



PATHWAYS2RESILIENCE



Funded by  
the European Union

# Reporting template for subgrantees

## Subgrantee reporting 2024-2025

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CKIC, IIED Europe

This document covers applications for subgrant funding under  
Horizon Europe, grant number: 101093942.

## About this document

This document provides a view-only version of the reporting template in use by P2R's subgrantees.

- Reporting must be performed via the platform provided.
- The numbered **Bold Headers** indicate the tab names in the reporting form.
- The *italicized text* indicates instructions/help text.
- \*Indicates a required question.

## Preparing to fill out the reporting template

Thank you for taking the time to fill in this reporting template. The aim of this reporting process is to gather feedback on progress made within the sub-grantee project work that your region is conducting in the context of the Pathways2Resilience project. Your response is vital for us to understand the progress made, successes and challenges you have encountered, what we might be able to learn from your experience and how we might be able to improve the support we provide to sub-grantees. Please remember that there are no wrong answers – your honest feedback is what matters most.

When completing the reporting template, work collaboratively with key roles within your region who have been involved in your regions project. You may want to adjust who fills in the reporting template based on areas of expertise most relevant to the different sections as well as discuss your responses in order to provide feedback that is as accurate as possible.

## Timelines

The reporting template will be adapted slightly to each reporting period:

Reporting Period	Report Due Date	Deliverable(s) expected
Months 1-9 (1 September 2024 – 31 May 2025)	Month 11 (July 2025)	Baseline assessment
Months 10-18 (1 June 2025 – 28 February 2026)	Month 20 (April 2026)	Climate Resilience Strategy, Climate Resilience Action Plan, Climate Resilience Investment Plan

Timings are relevant for the first batch of P2R subgrantees.

## 1 START HERE

<b>1. *Project Number</b> <i>Indicate which subgrantee project is reporting.</i>	Drop down list of registered subgrantee numbers.
<b>2. *Reporting period</b> <i>Select the relevant period for the reporting</i>	Drop down list: (a) First reporting (corresponding to the first 9 months of the project) (b) Second reporting (corresponding to the last 9 months of the project)
<b>3. Brief Description</b> <i>Update, if needed, the brief description of this project. This information may be used to share award information publicly. Max 250 characters.</i>	Text box. Max 250 characters.

## 2 DELIVERABLE PROGRESS

*This section serves to indicate the progress in each of the deliverables and submit supporting documents.*

<b>4. *Baseline assessment progress summary</b> <i>Can you tell us about the main activities that you've been conducting to complete your baseline assessment, progress you have made, challenges that you have encountered and how you plan to address them. Is this document publicly available? If so, please provide evidence that it has been shared publicly.</i>	Text box. Maximum 5000 characters.
<b>5. *Baseline assessment upload</b> <i>Provide the relevant document (see <a href="#">template</a>).</i>	Upload option (PDF)  Do you consent to sharing the file publicly on the P2R website? [Yes/No]

### 3 PROGRESS IMPACT

*This section serves to indicate the progress in each of the impact areas.*

Summary of progress	
12. *Can you tell us about the progress you have made since starting your work with P2R? What significant changes have you observed? Would you describe any of these as transformative and why?	Text box. Maximum 5000 characters.
13. *Describe the new or improved processes, practices, and policies implemented since your engagement with P2R, including their purpose and expected outcomes. <i>Where applicable, provide quantitative details (e.g., the number of processes or policies introduced) and examples to illustrate their impact.</i>	Text box. Maximum 5000 characters.
14. What insights have you gained through your engagement with P2R, and how have you applied these learnings to advance climate adaptation efforts in your region?	Text box. Maximum 5000 characters.
Challenges, needs and next steps	
15. What key challenges have you encountered in implementing the activities of the Regional Resilience Journey (RRJ)? How have you addressed or plan to address these challenges?	Text box. Maximum 5000 characters.
16. Have your local adaptation needs changed since you began engaging with the RRJ? If yes, please explain, including how significant these changes are, and what factors drive them (particularly identifying if these are internal or external drivers)	Text box. Maximum 5000 characters.

<b>17. What will your next steps relating to the RRJ be? Mention concrete and context specific actions you will take in the next 6 months.</b>	Text box. <i>Maximum 5000 characters.</i>						
<b>18. Out of all the RRJ steps, which ones do you prioritise the most?</b>  Choose the priority level that you're giving to each RRJ step. A higher number is a higher priority.							
		1 – Low priority	2 – Relatively low priority	3 – Medium priority	4 – Relatively high priority	5 – High priority	6 – Already implemented 0 – N/A Do not Know
	1.1 Establish a baseline						
	1.2 Understand the System						
	1.3 Assess Risk and Capabilities						
	2.1 Ensure ownership and commitment						
	2.2 Explore possible future						
	2.3 Co-create a shared vision						
	2.4 Develop a theory of change						
	3.1 Identify and Assess options						

	3.2 Design a portfolio of interventions							
	3.3 Preparing for implementation							
19. Have these priorities changed as you have progressed in the implementation of your project, and if so, why?								
Regional engagement in Pathways2Resilience								
20. Number of team members involved in the programme delivery and their job titles.								
21. What training sessions they joined and the job titles of those who joined.								
22. Number of drop-in sessions and job titles of those who joined.								
Stakeholder Engagement								
23. *Number of stakeholder events held where members of the local community could participate (forums, consultations, trainings, etc).		Text box. Maximum 500 character						
24. Indicate number of participants to stakeholder events held (structure by stakeholder type, age, gender).		Stakeholder type	Age group (optional)	Male	Female	Other	Total	
		[drop down list of stakeholder types]	[drop down list of age groups]					
27. *Include specific organisation names and stakeholder types and their collaboration status,		[Stakeholder types: government, civil society, local community, academia, the private sector]						

<p>mention whether these are new or pre-existing collaborations and what is their scope.</p> <p>a. Include the role that each organisation played in specific activities and/or events (e.g.: participant, co-organiser, expert, promoter, etc)</p>	Text box. <i>Maximum 5000 characters.</i>
<p>28. *Highlight how through stakeholder engagement you reached new regional actors that were key for your resilience journey.</p>	Text box. <i>Maximum 2500 characters.</i>
<p>29. Which stakeholders have you been unable to engage sufficiently, and what barriers have prevented their involvement?</p>	Text box. <i>Maximum 2500 characters.</i>
<p>30. Have local stakeholders participated in the capacity building activities delivered by P2R? Please indicate who, when and in what role.</p>	Text box. <i>Maximum 5000 characters.</i>
<p>31. Has your Climate Resilience Strategy been developed by one team within your administration, various teams or have you collaborated with non-governmental actors to develop it?</p>	Text box. <i>Maximum 5000 characters.</i>
<p>32. Has the RRJ enabled you to engage team members and or departments successfully to collaborate in creating the Climate Resilience Strategy and Action Plan? If so, please can you describe how and when the engagement happened and what departments/roles have you managed to engage? If you've not been successful in engaging new teams/roles, please can you explain what barriers you encountered?</p>	
<p><b>Just resilience<sup>1</sup></b></p>	

<sup>1</sup> Just Resilience is referred to in the EU Adaptation Strategy, highlighting that climate change affects various social groups unevenly and stressing the importance of building resilience in an equitable manner to ensure fair access to the benefits of adaptation measures. Read more here: <https://www.eea.europa.eu/publications/just-resilience-leaving-no-one-behind> also see the EEA's 2023 report on Just Resilience for Europe: Towards measuring justice in climate change adaptation.

<b>33. *What steps have been taken to address the issue of 'uneven burdens,' which refers to the unequal distribution of climate impacts and risks on social groups caused by disparities in hazard exposure, pre-existing inequalities, and differences in adaptive capacities and capabilities—including socio-economic, historical, and intersectional injustices?</b>	Text box. <i>Maximum 5000 characters.</i>											
<b>34. *What steps have been taken to implement the adaptation action of 'Leaving no one behind,' which focuses on ensuring the fair distribution of benefits and burdens of adaptation responses among social groups, promoting transparent processes, equitable political power, and inclusive participation in policymaking, while avoiding maladaptive behaviour and addressing the root causes of existing inequalities?</b>	Text box. <i>Maximum 5000 characters.</i>											
<b>Knowledge Sharing</b>												
<b>35. *For the relevant period, please list all the relevant instances of knowledge exchange outside of your region (e.g.: best practices, peer visits, working groups, workshops, conferences), describe your role in them, highlight the main outcomes, and specify the number of regions/communities involved.</b>	<table border="1"> <thead> <tr> <th data-bbox="860 874 1267 914">Type of exchange</th> <th data-bbox="1267 874 1675 914">Number of regions engaged</th> <th data-bbox="1675 874 2078 914">Description (inc. your role)</th> </tr> </thead> <tbody> <tr> <td data-bbox="860 914 1267 954">[drop down options] *</td> <td data-bbox="1267 914 1675 954"></td> <td data-bbox="1675 914 2078 954"></td> </tr> <tr> <td data-bbox="860 954 1267 994"></td> <td data-bbox="1267 954 1675 994"></td> <td data-bbox="1675 954 2078 994"></td> </tr> </tbody> </table> <p data-bbox="860 1026 2078 1098">*Drop down options are conference, bilateral meeting, workshops, peer visit, working group, community of practice, case study/best practices exchange, internship, other</p>			Type of exchange	Number of regions engaged	Description (inc. your role)	[drop down options] *					
Type of exchange	Number of regions engaged	Description (inc. your role)										
[drop down options] *												
<b>36. Since engaging with P2R, what networks, platforms and initiatives have been relevant to your adaptation work (e.g.: NetZeroCities, weADAPT, European Climate Adaptation Platform – Climate-ADAPT)?</b>	Text box. <i>Maximum 2500 characters.</i>											
<b>Financial resources</b>												

<b>37. Extent to which the finance and resources that you secured from the P2R project are useful to your needs.</b>	<p>5 point Likert scale range [very useful – not at all useful]</p> <p>Text box. Maximum 2500 characters</p>						
<b>38. *Describe the region/community's resource mobilization plan beyond the subgrant budget.</b>	<p>Text box. <i>Maximum 5000 characters.</i></p>						
<b>39. *Tell us how P2R support has been instrumental in your funding efforts:</b> <ol style="list-style-type: none"> <li>Has there been an increase in the number of funding applications in relation to the previous 5 years?</li> <li>Has your region used new financial instruments or received new sources of funding in relation to the previous 5 years?</li> </ol>	<p>Text box. <i>Maximum 2500 characters.</i></p>						
<b>40. *Describe your engagement with sources of finance (e.g.: investment funds or banks) in the reporting period?</b> <ol style="list-style-type: none"> <li>How many funding sources have been engaged?</li> <li>How many of them are public?</li> <li>How many of them are private?</li> </ol>	<table border="1"> <thead> <tr> <th data-bbox="869 842 1263 880">Funding source name</th><th data-bbox="1276 842 1671 880">Public or Private?</th></tr> </thead> <tbody> <tr> <td data-bbox="869 880 1263 954"><b>Text.</b> <i>Maximum 50 characters; infinite rows.</i></td><td data-bbox="1276 880 1671 954"><b>Text.</b> <i>Maximum 50 characters; infinite rows.</i></td></tr> <tr> <td data-bbox="869 954 1263 992">...</td><td data-bbox="1276 954 1671 992">...</td></tr> </tbody> </table>	Funding source name	Public or Private?	<b>Text.</b> <i>Maximum 50 characters; infinite rows.</i>	<b>Text.</b> <i>Maximum 50 characters; infinite rows.</i>	...	...
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...	...						
<b>41. *Describe the extent to which financing for your Adaptation Strategy (or Action Plan) is already secured. Include capital sources and instruments</b>	<p>Text box. <i>Maximum 2500 characters.</i></p>						

#### 4 FEEDBACK

*This section serves to provide feedback on the usefulness of P2R support and deliverables.*

<b>42. To what extent are you satisfied with the overall support you've received from the P2R project?</b>	5 point Likert scale range [very satisfied – very unsatisfied]  Text box. Maximum 3000 characters.
<b>43. *To what extent did you find the guidance documents useful?</b>  Provide overall feedback on the usefulness of the guidance documents and frameworks (e.g.: RRJ, AIC) so far using the likert scale and text box.	5 point Likert scale range [very useful – not at all useful]  Text box. Maximum 3000 characters.
<b>44. *To what extent did you find the Capacity Building sessions useful?</b>  Provide overall feedback on the usefulness of the online lessons and sessions so far.	5 point Likert scale range [very useful – not at all useful]  Text box. Maximum 3000 characters.
<b>45. *To what extent did you find the toolbox useful?</b>  Provide overall feedback on the usefulness of the online toolbox, guidance materials and templates so far.	5 point Likert scale range [very useful – not at all useful]  Text box. Maximum 3000 characters.
<b>46. *To what extent did you find the Innovation Practice Group useful?</b>  Provide overall feedback on the quality/usefulness of the Innovation Practice Group (please specify which IPG).	5 point Likert scale range [very useful – not at all useful]  Text box. Maximum 3000 characters.
<b>47. *To what extent did you find the drop-in sessions useful?</b>  Provide overall feedback on the usefulness or the drop-in sessions	5 point Likert scale range [very useful – not at all useful]  Text box. Maximum 3000 characters.
<b>48. Could you tell us what the most helpful aspects of the support provision have been and what you would like us to improve?</b>	Text box. Maximum 3000 characters.
<b>49. Could you tell us about your experience using this reporting template? Is there anything you would like us to improve?</b>	Text box. Maximum 3000 characters.

## 5 Budgets

### Consortium Partner Budgets

Same system as in your application form, but now only for actual costs.

Please add individual budget lines to the table below, for each consortium partner. The summary tables below will show the developing budget by:

total costs per cost type by Consortium Partner;

total costs per cost type by Work Package; and

total costs per cost type by Work Package and Consortium Partner.

Use the Refresh button above to update the summary tables.

Edit	Partner	WP	Cost Category	Amount (EUR)	Budget Justification
		Activities to develop deliverables			
		Stakeholder engagement			
		Capacity building			
		Communication & dissemination			
		Exchanges			
		Monitoring & Evaluation			
		Project Management			
		Other			

#### COST BY PARTNER

Grand Total	Auto-populated after refresh
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#### COST BY WORK PACKAGE

Grand Total	<i>Auto-populated after refresh</i>
<b><i>COST BY WORK PACKAGE AND PARTNER</i></b>	
Grand Total	<i>Auto-populated after refresh</i>