the 2 months minimum of volunteering, so they were entitled to participation certificates. The other 4 volunteers didn't receive the certificates, despite the fact that they already had received the organisational support for the days they participated in the project. It was possible to see that when the volunteers compromised for very long periods, sometimes, in the middle of the time, they want to change. Others try to overcome themselves and adapt to new experiences but they find out that this work is not for them, that is a choice that the organisations have to understand.



The deliverable “Yearly Report on ESC Deployment to the Commission -2018” with date for 31/01/2019, was completed in the foreseen date and sent to the External Monitor of the project. This deliverable is in the folder “Annex III - Deliverables of the Project”.

68 volunteers have already been welcomed until the date of this report. Due to the changes occurred mentioned in the first progress report (as was said, the volunteering period after the difficulties felt with the acceptance of the volunteers for long periods, the periods started to be between 2 until 12 months), to a more reliable comparison between the foreseen in application and the executed, a calculus was made based on the percentage of total number of days accomplished by volunteers and the total number of days foreseen in the application. From that calculus was perceived that the project achieved 21% of the volunteers expected. With that percentage it is possible to predict that, if the project continues with the same speed that are now a days (in the beginning the number of welcomed volunteers seeing the time space was very low), that the days of volunteering expected will be achieved or will be very close to being achieved (taking into account the enlargement of the welcoming period until the welcoming date of SPEA and RV partners, as was refer above).

### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
Number of yearly reports submitted	3	1
Number of ESC Volunteers giving up after hosting	0	11
% of ESC Volunteers signing a contract for the tasks being offered	100	100
% of ESC Volunteers issued a Certificate of Participation by MONTIS and associated beneficiaries	100	94
% of ESC Volunteers acquiring new competencies and skills, useful for nature conservation	100	100
% of ESC Volunteers fully satisfied with their deployment	100	In evaluation

### C.3 External Audit

State: ongoing

Foreseen start date: 01/04/2018

Actual start date: 20/03/2018

Foreseen end date: 31/03/2021

Actual (or anticipated) end date: 31/03/2021

According to the Annex X of the Grant Agreement ("Financial and Administrative Guidelines") there is a possibility of the external audit foreseen in application is not compulsory for this project. Nevertheless, and considering that the audit was foreseen in the application, Montis has already started the process of hiring the external audit for the project.

#### Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
% of Project's expenditure verified by external audit	100	0
% of Project's expenditure certified in respect to the General Conditions of the Model LIFE Grant Agreement	100	0

#### **C.4 Monitoring project outputs and impact in LIFE performance Indicators and the local socio-economy**

State: ongoing

Foreseen start date: 01/01/2018

Actual start date: 01/01/2018

Foreseen end date: 31/12/2021

Actual (or anticipated) end date: 31/12/2021

As reported to NEEMO on 24/07/2018 by email, the application did not have attached a KPI indicators table. On this email, it was sent to the NEEMO team a table with a compilation of the indicators referred in this report. It is to highlight that these indicators, when applicable, are designated on each Protocol signed with the associated beneficiaries. These indicators are being filled since the start of the project, being described by action in the previous chapters. As foreseen, the indicators will be delivered at the end of the project, at 31/12/2020.

The socio-economic indicators are already produced by the partnership. It was made one guideline document and one Excel for the registration of the indicators (see “Annex XI - Socio-economic Indicators” for more information).

**C.5 Drafting and delivering the After-LIFE Plan**

State: to initiate

Foreseen start date: 01/07/2020  
Foreseen end date: 31/12/2020

Actual start date: 01/07/2020  
Actual (or anticipated) end date: 31/12/2020

As foreseen in the application this action will be developed in the last 6 months of the project.

Progress indicators

<b>Indicator</b>	<b>Foreseen in application</b>	<b>Midterm Report</b>
After-LIFE Plan Delivered	1	0

## 6.1. Main deviations, problems and corrective actions implemented

In the beginning of the project the major problems found were the handling of the PASS platform, the recruitment of national volunteers and the long period of the volunteering.

The lack of information felt initially, had some repercussions to the delay of the execution of some actions. The several problems found with the PASS platform, led to the finding of alternative ways to contact volunteers directly (e.g. e-mail). Consequently, the launch and closing of placements was made directly with each one of the volunteers. It is to highlight that a disclosure outside the platform for the project has been made and the possible volunteers got by these ways are forwarded to register at the PASS platform. Although this system has been more time consuming, the logistics associated to this have demonstrated to be functional. The problems with the platform already led to the loss of one volunteer and discontent of others. It often happens that an offer is sent to a specific volunteer and despite the volunteers' acceptance of this offer, the PASS platform sometimes does not assume the acceptance. In some cases this has led to some volunteers exercising their volunteering period without an accepted offer. This problem is somehow solved with the solutions mentioned above, but is important to say that the PASS platform does not accept discontinuous volunteers (volunteers that do intervals during their volunteering time), even though there is no reference to the non-acceptance of these volunteers within the project. This problem may compromise volunteers who want to do further applications for other ESC volunteering, since the time shown in the platform will be more than the real volunteering time. Some partners, like SPEA, still cannot send public placements in the PASS platform, they can only send placements to a specific volunteer. In addition, it was noticed that the placements sent in the platform are only visible for a short time (like 1 or 2 days) and sometimes the placements are not visible at all.

Due to the lack of adhesion from the national volunteers the partnership, with EASME acknowledgement, beneficiaries decided to accept international volunteers too.

Long periods of volunteering have also proved to be a problem in recruiting volunteers that wanted to stay for less time. To overcome this situation, as explained on 1PR, the partnership decided to change the volunteering period from 2 to 12 months.

The problems mentioned above led to a delay in the other actions, namely the action A.3, Concerning the joint volunteering programme. The partnership agreed to give priority to the actions with other volunteering actions until they were stable, and build the necessary knowledge to deal with long term volunteers.

There was some incoherence found in the description of action A.3 in the application, as reported under the description of action A.3, namely the fact that though 30 joint volunteers were foreseen in total, only 18 volunteers were foreseen to be received by beneficiaries (please see the description of the action for more detail). But, with the situations explained in the respective action, in BCSD, SPEA and APA-ARHA Algarve, the number of joint volunteers that are foreseen to rotate between the partners are, not the 18 as is in the application, but 12. To overcome this gap an extra effort will be done by beneficiaries to receive more joint volunteers than foreseen in the application.

The reimbursement of the travels was not foreseen for the joint volunteers, so the partnership has decided that Montis will support the travels from and to the country of the volunteer. The various partners receiving the joint volunteer will pay travels between partners. There was also an error found in the application since RV had foreseen to receive 6 volunteers (action A.9), but have budget to reimburse the travels of 14 volunteers. This money will be used to welcome more volunteers.

To make it up for the delays, it may happen that the beneficiaries may have to extend their period for receiving volunteers to keep up with the numbers expected in the application, without extending the project period.

The teaser had some delay because of the delay with the receiving of the volunteers consequently the filming of the TV Serie was compromised too. The episode on “Business and Natural Capital” between BCSD and PlaySolutions also had a delay because of changes in the staff of BCSD, that did not allow them to complete their part in the expected time.

Delays in the project’s communication have also happened, due to all the above stated, mostly with the Communication Program and with the conclusion of the project’s website. An extra effort was made and these two deliverables are ready since January 2019. Efforts were done to offset these situations and now these delays are solved.

MARCA ADL will not need to use the budget to reimburse the volunteers’ travels, since the organisation works with local volunteers. This budget will be used to welcome more volunteers in MARCA ADL.

The foreseen expenses of personnel for the beneficiary Playsolutions, namely Camera Operator, Camera Assistant and Film Director, make more sense to be in External Assistance (F3) since there are various persons doing the works, during discontinuous periods of time, acting as service providers for the company. In the consumables cost category (F4) some changes were made too. he foreseen 8 XQD cards are no longer the best technology in the market, and will be switched to 1 external recorder, that costs the same price and has more advantages. The CASSETES HD CAM item is outdated, the TV station was updated and now they accept digital support. Because of that PlaySolutions will no longer need to by CASSETES HD CAM, and they will change for digital support that are hard drives (the price is the same). This will be for delivery uncompressed files of the series.

For the period to which this report refers to, the financial execution of BCSD Portugal will fall short, mainly due to the changes in human resources that took place between May and October, and due to the fact that the acquisition of services for the production of the brochure on natural capital for companies still hasn’t happened. Apart from this, there were some changes in the daily rates of BCSD when comparing to the application. They are different for three reasons: 1) the values in the application were the values practice in 2017; 2) there were salary increases in the year of 2018, and 3) there were changes in the members of the team. So, the changes were, regarding the daily rates: for the Secretary General, who was changed to a different person, a raise from 279 to 379€; the Director (in 2018) got a raise, from 150 to 178€; the Communication Manager also got a raise, from 115 to 142€; the Adviser has changed to a different person, with a decrease from 122 to 86, because it was employed a junior employee.

On a first analysis of the actions to be carried out by SPEA in Azores, they realised that control of IAS with application of phytopharmaceuticals was not feasible nor interesting for the volunteers. The areas of intervention had already been controlled, so in most cases the maintenance intervention that the volunteers are going to develop will be manual with no need to apply chemical products. Also, some of the applying volunteers were not very keen on applying herbicides. On the other hand, the foreseen budget for transportation was insufficient, considering the need to allocate a car, for six months per year, for the volunteers transport in difficult mountain roads that result in higher needs of maintenance.

For these reasons, SPEA requests to transfer the budget of Certified Training in "Application of phytopharmaceuticals "for IAS control (€ 110/trainee; 12 trainees) in External Assistance; the Safety equipment for application of phytopharmaceuticals (€ 60 / unit); the Phytopharmaceuticals: 700 g of Savy® (58.75 € / 100 gr.) and the 30 Sprayers (€ 8.30 / unit) in Consumables, a total of 2700,15€, to Other costs in order to include car insurance and maintenance of the vehicle used for the volunteering activities.

It was foreseen in the application the hiring in July 2018 of a technician for monitoring of volunteers work for MTV, but this technician had only started on 12th September 2018. Until the coming of the technician, the preparatory work and the preparation of the volunteering

activities were performed by the municipal team which resulted in an increased number of hours dedicated to the project.

In P1A the personnel costs had salary updates since January 2019 with the employees Miguel Teles and Mariana Dias. The daily rate on 2018 was above the estimated. This was mainly due to a price for personnel insurances below the estimated. In 2019, the organization increased the base salaries of some workers, as normal internal procedure. In the pay slip there will be a difference, but at the end the daily rate will be as estimated. That was due to the work insurance hired to be below the foreseen value in the approved application budget and the salaries being considered low for the amount of work developed by both workers. The previously proposed values were defined taking into account the organisation's economic sustainability in need to contribute with the % non-financed by the project. The daily rate in the application was defined for 59 and 67 depending on the workers and functions allocated. Miguel Teles as project coordinator had a predicted daily rate of 67, Mariana Dias and Gil Matos as volunteer monitors had a predicted daily rate of 59. In 2018 the real daily rate of Miguel Teles was 60,93; Mariana Dias was 52,94 and Gil Matos was 49,44. In 2019 the daily rate of Miguel Teles is 56,24; Mariana Dias is 47,29 and Gil Matos 45,29. The values at the moment are low than the predicted considering that the work insurance was cheaper than the application proposal for the tree workers. Furthermore, Gil only started to work in the execution part and as so, received half of the holidays and Christmas allowance in 2018 as legally defined, since the referred year of contract was from July to December.

P1A category of travels foresees monthly coordination meetings between Sintra and Alvão, that aren't happening that often, mostly due to more regular skype meetings and long-distance exchange of information via phone call and email. And taking in consideration the existence of this monthly travels not being used so often and that P1A action A.8. includes a new indicator for working camps with travel needs allocated, the predicted budget for the not used meetings is being used for this.

Regarding the contracting company Boto da Cruz - CREATIVE STUDIO by APA-ARH Algarve, the administrative procedure for the hiring, restarted in 2019 (According to APA internal management and financial rules an administrative procedure that starts in 2018 has to be finished within the same year or it loses its validity. If it doesn't happen within the same year (like it did due to bureaucratic issues) then the procedure is no longer valid in 2019, so a new one had to be done), by the APA-ARH Algarve in conjunction with the Financial and General Resources Department of APA (headquarters) is under way.

Still in APA-ARH Algarve the hiring of a technician has had some problems too. The commitment for the Multi-Annual Expenditure Assumption (2019/2020) for the acquisition of Services was approved by the Secretary of State for the Environment on April 1, 2019. In this sequence, the necessary administrative procedure for the hiring, restarted in 2019, by the APA-ARH Algarve in conjunction with the Financial and General Resources Department of APA, and the final proposal for the selection of the technician will be put for approval by the Board (headquarters) in May 2019 - APA-ARH Algarve is located in Faro while the Financial and General Resources Department of APA is located in Central APA in Lisbon, the headquarters of the organization.

The first payment to the 2 volunteers who started their participation in LIFE VOLUNTEER ESCAPES at the APA-ARH Algarve in mid-September 2018 was only possible in December of that year due to the delay in the administrative procedures associated with their inclusion in the list of payments of the Services, largely as a result of being the first time APA has integrated volunteers with these characteristics. Beginning in January 2019, payments began to be made on a regular basis, monthly.

In November, the Project Manager of the coordinator beneficiary Montis has left the project. To solve the situation, Montis ascended the Assistant to Project Manager, being the person

with more knowledge of the project. A new technician was hired to the Assistant position. Despite the new manager being full-time, the current solution has not increased the general and personnel costs made by Montis. After that, Montis felt again an overload work in the employees that were related to the project. So, to resolve this problem the organisation affected more half a time of an employee to the project. Until this date 3 employees were involved in the project. With that change 3 employees and a half of an employee are involved in the project. This situation happened not only because of the problem mentioned above, but also because Montis have more volunteers for the same time lapse that was initially predict (this happened due to the changes with the volunteers). So, the daily rate for the “Técnico Superior (equivalente a posição 1, NR 11) / Volunteers Monitor” foreseen in the application was 87€, but now is 79,51€. The “Assistant to Project Manager” was foreseen with a daily rate of 61€, but MONTIS is allocating a person with a daily rate of 42,54€. For the “Gestor de Projeto (equivalente a Diretor de Projeto / Chefe de Divisão) / Project Manager (half/time)” was foreseen a daily rate of 220€, but MONTIS is allocating a person a full time for 76,82€. The new person allocated half of time has a daily rate of 73,44€ and as the daily rates are all below that was expected, this change does not mean an increase of what was foreseen in the application.

One thing that was common to all partners was the wrong reimbursement of the travels of volunteers (from/to residence), the value considered until now was the real value expended by the volunteer instead the reimbursement of the total of the equivalent distance category. The issue has been discussed with the NEEMO team and the methodology for reimbursements is now being done as foreseen in the call, according to the tables and calculator.

The requests and explanations are compiled in the “Annex XIII - Requests and Explanations to the European Commission”.



## 6.2. Evaluation of Project Implementation

The project had an initial delay, but since November 2018 most problems have been overcome and the project reached stability. Some beneficiaries are receiving more volunteers at the same time space than it was initially foreseen, and efforts made by beneficiaries have proven worthy since most of the delays have been overcome.

In order to the project has a good progress some changes were done. When the preparations began to welcome the volunteers, since the project has operational plots in small villages (and the opposite too), the beneficiaries found that will be more useful and simpler for the volunteers that in some places, and depending on what the volunteer needs, the organisational support was not managed like was foreseen. Instead, the organisational support was managed in connection with the local conditions. Some partners are giving the lodgement and food to the volunteers instead of giving the money of the organisational support, others are giving only a percentage of the money to the volunteer to buy food, and with the other percentage the association ensures the lodgement and others are giving the total value to the volunteer because they do not feel the necessity to ensure food or lodgement – that happens mostly when the volunteers live close to the beneficiary. As was explained, the largest ones were the acceptance of international volunteers instead of only national volunteers. Since the partnership felt difficulties in arouse interest in the national volunteers. The truly reason is not known, but with the conversations done between the beneficiaries and the possible volunteers, it is believed that most of the Portuguese people that are in the PASS platform, are there because they want to do some volunteering or internship out of Portugal. In addition, and it helped to get worse the problem mentioned above, the partnership has been noticed that most of the possible volunteers do not want to compromise for so long periods of volunteering. This situation is common for national and international volunteers and the partnership solved this with the changing of the volunteering periods for shorter ones. Instead of 6 months to 12 months, the beneficiaries accept since 2 months (42 days of volunteering) until 12 months, with the opportunity to extend their volunteering period after being in the organisation.

A total of 175 ESC volunteers were foreseen to be received. Since the volunteering period has changed, according to the explained above, it is now very difficult to calculate the percentage of volunteers received based on the number of volunteers. Considering this, the calculus was made considering the total amount of days worked so far by all volunteers against the total number of days foreseen in the application for all volunteers. The volunteers received, until the end of March, represent 21% of the total foreseen in application, The objective of welcoming of 100% of the volunteers foreseen is still considered viable, but since some partners started the welcoming later, there may be a need to extend their actions a few months so they can make it up for the initial delays, as was said previously in this report (see the “Annex XII - Volunteers (foreseen and executed)”).

Regarding long term results, nature conservation results are expected to occur. So far the project's volunteers have already intervened directly in more than 50 ha, have planted more than 17500 autochthonous plants and controlled more than 36ha of invasive alien species. The project has already reached 50 schools with awareness raising actions. 3000 people outside the project's volunteers have been involved in the many volunteering activities that the partnership does.

Networking has also been improving significantly. The partners visited other projects, like LIFE Biodiscoveries and LIFE Montado-Adapt. During SEIVA event, organised by APA-ARHAlgarve, a protocol was signed by APA-ARHAlgarve, Monchique Municipality and

Nossa Terra Association with the objective of letting APA-ARHAlgarve intervene in Monchique areas with the ESC volunteers.

In the future it is foreseen that the LIFE project that use volunteers for nature conservation are yet to come could use the lessons learn in this project and the partnership could recommended guidelines for future life calls.

### 6.3. Analysis of benefits

There are direct conservation benefits arising from the project's implementation. Until now, thanks to the project it was achievable more than 25ha of habitats protected by the Habitats Directive, of a total of 50ha intervened in the operational plots. More than 36ha of IAS were controlled. Upwards of 4000 autochthonous trees and shrubs were produced in nursery. About 17500 autochthonous plants were planted in conservation works. Most of these interventions were with local volunteers, that were more than 3000 and with external partners institutions, which have already been around 70.

Regarding awareness raising the project has involved students from 50 schools and more than 3000 people were present in awareness-raising sessions.

This project already gave the job opportunity for 7 qualify people. 3 of them are working in Montis, plus the employee that is working as part-time for the project, 2 of them are currently in P1A and the other 2 are in MARCA ADL and MTV.

Also an effect on local economy and society has been noticed, namely when the volunteers are working in smaller communities. The ESC volunteers, being in the project for periods between 2 months and 12 months, boost local economy, mainly in the small villages. During their stay there is a relevant exchange of experience with local people. Also the importance given to the programme is apparently growing fast amongst local stakeholders, radio, newspapers and other media. Also, the partners that have local volunteers, through the project, are helping the local community directly, since they are helping the young people of that area, like MARCA ADL and MTV.

Also volunteering programmes are one of the best ways to involve people and provide them with a critical/ hands-on look on nature conservation topics. All volunteers involved in the programme (and also participants and volunteers outside the programme that collaborate with the project) are expected to become more aware of these topics, and also to develop a more conscious and critical opinion on them. Therefore, a peer-to-peer effect is also expected from the project, since these volunteers will come back to their countries, share their experience and encourage further interested people to participate in these kind of programmes. Experiencing the programme and nature conservation in the first person gives people that would probably have no particular interest in nature conservation the chance to do it, and develop a closer relation to the topic.

## 7. Key Project-level Indicators

As reported to NEEMO on 24/07/2018 by email, the application did not had attached a KPI indicators table. Together with this email a table with a compilation of the indicators referred in this report was sent. It is to highlight that these indicators, when applicable, are designated on each Protocol signed with the associated beneficiaries. These indicators are being filled since the start of the project, being described by action in the previous chapters (see the folder “Annex XIV - Indicators of the Project”). As foreseen, the indicators will be delivered at the end of the project, at 31/12/2020.

## 8. Comments on the financial report

. In the last report, with the execution until September it was not predictable that in March the project would have the necessary execution to request for another payment. The total percentage of budget spent so far is 21%. This fast increase was due to the quick increase of volunteers welcomed since November 2018, and also consequently more time spent in the monitoring their activities. Some actions still have a low execution rate that is related with the TV Series, since PlaySolutions started hiring a short time ago, and the difficulty to have permission to proceed with purchases and hire by public entities (APA-ARH Algarve).

Other detailed financial matters, including doubts, as was mentioned a document was produced and it is possible to find in “Annex XIII - Requests and Explanations to the European Commission”.

In response to the requested letter concerning the 1<sup>st</sup> NEEMO visit (EASME B3/DO/TH), dated of December 7th 2018, the requested information is in “Annex XV - Reply to the LIFE17 ESC PT 000003 MISMC1LET”. Concerning the letter of the 1<sup>st</sup> Progress Report (LIFE17 ESCPT000003PRLET) the answer is in “Annex XVI - Reply to the LIFE17 ESCPT000003PRLET”.

It is important to refer that the LIFE Financial Reporting excel used is the template in the TOOLKIT. This means that this document is not specific for our project and consequently some formulas are not correct for the project and the volunteers’ categories (F6A and F6B) are not foreseen. So, the partnership created an Excel sheet for each category that isn’t foreseen on the same assumption of the other categorie sheets.

### 8.1. Summary of Costs Incurred

PROJECT COSTS INCURRED			
Cost category	Budget according to the grant agreement in €*	Costs incurred within the reporting period in €	%**
1. Personnel	693760,00	223164,06	32
2. Travel and subsistence	98951,00	19586,29	20
3. External assistance	102516,00	4559,20	4
4. Consumables	75046,00	11071,04	15
5. Other costs	70661,00	4717,38	7
6A. Costs for volunteers (Insurance)	15675,00	753,29	5

6B. Costs for volunteers - Organisational Support	586495,00	86055,41	15
7. Overheads	108798,00	22668,85	21
<b>TOTAL</b>	<b>1751902,00</b>	<b>372575,53</b>	<b>21</b>

\*) If the EASME has officially approved a budget modification through an amendment, indicate the breakdown of the revised budget. Otherwise this should be the budget in the original grant agreement.

\*\*\*) Calculate the percentages by budget lines: e.g. the % of the budgeted personnel costs that were actually incurred

As mentioned above, the overall costs incurred until the end of March represent 21% of the total costs of the project budget. This period of time is roughly 40% of the 3 years of the project, which means that the overall financial execution is below expected. The main reasons behind this are explained in detail in the report, and have to do with the initial delays of the project, which led to a considerable delay on the execution of the more substantial project expenses (namely, the costs with volunteers and personnel costs). Despite these delays, during the first three months of 2019 the financial execution rate has been considerably increased, and this execution rate shall make it up for the initial delays. This means an increasing of more than a half of what was been executed until the last report.

Personnel costs have doubled since the last report, being that mostly because the amount of volunteers received has seen a great increase (and this led to an increase of personnel allocated to the project), and some of the initial delays with hiring are being overcome.

The category 2 (Travel and Subsistence”) also has duplicated the costs. That is mostly because presence in the Platform Meeting “Volunteering for nature conservation”, in Tartu, the beginning of the volunteers welcomed in SPEA (on October) and with that an increase of the employees travels, as the start in November of the raising sessions of BCSD that represent travel expenses too and the start of the working camps of P1A.

External assistance costs are higher than the first report, but the rate is still very low. That is due to the delays with the TV Series, since PlaySolutions started hiring a short time ago and until now did not have significant expenses. Also, APA-ARHAlgarve, as said, had a delay in formalizing the hiring of the Specialized Support to Social Media tools. The foreseen “Assistance Monitors for Support/Guidance of on-field” for Montis, will not happen, because with the staff hired by Montis, this partner no longer feel this necessity. The foreseen “Assistance Monitors for Support/Guidance of on-field” for Montis, will not happen, at least how much that was foreseen, because with the staff hired by Montis, this partner no longer feel this necessity. Since the MONTIS employees can give the necessary support. To make it up for that, Montis decided to organise a workshop of Natural Engineering for all the project’s volunteers and technicians, since Montis will not need Assistance Monitors. This thematic is starting to be relevant in Portugal but is not much explored, so MONTIS though that will be very enriching give that knowledge to the project Monitors and volunteers and with this help to make this type of solutions more visible. That activity will represent around 1000€ of expenses, in a total of 3024€ that is budgeted, having still around 2024€ to spend.

The category 4 (“Consumables”), has increased. Such is related to the continuous work that these volunteers are developing.

Cost category 5 (“Other costs”) is with a very low rate. Costs for transportation will probably not be 100% used.

For cost category 6A the prices of the insurance for the ESC volunteers are lower than expected. Also, the costs for volunteer’s insurance from partners MTV and SPEA are not included because the payment is made yearly and the partners will only pay in the end of the year.

Cost category 6B represents a considerable expenditure in the project expenses so far. This category has increased very significantly since the last report, because the amount of volunteers received increased significantly, and together with that the expenses have also increased. This was also boosted by the fact that some beneficiaries are receiving more volunteers at the same

time than initially foreseen. Also, the correction of the way beneficiaries were reimbursing travel costs to volunteers, has reported, has led to a bigger amount spent on these costs. The life financial reporting from each beneficiary and the life financial reporting consolidated, in addition to going attached on paper, it also goes in digital format attached to this report in “Annex XVII - Life Financial Reporting”.

## 8.2. Accounting system

All beneficiaries are using time sheets for time recording, only the ones that are full time in the project didn't fill timesheets. Some beneficiaries use electronic versions and others manual ones. All the partners try to have the name and code of the project in the invoices, but when this is not possible, each organisation has a stamp with the necessary information.

Montis, has the 193-accounting system code for the LIFE VOLUNTEER ESCAPES project, only. All expenses of this partner have to be approved by the board, and all the salaries and other big expenses, after approved, have also to be approved by the President and Vice-President (it has to be both).

The organisation has one person to manage the financial and administrative part and after all the expenses are classified and organised the organisation sends the documents to Vougaconta, the company that does the accountancy of Montis.

BCSD has the 14100-accounting system code for the project. Every expense is classified with the project stamp and then goes to the company subcontracted for this matter. Every payment, whenever possible is paid with the BCSD's card, if not possible, is paid by the staff and then it is paid back. Every invoice has the social security number of BCSD and then the project stamp is put. Every payment is put in the excel sheet of the financial report of LIFE, with every data that is needed. Every invoice has a number beside the stamp that is the number of the document that is in the excel file.

Regarding the timesheets, every personnel related to the project has its own timesheet which by the end of each month has to be completed. Then it is printed out and signed by the staff member and the General-Secretary.

SPEA uses SAGE as the financial programme and LIFE Volunteer Escapes has the specific code n° 265.

All the staff involved in the project are aware of the budget approved and the costs for each item. The payments are supervised by the coordinator of the project, which is also responsible to classified the documents and fill the financial table of the project which is updated each month. After this supervision, the invoices are sent to the financial department. The payments with values higher than 500€ need the authorization of SPEA' Director. The payments made by bank transfer needs the authorization of 2 persons (Director, Coordinators, or members of the board).

When it's not possible to put in the invoice the code of the project, a stamp is used for that purpose.

If the expenses are paid by the staff, an electronic financial sheet is filled by them with the detailed of each invoice, with the same information as the financial table of the LIFE project. The payment of these sheet follows the same procedure mentioned above.

There is a PDF for each invoice with a reference code using the name of SPEA, the expenses item and a numerical order. And after the payment is made, the PDF with the proof of the payment produced by the bank is connected to the first document.

Concerning timesheet, all the staff involved in the project need to fill it monthly using the electronic form (even the ones with 100% of time must fill timesheets).

For LIFE Volunteer Escapes, the Municipality of Torres Vedras uses the code 246099017 to associate all the costs regarding the project. The approval of small expenses such as bus tickets, is made by Head of Division of the division responsible for the implementation of the project in the Municipality. These expenses are then validated by the Councillor to whom the financial area is regarded. Acquisitions that require spending larger sums of money are directly approved by the Councillor responsible for the financial area.

The contracts and acquisition of services are handled by the Public Procurement Division and the payments are the responsibility of the Financial Division. Both divisions are under the responsibility of the same Councillor, who approves the payments and the procedures for public procurement.

All the invoices are stamped with the project stamp to allocate the expenses.

Rota Vicentina has an internal employee to manage all the financial procedures, the Financial Manager, that organize and prepare all the documents and financial information and data. Then the folders go to an external certified accountant that makes all the formal and official reviews and send the information to the Portuguese Tax Authority and Portuguese Social Security Authority. Specifically about LIFE VOLUTEERS ESCAPES Project, Rota Vicentina has at the moment one external consultant managing the entire LIFE project, with the supervision and orientations of our Executive Director. Soon we expect to integrate that person (LIFE external consultant) in our internal team.

All LIFE expenses quotations are presented by Project Manager to the Financial Manager and preapproved by her (Financial Manager) or by the Executive Director, depending on the amount. Rota Vicentina has also three important internal files that compile all the financial movements. „Treasury planning and control” where the approved amounts for each project are insert by project, categories and the expense estimated month. The 2nd important file is EAL (Expenses Authorization List) where all the information about the expenses is fulfilled by each Project Manager with complete information as „invoice date, supplier name, project, and cost centre (analytical accounting code). Every month that file is used to double check which expenses are from LIFE (or other projects) and the same cost centre is inserted in the 3rd file, the “Bank Accounts and cash movements register” after the expense is paid, and this 3rd file is monthly sent to the external certified accountant. Rota Vicentina has 11 cost centre codes to LIFE VOLUTEERS ESCAPES Project.

To ensure that invoices contain a clear reference to the LIFE project, after an internal approval, Rota Vicentina, contacts, by email, the supplier to approve a quotation for a LIFE expense and informs him/her that the invoice or receipt as to have a mandatory data plus the service or product description: “LIFE VOLUNTEER ESCAPES / LIFE17 ESC/PT/003”. When the invoice arrives, the Project Manager checks if the mandatory data is there, if yes, she sends the invoice to the Financial Manager to be paid. If the expense is documented through a receipt emitted at the moment, such as meal, or toll, for example, it is always asked the supplier to insert the mandatory data in the receipt, if that is not possible Rota Vicentina identifies the expense with the LIFE stamp. All the payments made by bank account are authorized by two members of the board through a security code sent, by the bank, to their mobile phones.

Regarding the timesheets, every personnel related to the project has its own timesheet, electronically full filed until the end of each month. The completed timesheets are printed and signed by the staff member and the Executive Director. The Financial Manager and Project Manager use that timesheets to confirm the amount that should be paid to the staff. With that

information and the information inserted in the “Bank Accounts and cash movements register” file, the Financial Manager keeps the „Treasury planning and control” file always updated.

MARCA ADL have different codes to the different actions of the project. It means, “A1 - Co-Definition of Joint Volunteering Program and Preparation of Individual Volunteering Plans” has the code 110; “A2 - Updating Information on Concrete Conservation Areas and Detailing Conservation Activities/Tasks” has the code 111; “A5 - Volunteering Activities for Green Infrastructure within the Municipality of Montemor-o-Novo” has the code 112; “B4 - Networking with other LIFE projects/teams” has the code 113; “C1 - Overall Project, Partnership and Stakeholder Management” has the code 114; “C2 - Overall Management of the ESC Volunteering Cycle” has the code 115; “C4 - Monitoring project outputs and impact in LIFE performance Indicators and the local socio-economy” has the code 116; “Overheads” has the code 117. The project expenses are all recorded with the respective cost center and are validated monthly by two people from the headboard.

PLAYSOLUTIONS code for the Life Volunteer Escapes project is 10. Every expense is classified with the project stamp or add on the observation section on the invoice and then goes to the accounting. Every payment, whenever possible is paid by PlaySolutions card or bank transfer, when is not possible, the staff member pays and then it is paid back. Every invoice has PlaySolutions VAT number. Every payment is add in the excel sheet of the financial report and every invoice has a number of the document that is in the excel file.

Regarding the timesheets, every personnel related to the project has its own timesheet which by the end of each month has to be completed. Then it is print out and signed by the staff member and the CEO. External Assistance or Other Costs have invoices or Recibos Verdes also with the project stamp and payed by bank transfer.

PLANTAR UMA ÁRVORE - ASSOCIAÇÃO code for the LIFE VOLUNTEER ESCAPES project is P1A LIFE17 ESC, and category of expense related with the project is allocated to the previous described code. The association as support of a financial office and the expenses are, whenever possible payed with P1A card and, when is not possible, the staff member pays and then it is paid back by bank transfer. Every invoice has P1A VAT number and the Life project code or, in alternative when is not possible, the Life Stamp. The supplier for the expenses, when in need, is usually selected by direct award procedure. Every payment is add in the financial reporting Excel sheet with the number of the document that is in the financial reporting Excel. Since the three P1A workers are full time in the project, as detailed in each work contract, no timesheet is being made and signed.

APA, Public Institution, does not have an autonomous accounting cost center. Although there is no autonomous accounting cost center, the specific project expenses are identified in the procurement procedures with the indication of the LIFE project code, allowing individualization and correct identification. As regards common expenditure, for example the salaries and the organisational support for the volunteers, the procedures and criteria defined by the Life Program Regulations are followed for the imputation of this type of expenditure.

### 8.3.Partnership arrangements

In order to facilitate the project management, Montis has created a virtual cloud where all the administrative and financial archive of the project is loaded, with access to all beneficiaries. Until December the partnership was placing the financial execution from 3 to 3 months, but in December, in order to have a more precise idea, the partnership started to place expenses





Actions / sub-actions		2018				2019				2020			
		1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T
Action A.5	Proposed			■	■	■	■	■	■	■	■	■	
	Actual	■											
Action A.6	Proposed			■	■	■	■	■	■	■	■	■	
	Actual	■											
Action A.7	Proposed			■	■	■	■	■	■	■	■	■	
	Actual	■											
Action A.8	Proposed			■	■	■	■	■	■	■	■	■	
	Actual	■											
Action A.9	Proposed				■	■	■	■	■	■	■	■	■
	Actual	■											
Action A.10	Proposed			■	■	■	■	■	■	■	■	■	
	Actual	■											
Action A.11	Proposed			■	■	■	■	■	■	■	■	■	
	Actual	■											
Action B.1	Proposed	■	■	■	■	■	■	■	■	■	■	■	■
	Actual	■											
Action B.2	Proposed	■	■	■	■								
	Actual	■											
Action B.3	Proposed		■	■	■	■	■	■	■				
	Actual	■											
Action B.4	Proposed	■	■	■	■	■	■	■	■	■	■	■	■
	Actual	■											
Action C.1	Proposed	■	■	■	■	■	■	■	■	■	■	■	■
	Actual	■											



