FormFinal report **for the Fund against Child Labour (FBK)  
Due Diligence (DD)**

1. **General information**

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| Project title |  |
| Reference number | **FBK17DD** |
| Name lead party |  |
| Name project partner(s) |  |
| Project countr(y)(ies) |  |
| Actual start date of project |  |
| Actual end date of project |  |
| Reporting period |  |

1. **Project implementation**

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| 1. Take the results scheme included in the (amended) Grant Decision as a starting point to describe the progress of the project results. Describe the progress for each result below: Iwhat has been achieved so far for this result, IIwhich specific activities were carried out, IIIare there any (new) changes (also motivate the changes) and IVattach **only the relevant** MOVs[[1]](#footnote-1). Please include previously reported results in this scheme, so that the overview is always complete. | | | |
|  | **I. Describe what has been achieved so far for this result.** | **II. Which specific activities were carried out (mention also the activity number)?** | **III. Are there any (new) changes (motivate the changes)?**[[2]](#footnote-2) |
| Progress in project achieved under Result 1  MOVs attached?[[3]](#footnote-3)  Yes  No |  |  |  |
| Progress in project achieved under Result 2  MOVs attached?  Yes  No |  |  |  |
| Progress in project achieved under Result 3  MOVs attached?  Yes  No |  |  |  |
| Progress in project achieved under Result 4  MOVs attached?  Yes  No |  |  |  |
| Progress in project achieved under Result 5  MOVs attached?  Yes  No |  |  |  |
| Progress in project achieved under Result 6  MOVs attached?  Yes  No |  |  |  |
| Progress in project achieved under Result 7  MOVs attached?  Yes  No |  |  |  |

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| 1. Please also provide an answer to the following two questions:   - *To what extent have the four steps of Due Diligence been integrated in your company? Which steps do you still have to take? And what challenges do you face in this integration?*  - *To what extent have Due Diligence and the elimination of child labour become an integral part of your business case (and your cost price)?* |
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1. **Financial Reporting**

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| 1. Please fill in the realised costs per result for this reporting period in the financial reporting tool (sent to you by email) and send with this progress report as an attachment by email. The realised costs must correspond with the results and budget according to the (amended) Grant Decision. RVO.nl will determine the final subsidy amount on the basis of these actual realised costs; 2. If the total realised costs deviate from the approved budget in the (amended) Grant Decision by more than 25% (per result), please provide below an explanation for the deviation(s) and (if applicable) how this will influence the project and submit a budget change request for RVO.nl's approval. |
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1. **Sustainability and follow-up**

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| Regarding the follow-up of the project:  **What do you want to achieve within the coming 3 years? (max. 3 pages, or attach a separate project planning regarding the follow-up)**  Please describe if and how you will continue your efforts to eliminate child labour in your supply chain within the coming 3 years. Elaborate on the following aspects:  - *How will you continue to monitor the results achieved so far and the eventual occurrence of new cases of child labour?*  *- Which goals do you want to achieve within the coming 3 years and which activities will you carry out to reach these goals? (When relevant elaborate on the lessons learned from the current project in the choice of activities to be carried out).*  *- What is your estimation of the budget needed for these activities and how will this be financed?*  *- Which stakeholders within or outside your company have shown commitment to reach these goals (e.g. through a Letter of Intent)?*  *- Which challenges and obstacles do you face in the follow-up of this project? And how will you counter these?* |
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1. **Lessons learned**

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| The ultimate goal of Due Diligence projects is to contribute to the elimination of child labour through a sustainable integration of the four steps of Due Diligence in your company leading to a good understanding of the supply chain.  In order to get an insight into the effects and lessons learned of the Due Diligence projects, we kindly request you fill in the final self-assessment survey. This survey is a follow-up of the first survey that we sent out to establish a baseline. The collective data of the Due Diligence projects will be used to make an overview of the root causes identified, and lessons learned during the implementation of the Due Diligence process. Please use the following link to enter the survey: <https://rvo.datacoll.net/xyhezeqtpw?l=en>  **Please note:** all project partners have to fill in the survey, not only the lead party. This survey forms an integral part of the final report. Without the completed surveys of all the project partners the subsidy cannot be settled definitively. |
| Self-assessment survey filled in:  Yes  No |

1. **Other remarks**

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| If you have any other remarks regarding the project, please state them here. |
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1. **Declaration and signature**

By signing this final report, the lead party declares that the information in this report (and its annexes) is accurate and complete and fulfils the conditions agreed in the (amended) Grant Decision.

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| Organisation |  |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |

**Instructions:**

* This final report gives an account of the results of your project and of the actual costs incurred. On the basis of this final report, RVO.nl will determine the final subsidy amount;
* This final report and all accompanying documents must be in English;
* Please send this report with the relevant annexes to [fbk@rvo.nl](mailto:fbk@rvo.nl);
* RVO.nl should receive the final report according to the date included in the (amended) Grant Decision ('beschikking'); i.e. within thirteen (13) weeks after the achievement of the final project result;
* The final report has to be signed by the lead party.

1. Attach the most important Means of Verification (MOVs) to this report. It is necessary that you keep the other MOVs in your administration. Later on the Netherlands Enterprise Agency (RVO.nl) may ask you to send the other MOVs. [↑](#footnote-ref-1)
2. Describe all the changes that were made and their effect on the activities carried out in the project. Also mention whether you have already discussed these changes with RVO.nl. [↑](#footnote-ref-2)
3. If you attach MOVs to this report as evidence that certain activities have been executed, please make sure you make a clear reference (for example a number in the file name) to the corresponding activity number. [↑](#footnote-ref-3)