

# BEST

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



## LIFE4BEST Grants Monitoring & Reporting

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

### Legend

- EU Overseas Countries and Territories (OCTs)
- EU Outermost Regions (ORs)
- African, Caribbean and Pacific states and island states of the EU
- Exclusive Economic Zone (EEZ)
- BEST projects funded in 7 EU OCTs & project focus



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

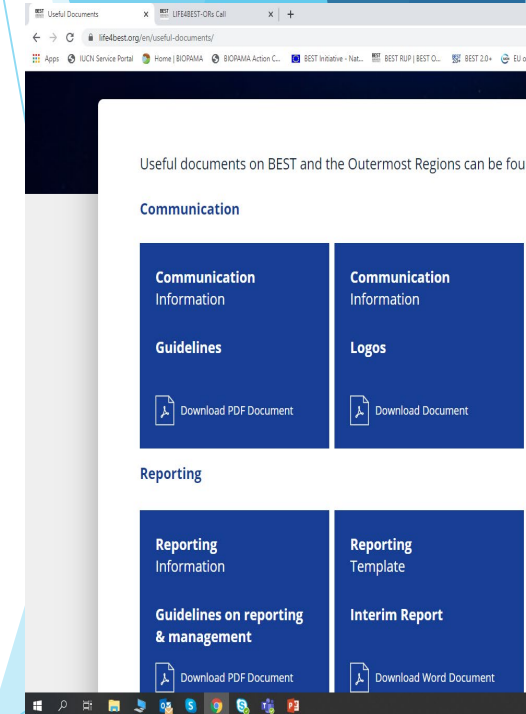
# Implementation phase - Three key steps!

1. Review/Update information of projects. Double check your project info in the new Monitoring and Reporting page.

Get used to the LIFE4BEST portal it is your tool!

2. Prepare yourself with the coming monthly calls and reports. Resources are available (templates and guidelines) on the portal.

3. Review/Update logical framework using the excel table. This is key for enabling the evaluation. Please use the BEST indicators - Don't change/mix them

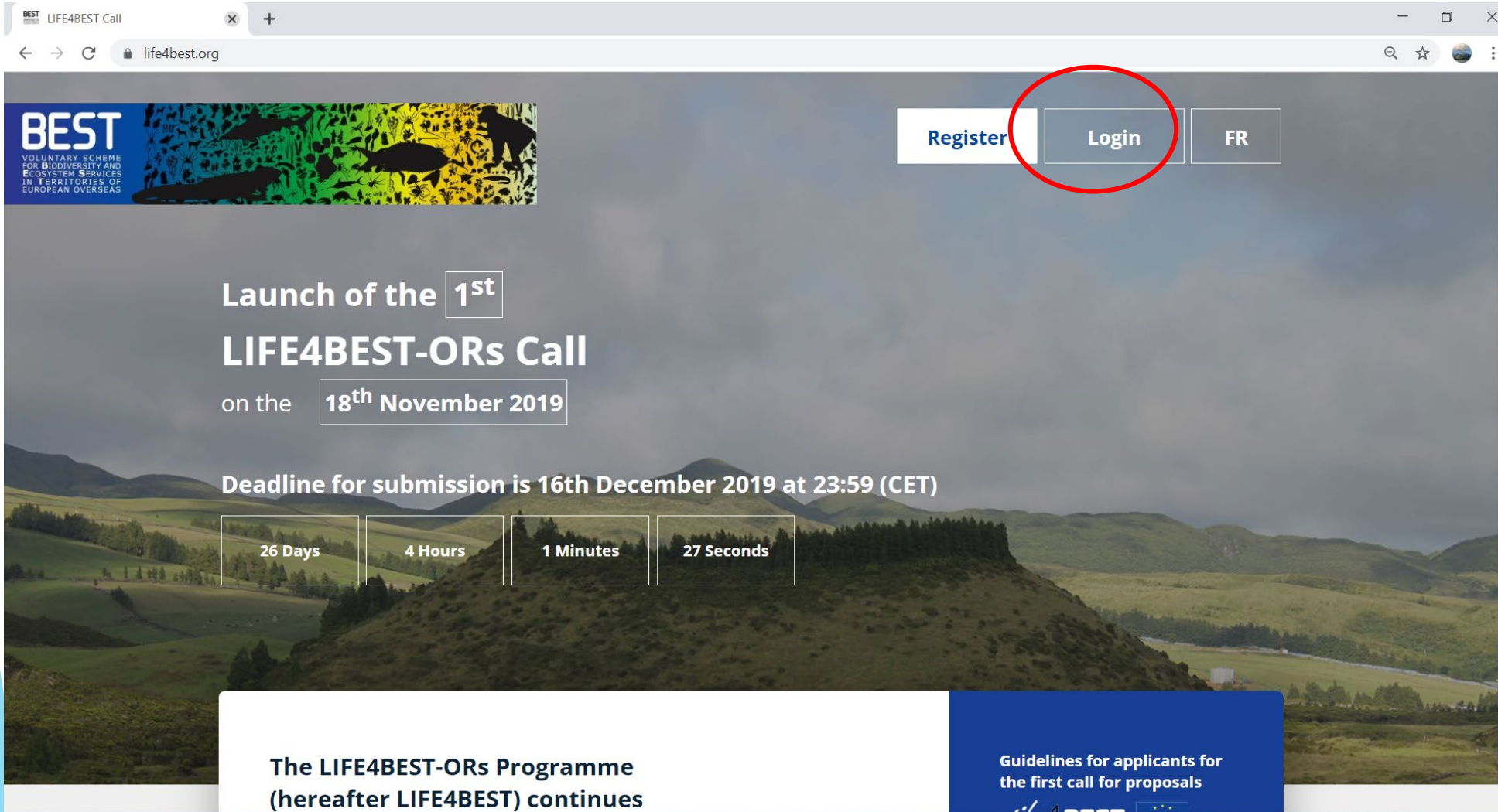




# The LIFE4BEST portal it is your M&R tool!

## 1) Go to LIFE4BEST web page and login

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



The screenshot shows the LIFE4BEST portal website. The browser address bar displays "life4best.org". The website header includes the BEST logo (BEST VOLUNTARY SCHEME FOR BIODIVERSITY AND ECOSYSTEM SERVICES IN TERRITORIES OF EUROPEAN OVERSEAS) and navigation buttons for "Register", "Login" (circled in red), and "FR". The main content area features a large background image of a mountain landscape. Text on the page includes: "Launch of the 1<sup>st</sup> LIFE4BEST-ORs Call on the 18<sup>th</sup> November 2019", "Deadline for submission is 16th December 2019 at 23:59 (CET)", and a countdown timer showing "26 Days", "4 Hours", "1 Minutes", and "27 Seconds". At the bottom, there are two sections: "The LIFE4BEST-ORs Programme (hereafter LIFE4BEST) continues" and "Guidelines for applicants for the first call for proposals".

## 2) Go to the Monitoring and Reporting page

The screenshot shows the Life4BEST Monitoring and Reporting page. The left sidebar contains a navigation menu with the following items: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (highlighted with a red circle), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area displays a grid of 12 proposal cards, each with a 'VIEW' button. The top of the page includes a header with the Life4BEST logo, a filter by region dropdown, and a user profile.

2019	2020		
2019-M-9 <a href="#">VIEW</a>	2019-A-32 <a href="#">VIEW</a>	2019-A-67 <a href="#">VIEW</a>	2019-A-74 <a href="#">VIEW</a>
2019-M-86 <a href="#">VIEW</a>	2019-IO-40 <a href="#">VIEW</a>	2019-IO-51 <a href="#">VIEW</a>	2019-IO-53 <a href="#">VIEW</a>
2019-IO-80 <a href="#">VIEW</a>	2019-IO-89 <a href="#">VIEW</a>	2019-IO-140 <a href="#">VIEW</a>	2019-IO-92 <a href="#">VIEW</a>
2019-IO-128 <a href="#">VIEW</a>	2019-C-38 <a href="#">VIEW</a>	2019-C-124 <a href="#">VIEW</a>	2019-C-138 <a href="#">VIEW</a>

## 2) Go to the Monitoring and Reporting page

### Select your project

The screenshot displays the 'MONITORING' section of the Life4BEST website. The interface includes a top navigation bar with the Life4BEST logo and a sidebar with various navigation options. The main content area shows a grid of project cards for the year 2019. The card for project 2019-IO-40 is highlighted with a red circle. The top right corner shows the user's name 'Carole Martinez' and the language 'English'. A green 'Export Proposals' button is located in the top right corner of the main content area.

MONITORING

English Carole Martinez

Export Proposals

Filter by region

2019 2020

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

Navigation sidebar:

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

### 3) Review and complete with your regional focal point grantee the info on your grant agreement

The screenshot displays a web browser window with the URL [2019.life4best.org/monitoring/edit/1/1330](https://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 shows the "Proposal Reference: 2019-IO-40" and three white rectangular boxes: "Grant Agreement", "Approved Logframe", and "Reporting". The "Grant Agreement" box is circled in red. A blue sidebar on the left contains the "Life4BEST" logo and a menu with the following items: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (which is selected with a checkmark), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The footer at the bottom right reads "© 2021, LIFE4BEST-ORs Call".

### 3) Review and complete the info on your grant agreement

Home - Life4Best Website

LIFE4BEST-ORs Call

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

Apps IUCN Service Portal Home | BIOPAMA BIOPAMA Action C... BEST Initiative - Nat... BEST RUP | BEST O... BEST 2.0+ EU overseas | IUCN WorkCompass Inbox (502) - carole... Dictionnaire Françai... Welcome to Asana Login UBS E-Bankin...

EDIT MONITORING

English Carole Martinez

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) Review and complete the info on your grant agreement

The screenshot shows a web browser window with the URL [2019.life4best.org/monitoring/edit/1/1330](https://2019.life4best.org/monitoring/edit/1/1330). The page is titled "Grant Agreement - 2019-IO-40" and includes a "View Original Proposal" button. A left sidebar contains navigation links: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main form contains the following fields:

- 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
  - ☐ Sustainable use of biodiversity, natural resources and ecosystem services
  - ☐ Ecosystem-based climate change mitigation and adaptation
- 8. Second LIFE4BEST objective(s):
  - ☐ Conservation of biodiversity and ecosystem services
  - ☐ Sustainable use of biodiversity, natural resources and ecosystem services
- 15. Target group(s):
  - ☐ Local communities/Indigenous people
  - ☐ Youth
  - ☐ Women
  - ☐ Private sector
  - ☐ Farmers/Fishermen
  - ☐ Local authorities/Subnational government
  - ☐ National government



# 4) Monitoring & Reporting

The screenshot displays the 'EDIT MONITORING' page for a specific proposal. The browser's address bar shows the URL '2019.life4best.org/monitoring/edit/1/1330'. The page header includes the 'LIFE4BEST' logo and the text 'LIFE4BEST-ORs Call'. The main content area is titled 'Proposal Reference: 2019-IO-40'. Below this title, there are three buttons: 'Monthly Progress' (highlighted with a red circle), 'Technical Reporting' (highlighted with a green circle), and 'Financial Reporting' (highlighted with a yellow circle). A green bar at the bottom of this section contains the text '+ Add New Reporting Period'. The left sidebar contains a menu with the following items: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (which is currently selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 14:59 on 28/01/2021.

Home - Life4Best Website x LIFE4BEST-ORs Call x +

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

Apps IUCN Service Portal Home | BIOPAMA BIOPAMA Action C... BEST Initiative - Nat... BEST RUP | BEST O... BEST 2.0+ EU overseas | IUCN WorkCompass Inbox (502) - carole... Dictionnaire Françai... Welcome to Asana Login UBS E-Bankin...

EDIT MONITORING

English Carole Martinez

Reporting

Proposal Reference: 2019-IO-40

Monthly Progress Technical Reporting Financial Reporting

+ Add New Reporting Period

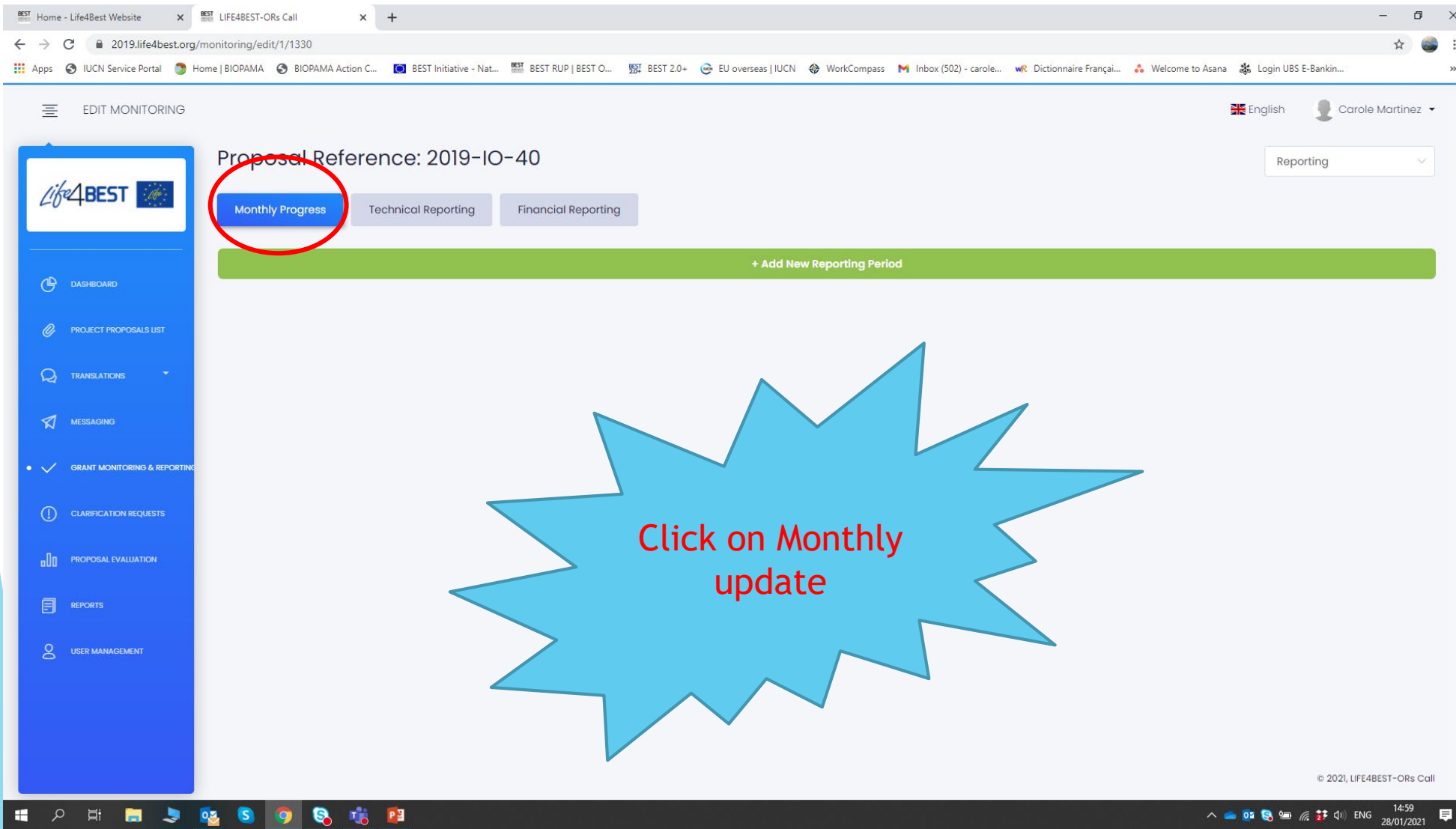
DASHBOARD  
PROJECT PROPOSALS LIST  
TRANSLATIONS  
MESSAGING  
GRANT MONITORING & REPORTING  
CLARIFICATION REQUESTS  
PROPOSAL EVALUATION  
REPORTS  
USER MANAGEMENT

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14:59  
28/01/2021

## 4) Monitoring & Reporting -

## Monthly updates



The screenshot displays the 'EDIT MONITORING' page for a specific proposal. The browser address bar shows the URL '2019.life4best.org/monitoring/edit/1/1330'. The page header includes the 'LIFE4BEST' logo and the 'Proposal Reference: 2019-IO-40'. Below the header, there are three tabs: 'Monthly Progress' (highlighted with a red circle), 'Technical Reporting', and 'Financial Reporting'. A green button labeled '+ Add New Reporting Period' is positioned below the tabs. A large blue starburst graphic with the text 'Click on Monthly update' is overlaid on the page. The left sidebar contains a navigation menu with options like 'DASHBOARD', 'PROJECT PROPOSALS LIST', 'TRANSLATIONS', 'MESSAGING', 'GRANT MONITORING & REPORTING' (selected), 'CLARIFICATION REQUESTS', 'PROPOSAL EVALUATION', 'REPORTS', and 'USER MANAGEMENT'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 14:59 on 28/01/2021.

EDIT MONITORING

English Carole Martinez

Proposal Reference: 2019-IO-40

Reporting

Monthly Progress Technical Reporting Financial Reporting

+ Add New Reporting Period

Click on Monthly update

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# 4) Monitoring & Reporting - Monthly updates

Home - Life4Best Website x LIFE4BEST-ORs Call x +

2019.life4best.org/monitoring/report/1/1330/19

Apps IUCN Service Portal Home | BIOPAMA BIOPAMA Action C... BEST Initiative - Nat... BEST RUP | BEST O... BEST 2.0+ EU overseas | IUCN WorkCompass Inbox (502) - carole... Dictionnaire Françai... Welcome to Asana Login UBS E-Bankin...

MONITORING REPORT

English Carole Martinez

Proposal Reference: Please select status Reporting

Monthly Progress

Start date End date

Start date End date

Field Activity

Insert Title

+ Add New Document

Start date End date

Start date End date

Status

Comments

Add Comment

Event/Meeting

Insert Title

Start date End date

Start date End date

Event Description

Insert

Upload Meeting report/minutes Upload

Life4BEST

DASHBOARD

PROJECT PROPOSALS LIST

TRANSLATIONS

MESSAGING

GRANT MONITORING & REPORTING

CLARIFICATION REQUESTS

PROPOSAL EVALUATION

REPORTS

USER MANAGEMENT

Provide info for each month before your monthly call

## 4) Monitoring & Reporting - Click on report progress

### Technical reporting

The screenshot displays the 'EDIT MONITORING' page for proposal reference 2019-IO-40. The interface includes a left 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 features three buttons: 'Monthly Progress', 'Technical Reporting' (circled in green), and 'Financial Reporting'. Below these buttons is a green bar with the text '+ Add New Reporting Period'. A blue starburst callout with the text 'Click on technical reporting' is overlaid on the 'Technical Reporting' button. The top of the browser window shows the URL '2019.life4best.org/monitoring/edit/1/1330' and the user 'Carole Martinez'.

EDIT MONITORING

Proposal Reference: 2019-IO-40

Reporting

Monthly Progress Technical Reporting Financial Reporting

+ Add New Reporting Period

Click on technical reporting

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# 4) Monitoring & Reporting – Technical reporting

Home - Life4Best Website x BEST LIFE4BEST-ORs Call x +

2019.life4best.org/monitoring/report/1/1330/20

Apps IUCN Service Portal Home | BIOPAMA BIOPAMA Action C... BEST Initiative - Nat... BEST BEST RUP | BEST O... BEST 2.0+ EU overseas | IUCN WorkCompass Inbox (502) - carole... Dictionnaire Françai... Welcome to Asana Login UBS E-Bankin...

MONITORING REPORT

English Carole Martinez

Proposal Reference: Please select status Reporting

Technical Reporting

Start date End date

Start date End date

+ UPLOAD REPORT

Download Interim report template

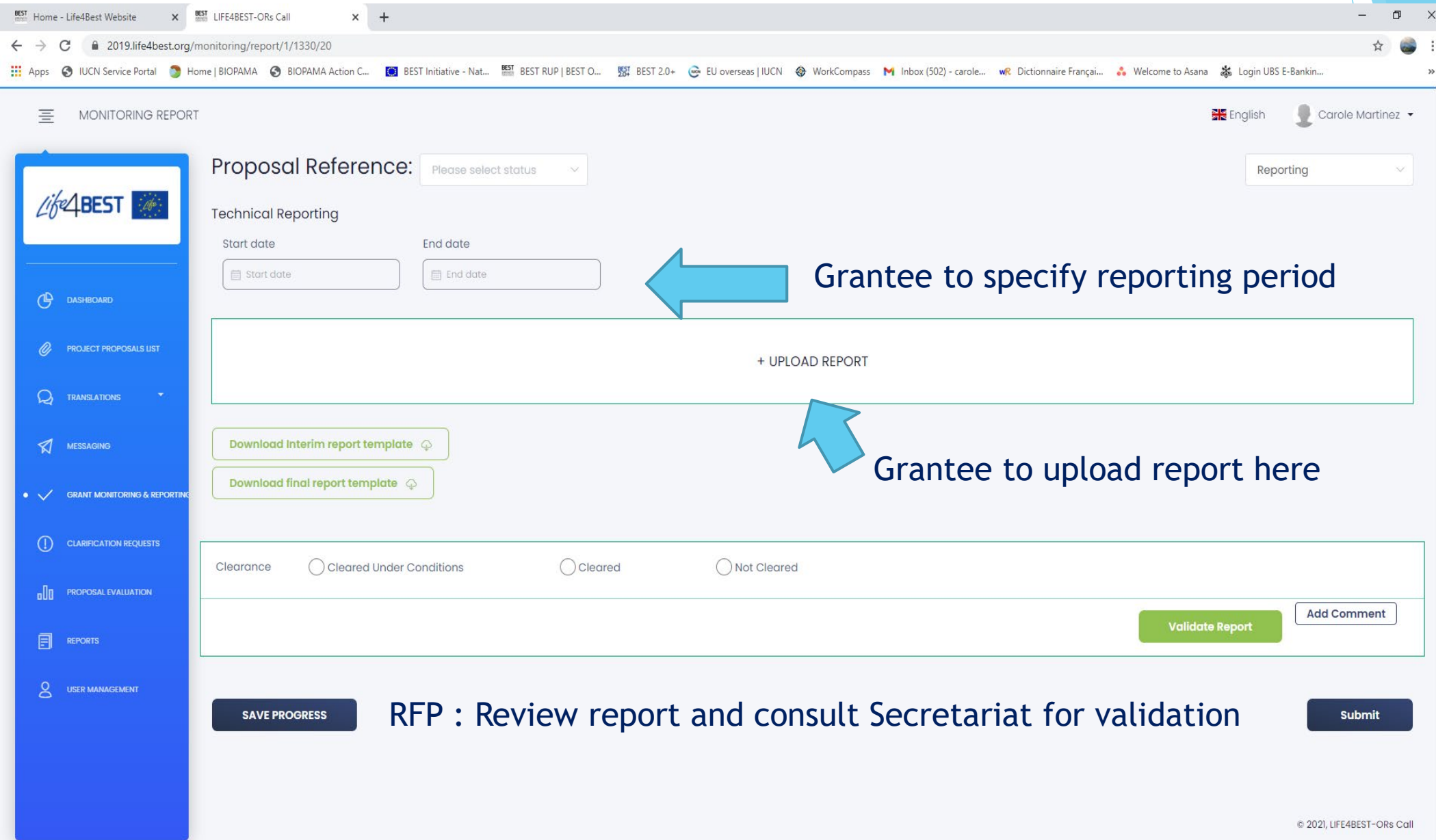
Download final report template

Clearance ☐ Cleared Under Conditions ☐ Cleared ☐ Not Cleared

Validate Report Add Comment

SAVE PROGRESS RFP : Review report and consult Secretariat for validation Submit

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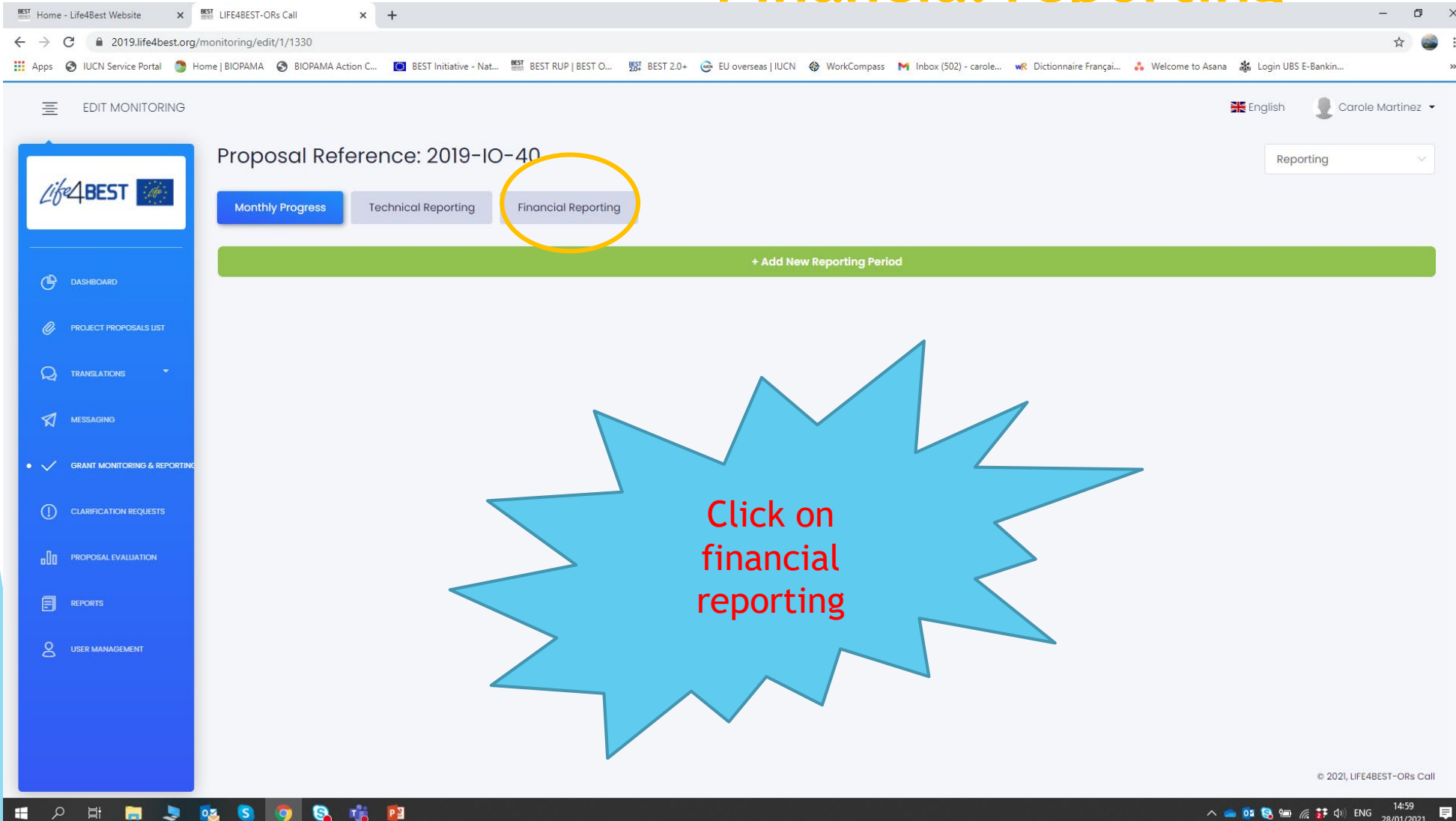


Grantee to specify reporting period

Grantee to upload report here

## 4) Monitoring & Reporting - Click on report progress

### Financial reporting



The screenshot displays the 'EDIT MONITORING' page for proposal reference 2019-IO-40. The interface includes a left 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 features three tabs: 'Monthly Progress', 'Technical Reporting', and 'Financial Reporting', with the latter highlighted by a yellow circle. Below the tabs is a green bar with the text '+ Add New Reporting Period'. A blue starburst graphic with the text 'Click on financial reporting' is overlaid on the bottom center of the page. The top of the browser window shows the URL '2019.life4best.org/monitoring/edit/1/1330' and the user 'Carole Martinez'.

EDIT MONITORING

Proposal Reference: 2019-IO-40

Reporting

Monthly Progress Technical Reporting **Financial Reporting**

+ Add New Reporting Period

Click on financial reporting

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# 4) Monitoring & Reporting – Financial reporting

The screenshot shows the 'MONITORING REPORT' page for a grant. The left sidebar contains navigation links: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area is titled 'Financial Reporting' and includes a 'Proposal Reference' dropdown, a 'Reporting' dropdown, and a 'Financial Reporting' section with a reminder about supporting documents. A large text box for the report is highlighted with a green border and a blue arrow pointing to it with the text 'Grantee to upload report here'. Below this is a 'Supporting Documents' section with a 'Download Guidance on Reporting Documents' link and a '+ Add Supporting Documents' button. At the bottom, there are radio buttons for 'Clearance' status and a 'Validate Report' button.

Home - Life4Best Website x LIFE4BEST-ORs Call x +

2019.life4best.org/monitoring/report/1/1330/21

Apps | IUCN Service Portal | Home | BIOPAMA | BIOPAMA Action C... | BEST Initiative - Nat... | BEST RUP | BEST O... | BEST 2.0+ | EU overseas | IUCN | WorkCompass | Inbox (502) - carole... | Dictionnaire Françai... | Welcome to Asana | Login UBS E-Bankin...

MONITORING REPORT

English Carole Martinez

Proposal Reference: Please select status 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

Start date End date

Grantee to specify reporting period

+ UPLOAD REPORT

Grantee to upload report here

Supporting Documents Download Guidance on Reporting Documents

+ Add Supporting Documents

Clearance ☐ Cleared Under Conditions ☐ Cleared ☐ Not Cleared

Validate Report Add Comment

## 4) Monitoring & Reporting - Financial reporting

The screenshot shows the '2019.life4best.org/monitoring/report/1/1330/21' page. The interface includes a sidebar with navigation links: DASHBOARD, PROJECT PROPOSALS LIST, TRANSLATIONS, MESSAGING, GRANT MONITORING & REPORTING (selected), CLARIFICATION REQUESTS, PROPOSAL EVALUATION, REPORTS, and USER MANAGEMENT. The main content area has a '+ UPLOAD REPORT' button at the top. Below it, the 'Supporting Documents' section features 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 overlay is positioned over the document list, containing the text: 'Click on Click on Add supporting documents and start uploading the documents, invoices, payment justifications, ...'. To the right of the starburst, the text 'Grantee to add relevant Supporting documents,' is visible. At the bottom of the page, there is a 'Clearance' section with radio buttons for 'Cleared Under Conditions' and 'Not Cleared'. Below this, the text 'RFP : Review report and consult Secretariat for validation' is displayed, followed by 'Validate Report' and 'Add Comment' buttons.

2019.life4best.org/monitoring/report/1/1330/21

+ UPLOAD REPORT

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

1. Human resources
2. Travel
3. Equipment and supplies
4. Local office costs
5. Other costs, services

Click on Click on Add supporting documents and start uploading the documents, invoices, payment justifications, ...

Grantee to add relevant Supporting documents,

Clearance ☐ Cleared Under Conditions ☐ Not Cleared

RFP : Review report and consult Secretariat for validation

Validate Report Add Comment



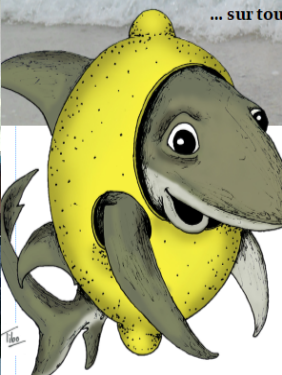


# Have fun!



## 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...

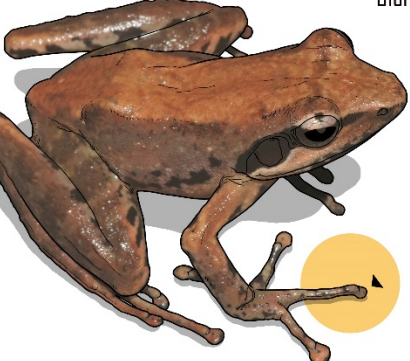
Sharkement,  
L'équipe de Kap Natirel

[contact@kapnatirel.org](mailto:contact@kapnatirel.org)



## Grenouille de Mayotte

Blommersia sp.



# BEST

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