FormProgress report **for the Fund for Responsible Business (FVO)  
PROJECT B**

**Instructions:**

* This report presents a summary of the progress of the project and the result(s) achieved so far;
* This progress report and all accompanying documents must be in English;
* Please send this report with the relevant annexes to [fvo@rvo.nl](mailto:fvo@rvo.nl);
  + **The requested Means of Verification per result**
  + **Financial reporting tool**
  + **Results sheet**
* Send us this progress report before the submission deadline stated in the (amended) Grant Decision;
* The lead party has to sign this report.

1. **General information**

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

1. **Internal/external factors and risks for the project**

|  |  |
| --- | --- |
| **Changes in relation to the project plan** | *Please describe any changes (activities, budget, delays, etc.) in the project over the last year in relation to the Results described in the Administrative Decision.* |
| **Internal and external factors and challenges** | *Please describe any internal and external factors and/or challenges affecting the project, and how these problems have been or will be resolved. (e.g.internal resistance to change, cooperation with your project partners, lack of cooperation from your supplier(s)/ smallholders, hostile other stakeholders problems, poor governance, poor public services, safety issues, cultural challenges). etc. How did you deal with these challenges?* |
| **CSR risks** | *Please describe how you reduced the CSR risks as identified in the project proposal. Did improvement take place in these CSR areas? How successful were the implemented measures to reduce the CSR risks? Did the measures lead to the desired outcomes? Did improvements take place in other CSR areas?* |
| **Other risks (if applicable)** | *Please describe how you reduced other risks (not mentioned above) for the implementation of the project.*  *Did any new risks appear?*  *Please also describe how you have dealt with these risks and how they effected the implementation of your project.* |
| **Gender** | *How was a gender sensitive approach included in your project approach? Please elaborate.* |

1. **Company measures – due diligence process**

RVO finds it important that your company contributes to the elimination of CSR risks through a sustainable integration of the [six steps of due diligence](https://www.oecd.org/investment/due-diligence-guidance-for-responsible-business-conduct.htm) in your company.

|  |  |
| --- | --- |
| **Due diligence** | *To what extent have the* [*six steps of Due Diligence*](https://www.oecd.org/investment/due-diligence-guidance-for-responsible-business-conduct.htm) *been integrated in your company? Which steps do you still have to take and how do you plan on incorporating this into your business? What challenges do you face in this integration?* |
| **Business case** | *To what extent has the excecution of a Due Diligence and the elimination of CSR risks become an integral part of your business case (and your cost price) and business processes? How does your company ensure or tries to ensure economic sustainability of business activities while minimizing CSR risks?* |
| **Self-assessment** | *In order to get insights in your due diligence process we request all companies in this project to fill in the self-assessment survey. This survey is a follow-up on the previous survey you filled in at the start of the project. Based on the data provided, RVO will give you feedback and tips to improve your due diligence process. The collective data will also be used to make an overview of lessons learned during the implementation of the due diligence process.*  <http://rvo.survalyzer.eu/FVOselfassessment> ór  <https://rvo.survalyzer.eu/selfassessmentfvo>  (depending on your browser)  Self-assessment survey filled in:  Yes  No |

1. **Financial Report**

|  |  |
| --- | --- |
| **Costs** | Please fill in the costs per result in the **Project budget tool**.  Please attach the reporting tool to this final report. The costs must correspond with the results and budget according to the (amended) Grant Decision. |
| **Differences** | If the total realised costs differ from the approved budget in the (amended) Grant Decision by more than 25% and this change is higher than €2,000 (per budget line per result), please provide an explanation for the difference.  Also mention how this will influence the project.  Submit a budget change request for our approval.   please fill in here |

1. **Communication and other remarks**

|  |  |
| --- | --- |
| **Communication** | *RVO.nl requests that you regularly communicate to external stakeholders on the project activities. Please submit any links to news articles, videos, social media or other forms of communication you have published.* |
| **Remarks** | *If you have any other remarks regarding the project, please state them here.* |

1. **Declaration and signature**

By signing this progress 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.

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