



Programme mandate and responsibility:

Climate and Energy Fund

Programme execution:

Austrian Research Promotion Agency (FFG)



Zero Emission Mobility

Guideline for reporting and project-related public relations activities

**For projects in the ZERO EMISSION MOBILITY programme
Supported with funds from the Climate and Energy fund**

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Dear Grant Recipients!

Your project is supported with funds from the Austrian Climate and Energy Fund. One of the main goals of the Zero Emission Mobility programme is to create noticeable innovative progress in the direction of sustainable technology development and to make these efforts known to a broader public. For this reason, it is not just important to present the programme and its strategy in a manner that is effective with regards to public relations aspects, but also to prepare project results in an effective and easy-to-understand manner.

The instructions, explanations, references and templates for reporting purposes, which are listed below, have been designed to simplify administrative and project-related public relations activities.

This information along with the templates for interim and final reports or accounting and additional templates are available from the homepage of the funding agency (FFG) in the download centre under <https://www.ffg.at/zero-emission-mobility>

We thank you for your support and look forward to working with you!

2 General information

For the purpose of the implementation of this project, the Programme Execution (FFG, Thematic Programmes) will act as the primary contact agency. Please include your six-digit project number with all correspondence and entries.

Contact details

Programme Execution for ZERO EMISSION MOBILITY

Austrian Research Promotion Agency (FFG)
Sensengasse 1, 1090 Vienna
+43/57755 - Ext.
zero-emission-mobility@ffg.at



Contact:

Programme Consultant
DDI Ursula Bodisch / Ext.: 5047
ursula.bodisch@ffg.at

Programme Consultant
DI Dagmar Weigel, MSc / Ext.: 5045
dagmar.weigel@ffg.at

Public relations activities

Your first and direct contact for project-related public relations activities is the Climate and Energy Fund.

Please contact:

Climate and Energy Fund
Mag. Katja Hoyer
Gumpendorfer Straße 5/22
A - 1060 Vienna
Tel.: 01/585 03 90 Ext. 23
0676/400 8 123
katja.hoyer@klimafonds.gv.at
www.klimafonds.gv.at



3 Reporting: Interim and final reports

Generally there are two types of reports:

- internal reports which will not be published and
- reports for PR (for details see Chapter 3 and 4).

All information in chapter 2 refers the internal reports only.

The objective of **interim reports** is to provide a conclusive description of preliminary results (activities report), an outlook on the future course of the project and to highlight the costs incurred during the reporting period. A **final report** consists of an activities report and detailed documentation of project results, as well as a final accounting form (eCall). Regardless of the language of the approved application, internal reports must be written in English. Supplementary information, specifications, attachments etc. must also be in English. A translated German version of the reports for PR must be provided upon request.

Project costs must be shown using the **online eCall accounting form**. All project costs incurred to date must be listed in this form.

Dates for internal report submissions

The **dates for report submissions** are defined in the contract:

- For flagship projects, a **status report with all relevant information** (see template) on the current project status must be submitted to advisory committee members at least 14 days prior to the meeting of the project-related advisory committee.
- For all projects **interim reports** must be submitted via the eCall-System at least 1 month following the end of the respective reporting period, as per the contract.
- For all projects **final reports** must be submitted via the eCall-System at least 3 months following the end of the respective reporting period, as per the contract.

FFG (project officer) must be notified in writing of any project-related delays in the submission of interim and final reports at least one month prior to the relevant submission deadline (interim or final report), and a written request (no form required) must be made for a corresponding **cost-neutral extension** to the deadline. The extension request must be justified with sound arguments.

Submission of reports

Interim and final reports have to be submitted by using the eCall-system of FFG.

Preparation of interim and final reports, general formatting requirements

Reports must be uploaded under the respective category (interim or final report) using eCall. The reports do not have to be additionally submitted in paper form.

→ **Structure of interim and final report (see template)**

Each report consists of three parts:

- Summarizing report for PR (see Section 4)
- Activities report as per the interim and final report form
- eCall Accounting form (see <https://www.ffg.at/recht-finanzen/kostenleitfaden>)

→ **Text format**

- The format of the templates have to be used.

→ **Quotations, Internet sources**

Please adhere to the generally accepted quotation rules.

Internet sources: Please list the precise URL as well as date on which page was accessed:

<http://www.klimafonds.gv.at/> (e.g. Accessed on: 30 January 2010)

Changes to the course of the project

Requests for the **shifting of costs** (between partners or/and cost categories) - as well as other changes to the course of the project - must be directly forwarded to FFG using a written request (forms are available at: <https://www.ffg.at/Kostenumschichtungen>).

With respect to a request for a **change of / replacement of project partners** after the contract has been concluded, we will require the following documents **via eCall**:

- Official letter from applicant and all concerned partners with signature and stamp
- New project partner's company register excerpt and annual financial statements for the last 2 fiscal years
- Revised Cost Plan
- Accounting of exiting project partner
- CVs of employees of new project partner
- Modified consortium agreement
- Table for shifting costs (<https://www.ffg.at/Kostenumschichtungen>).

4 Information for publications and project presentations

As part of the public relation activities for the Zero Mission Mobility, the Climate and Energy Fund intends to present the project results in programme-specific print materials and on the www.klimafonds.gv.at website.

Own activities, such as publications, public appearances at events and own network activities with other project participants of Zero Emission Mobility, which are related to this project, must be conducted in close cooperation with the Climate and Energy Fund. In this vein, suitable references must be made to the Zero Emission Mobility programme and the Climate and Energy Fund.

- The Climate and Energy Fund logo must be visibly displayed on all publications, event programme or websites, and any other forms of display used to communicate your project.
- The logo can be downloaded from the homepage of the Climate and Energy Fund



(www.klimafonds.gv.at). If you require a different file format, please contact the Climate and Energy Fund by e-mail: kommunikation@klimafonds.gv.at.

Publications or articles about the project in magazines must include the following paragraph:

This project is supported with funds from the Climate and Energy Fund and implemented in line with the "Zero Emission Mobility" programme.

- **Websites** which present your project must include the above-mentioned logo and paragraph, and provide the corresponding links to the programme's homepage (www.klimafonds.gv.at).
- For the further distribution of the results, any information that is suitable for public relations purposes and which has been prepared as part of the project (e.g. project summaries, press releases, folders, information sheets, articles etc.) should be forwarded in digital format to the Climate and Energy Fund at kommunikation@klimafonds.gv.at. This will allow the Climate and Energy Fund to provide targeted and requirements-based support for the distribution of your results.
- A **current project summary** (see Section 4) will be presented on the Fund's homepage.

5 Presentation of project on the KLI.EN homepage (project summary)

All supported projects have to be presented on the homepage of the programme and can be accessed via the programme website www.klimafonds.gv.at. To this end the Climate and Energy Fund provides a special guide for PR (details: <https://www.klimafonds.gv.at/ausschreibungen/richtlinien-service-fuer-foerdernehmer/>).

According to this guide, the consortium has to submit

- at the latest 4 weeks after the contract is drawn up
- with each interim report
- with the final report

a summarizing report, suitable for publication. A template for this report can be downloaded: <https://www.klimafonds.gv.at/ausschreibungen/richtlinien-service-fuer-foerdernehmer/>

These reports have to be submitted to FFG via eCall-system.

6 Information for events and workshops

Events of the Climate and Energy Fund:

All grant recipients will be required to attend events organised and hosted by the Climate and Energy Fund (e.g. start-up and interim workshops, public events to present project results).

Other events with a public character:

All planned activities that are suitable for public relations activities (particularly events and publications) must be coordinated with the Climate and Energy Fund - Public Relations sections - in a timely manner.

For events with a public character (e.g. internal expert discussions, symposia, workshops, conferences), the following information must be sent prior to the event by e-mail to kommunikation@klimafonds.gv.at, with a copy to zero-emission-mobility@ffg.at:

- Type of event (conference, workshop etc.)
- Project title and/or event title
- Objective of event (content-related expert discussion, distribution measures, presentation that generates media attention, ...)
- Time and place

The Climate and Energy Fund logo must be clearly visible during your presentations (see 3. Information for publications and project presentations).

The Climate and Energy Fund would also be pleased to assist you with publicizing your events.

Internal project meetings

The programme mandate (Climate and Energy Fund) and the programme execution (FFG, Thematic Programmes) are looking forward to receive timely information regarding internal project team meetings (e.g. kick-off events, exams, smaller workshops or similar), and would be pleased to attend your meetings where possible, in order to learn more about your methods and interim results.

7 Templates for reporting purposes

The templates for the interim, final and status report as well as the accounting form may be downloaded at:

<https://www.ffg.at/zero-emission-mobility/reports>

The template for the summarizing PR-report may be downloaded at

<https://www.klimafonds.gv.at/ausschreibungen/richtlinien-service-fuer-foerdernehmer/>