

BEST

VOLUNTARY SCHEME FOR BIODIVERSITY AND ECOSYSTEM SERVICES IN TERRITORIES OF EUROPEAN OVERSEAS



Becas LIFE4BEST Control e Informes



For more information
<http://ec.europa.eu/best/>
<https://portals.iucn.org/best/>

British Antarctic Territory (BAT)

Adélie Land

Fase de implementación-

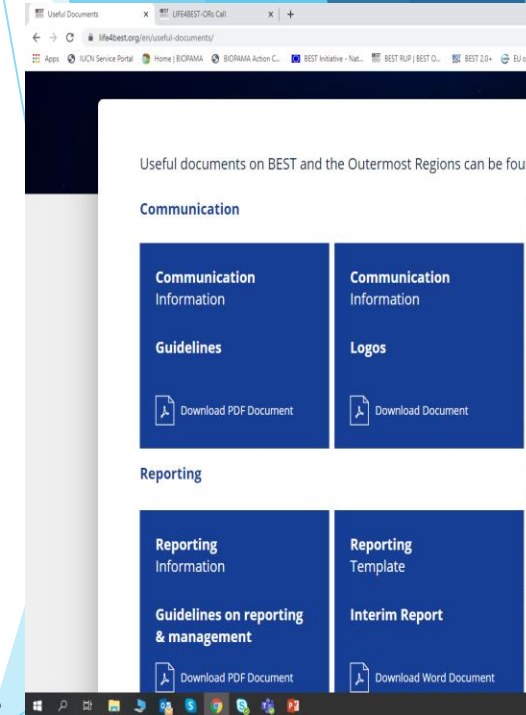
Tres pasos clave!

1. Revisa y actualiza la información sobre los proyectos. Asegúrate de que tu proyecto está incluido en la sección dedicada al “Monitoring and Reporting”.

Familiarízate con el nuevo portal de LIFE4BEST, es tu herramienta!

2. Prepárate para las próximas convocatorias e informes mensuales. Hay recursos disponibles (plantillas y directrices) en el portal.

3. Revisa y actualiza el marco lógico utilizando la tabla de Excel. Esto es clave para permitir la evaluación. Por favor, utiliza los indicadores de BEST - No los cambies, ni los mezcles.



El portal LIFE4BEST es tu herramienta!

1) Ve al portal LIFE4BEST e inicia la sesión

<https://www.life4best.org/>

BEST
VOLUNTARY SCHEME
FOR BIODIVERSITY AND
ECOSYSTEM SERVICES
IN TERRITORIES OF
EUROPEAN OVERSEAS

Register Login FR

Launch of the **1st**
LIFE4BEST-ORs Call
on the **18th November 2019**

Deadline for submission is 16th December 2019 at 23:59 (CET)

26 Days 4 Hours 1 Minutes 27 Seconds

The LIFE4BEST-ORs Programme
(hereafter LIFE4BEST) continues

Guidelines for applicants for
the first call for proposals

2) Ve a la página “Monitoring and Reporting”

The screenshot displays the 'Monitoring and Reporting' page of the Life4BEST website. The page is titled 'MONITORING' and features a sidebar on the left with navigation options: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (highlighted in red), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area shows a grid of 12 proposal cards, each with a 'VIEW' button. The cards are organized by year (2019) and region (M, A, IO, C). A filter by region dropdown is visible at the top left, and an 'Export Proposals' button is at the top right. The user's name 'Carole Martinez' and language 'English' are displayed in the top right corner.

Year	Region	Proposal ID	Action
2019	M	2019-M-9	VIEW
		2019-M-86	VIEW
		2019-IO-80	VIEW
		2019-IO-128	VIEW
A	A	2019-A-32	VIEW
		2019-A-67	VIEW
		2019-A-74	VIEW
		2019-C-38	VIEW
IO	IO	2019-IO-40	VIEW
		2019-IO-51	VIEW
		2019-IO-53	VIEW
		2019-IO-89	VIEW
C	C	2019-IO-140	VIEW
		2019-IO-92	VIEW
		2019-C-124	VIEW
		2019-C-138	VIEW

2) En esta página, selecciona tu proyecto

The screenshot shows a web browser window displaying the 'MONITORING' page of the Life4BEST website. The browser's address bar shows the URL '2019.life4best.org/monitoring'. The page features a blue sidebar with navigation options: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area is titled 'MONITORING' and includes a 'Filter by region' dropdown menu and two buttons for the years '2019' and '2020'. A green 'Export Proposals' button is located in the top right corner. The page displays a grid of 20 project proposal cards, each with a unique ID and a 'VIEW' button. The card for '2019-IO-40' is circled in red. The user's profile 'Carole Martinez' and the language 'English' are visible in the top right corner.

Project ID	Action
2019-M-9	VIEW
2019-A-32	VIEW
2019-A-67	VIEW
2019-A-74	VIEW
2019-M-86	VIEW
2019-IO-40	VIEW
2019-IO-51	VIEW
2019-IO-53	VIEW
2019-IO-80	VIEW
2019-IO-89	VIEW
2019-IO-140	VIEW
2019-IO-92	VIEW
2019-IO-128	VIEW
2019-C-38	VIEW
2019-C-124	VIEW
2019-C-138	VIEW

3) Revisa y completa con tu "regional focal point" la información de tu convenio becario

The screenshot shows a web browser window with the URL 2019.life4best.org/monitoring/edit/1/1330. The page title is "EDIT MONITORING". In the top right corner, there is a language selector set to "English" and a user profile for "Carole Martinez". The main content area displays "Proposal Reference: 2019-IO-40" and three white rectangular buttons: "Grant Agreement", "Approved Logframe", and "Reporting". The "Grant Agreement" button is circled in red. On the left side, there is a blue sidebar menu with the following items: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (which is selected and has a checkmark), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The sidebar also features the LIFE4BEST logo and the European Union flag. At the bottom right of the page, there is a copyright notice: "© 2021, LIFE4BEST-ORs Call".

3) Revisa y completa la información de tu convenio becario

Home - Life4Best Website | LIFE4BEST-ORs Call

2019.life4best.org/monitoring/edit/1/1330

English | Carole Martinez

EDIT MONITORING

Proposal Reference: 2019-IO-40

Grant Agreement - 2019-IO-40

Number of contract:

Name of Organisation: Vie océane

Bank account:

View Contract Details

SAVE PROGRESS

Submit

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3) Revisa y completa la información de tu convenio becario

The screenshot displays the 'Grant Agreement - 2019-IO-40' form on the Life4BEST website. The form is divided into several sections:

- 1. Project title:** MesoRun
- 2. Region:** IO - Indian Ocean
- 3. Geographic scope:** Geographic scope
- 4. Start date:** 2020-06-30
- 5. End date:** 2021-08-30
- 6. Duration (in months):** 14
- 7. Main LIFE4BEST objective addressed by the project:** Conservation of biodiversity and ecosystem services (selected)
- 8. Second LIFE4BEST objective(s):** (None selected)
- 15. Target group(s):** (None selected)

The sidebar on the left includes the following navigation options:

- DASHBOARD
- PROJECT PROPOSALS LIST
- TRANSLATIONS
- MESSAGING
- GRANT MONITORING & REPORTING
- CLARIFICATION REQUESTS
- PROPOSAL EVALUATION
- REPORTS
- USER MANAGEMENT

The top of the page shows the browser address bar with the URL '2019.life4best.org/monitoring/edit/1/1330' and various browser extensions.

4) Control e Informes

The screenshot displays the 'EDIT MONITORING' interface for a proposal with reference '2019-IO-40'. The page features a blue sidebar on the left with navigation options: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (highlighted with a checkmark), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area shows the proposal title and three reporting buttons: 'Monthly Progress' (circled in red), 'Technical Reporting' (circled in green), and 'Financial Reporting' (circled in yellow). Below these buttons is a green bar with the text '+ Add New Reporting Period'. The top right corner shows the user's name 'Carole Martinez' and the language 'English'. The browser's address bar shows the URL '2019.life4best.org/monitoring/edit/1/1330'.

4) Control e Informes

Actualizaciones mensuales

EDIT MONITORING

English Carole Martinez

Proposal Reference: 2019-IO-40

Reporting

Monthly Progress Technical Reporting Financial Reporting

+ Add New Reporting Period

Haz click en "monthly update"

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4) Control e Informes- Actualizaciones Mensuales

The screenshot shows a web browser window with the URL 2019.life4best.org/monitoring/report/1/1330/19. The page title is "MONITORING REPORT". The user is logged in as "Carole Martinez" and the language is set to "English".

The main content area is titled "Proposal Reference:" and includes a dropdown menu with the text "Please select status". To the right, there is a "Reporting" dropdown menu.

Below this, the "Monthly Progress" section contains two date input fields: "Start date" and "End date".

The "Field Activity" section has a text input field for "Insert Title", followed by "Start date" and "End date" input fields, and a "Status" dropdown menu. Below these is a "Comments" section with a text area and an "Add Comment" button.

The "Event/Meeting" section has a text input field for "Insert Title", followed by "Start date" and "End date" input fields, and an "Event Description" text area.

At the bottom, there is a text input field for "Upload Meeting report/minutes" and an "Upload" button.

A green button labeled "+ Add New Document" is visible in the background.

A large blue starburst callout bubble is overlaid on the right side of the page, containing the text: "Proporcionar información cada mes antes de tu llamada mensual".

4) Control e Informes- Informe técnico

The screenshot displays the 'EDIT MONITORING' interface for a proposal with reference '2019-IO-40'. The user is logged in as 'Carole Martinez'. The interface features a left-hand navigation menu with options like 'DASHBOARD', 'PROJECT PROPOSALS LIST', and 'GRANT MONITORING & REPORTING'. The main content area has three tabs: 'Monthly Progress', 'Technical Reporting' (which is circled in green), and 'Financial Reporting'. Below the tabs is a green bar with the text '+ Add New Reporting Period'. A blue starburst graphic with the text 'Haz click en "technical reporting"' is overlaid on the interface. The bottom of the screen shows a Windows taskbar with the date '28/01/2021' and time '14:59'.

4) Control e Informes- Informe técnico

The screenshot shows the 'MONITORING REPORT' page in the Life4BEST system. The interface includes a sidebar with navigation options like 'DASHBOARD', 'PROJECT PROPOSALS LIST', and 'REPORTS'. The main content area has a 'Proposal Reference' dropdown, a 'Reporting' dropdown, and 'Technical Reporting' fields for 'Start date' and 'End date'. A large white box with a '+ UPLOAD REPORT' button is highlighted by a blue arrow and the text 'Especifica el período del informe'. Below this, there are buttons for 'Download Interim report template' and 'Download final report template'. A 'Clearance' section shows radio buttons for 'Cleared Under Conditions', 'Cleared', and 'Not Cleared'. At the bottom, there are 'Validate Report', 'Add Comment', 'SAVE PROGRESS', and 'Submit' buttons. A blue arrow points to the 'Validate Report' button with the text 'Sube el informe aquí'. A large blue text overlay at the bottom reads 'RFP : Revisa y consulta con la Secretaría para su validación'.

Especifica el período del informe

Sube el informe aquí

RFP : Revisa y consulta con la Secretaría para su validación

4) Control e Informes- Informe financiero

The screenshot shows a web browser window with the URL 2019.life4best.org/monitoring/edit/1/1330. The page title is "EDIT MONITORING". The main content area displays "Proposal Reference: 2019-IO-40" and a "Reporting" dropdown menu. Below this, there are three tabs: "Monthly Progress", "Technical Reporting", and "Financial Reporting". The "Financial Reporting" tab is highlighted with a yellow circle. A green button labeled "+ Add New Reporting Period" is located below the tabs. A blue starburst graphic with the text "Haz click en 'financial reporting'" is overlaid on the page. The left sidebar contains a navigation menu with items: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The footer of the page includes the copyright notice "© 2021, LIFE4BEST-ORs Call".

Haz click en
"financial
reporting"

4) Control e Informes- Informe financiero

The screenshot shows the 'MONITORING REPORT' page for a proposal. The left sidebar contains navigation options: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area includes a 'Proposal Reference' dropdown, a 'Financial Reporting' section with a 'Reporting' dropdown, and a 'REMINDER' box listing required supporting documents. Below this are 'Start date' and 'End date' input fields. A large green box contains a '+ UPLOAD REPORT' button. At the bottom, there is a 'Supporting Documents' section with a 'Download Guidance on Reporting Documents' link and a '+ Add Supporting Documents' button. A 'Clearance' section has radio buttons for 'Cleared Under Conditions', 'Cleared', and 'Not Cleared'. At the bottom right, there are 'Validate Report' and 'Add Comment' buttons. Two blue arrows point to the date fields and the upload button, with Spanish text annotations: 'Especifica el período del informe' and 'Sube el informe aquí'.

MONITORING REPORT

English Carole Martinez

Proposal Reference:

Reporting

Financial Reporting

Financial reports have to be in line with the progress reports and expenses reported in line with the activities and actions detailed in the progress report.

REMINDER:

Supporting documents are required to prove the eligibility of costs:

1. Proof of cost – contract, invoice, receipt
2. Proof of payment – bank statement
3. Evidence of work – deliverable

Start date End date

Especifica el período del informe

Sube el informe aquí

Supporting Documents [Download Guidance on Reporting Documents](#)

Clearance Cleared Under Conditions Cleared Not Cleared

4) Control e Informes- Informe financiero

The screenshot shows a web browser window with the URL 2019.life4best.org/monitoring/report/1/1330/21. The page features a blue sidebar with navigation options: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area includes a '+ UPLOAD REPORT' button, a 'Supporting Documents' section with a 'Download Guidance on Reporting Documents' link, and a list of document categories: 1. Human resources, 2. Travel, 3. Equipment and supplies, 4. Local office costs, and 5. Other costs, services. A blue starburst callout box is overlaid on the list, containing the text: 'Haz click en “Add supporting documents” y comienza a subir tus documentos, facturas, justificaciones de pago, etc.'. At the bottom, there are radio buttons for 'Clearance' (selected), 'Cleared Under Conditions', and 'Not Cleared', followed by the text 'RFP : Review report and consult Secretariat for validation', a 'Validate Report' button, and an 'Add Comment' button.

Haz click en “Add supporting documents” y comienza a subir tus documentos, facturas, justificaciones de pago, etc.

RFP : Review report and consult Secretariat for validation

Validate Report

Add Comment

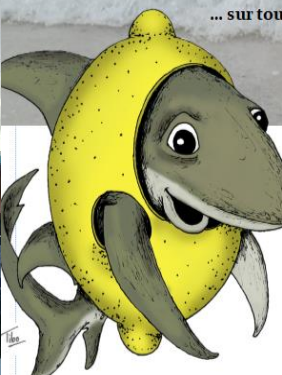


Have fun!



Les bébés requins sont de retour !

Nous avons besoin de vos yeux attentifs en mer mais aussi sur la plage...
... sur toutes les Antilles françaises !




C'est la saison des naissances, que vous soyez en bateau, en paddle, en kayak (...) ou même à pieds le long de la plage, vous aurez peut être la chance de les rencontrer.

**Soyez nos « yeux de la mer » :
contactez nous en cas d'observation !**

Qui sait, vous allez peut être découvrir une nouvelle nurserie de requins dans les Antilles françaises...

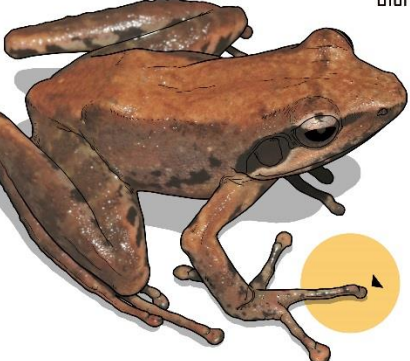
Sharkement,
L'équipe de Kap Natirel



contact@kapnatirel.org
org
es françaises

Grenouille de Mayotte

Blommersia sp.




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