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| **Annex 3a: MODEL PROGRESS REPORT RESULT 1** |

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| **PSI project number:** | PSI…/…/… |
| **Applicant:** | ………. |
| **Original project duration:** | ………. − ………. |

***Instructions:***

* *This report presents a brief summary of the progress of Result 1 of the project.*
* *Report and attached documents must be in English.*
* *Send a copy by e-mail to* [*PSI@rvo.nl*](mailto:PSI@rvo.nl)*. Note: if this document is larger than 10MB (with a maximum of 25MB), please send it to* [*TD@rvo.nl*](https://onedrive.ez.cloud-wp.nl/personal/janssenb1/Documents/Downloads/TD@rvo.nl)*.*
* *The Agency / PSI should receive the Progress Report for Result 1 according to the date included in the Administrative Decision ('beschikking').*
* *The Progress Report for Result 1 should be signed by both the Applicant and the Local Partner (not being the Applicant).*
* *Please focus on the news and events that occurred in this reporting period.*
* *As stated in the* *Administrative Decision, the advance payments will be transferred to the Applicant’s bank account. In case of a non-Dutch Applicant, please also submit Annex 3i.*

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| **A. Progress of the project and achievement of Result 1** | |
| Actual reporting period | from ………. until ………. |
| Name and address of Joint Venture/Joint project (when already available) | Name company: Street, City: Tel: E-mail: Website: Other links with information about the project (e.g. video on YouTube): |
| Progress in project achieved under Result 1 | *Please summarise the progress of the project so far. Describe the specific activities carried out in order to realise Result 1 and the sub results; refer to the corresponding MoVs. Include a description on the cooperation between the partners.* |
| **B. Progress of project and result(s) achieved** | |
| Changes in relation to the project | *Please describe all changes in the project in relation to the Result described in the Administrative Decision.* |
| **C. Update work plan and project duration** | |
| Update work plan | *Please describe the progress (or changes) in the work plan with regard to the remaining project results.* |
| Changes in relation to the original project period | *Please indicate whether the completion date has to be changed. In case of change please give a detailed motivation.* |

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| **D. Update hardware list** |
| *If applicable, please indicate possible changes in hardware to be purchased under the remaining project results.*  *Original Hardware List (attached to the Administrative Decision)*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.* | *Item* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  | *A* | *1* | *100* | *100* | | *2* |  | *B* | *2* | *500* | *1000* | | *2* |  | *C* |  |  |  | |  |  |  |  |  |  | | *3* |  | *D* |  |  |  | | *3* |  | *E* |  |  |  | |  |  |  |  |  |  | | *4* |  | *F* |  |  |  | | *4* |  | *G* |  |  |  | |  |  |  |  |  |  | | *5* |  | *H* |  |  |  | |  |  | ***Total*** |  |  | *1100* |   *Updated Hardware List (prognosis)*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.\** | *Motivate the changes\*\** | *Item* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  |  | *A* |  |  |  | | *2* |  |  | *B* |  |  |  | | *2* |  |  | *C* |  |  |  | |  |  |  |  |  |  |  | | *3* |  |  | *D* |  |  |  | | *3* |  |  | *E* |  |  |  | |  |  |  |  |  |  |  | | *4* |  |  | *F* |  |  |  | | *4* |  |  | *G* |  |  |  | |  |  |  |  |  |  |  | | *5* |  |  | *H* |  |  |  | |  |  |  | ***Total*** |  |  |  |   *\* Please use HW list reference or label as NEW.*  *\*\* E.g. new HW replaces old item, budget left over, etc.* |
| **E. External factors and Corporate Responsibility** |

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| External factors and problems | *Please describe any external factors and problems affecting the project, and how these problems have been or will be resolved.* |
| Implementation of the CSR policy of the Applicant | *Please describe the actions presented in the CSR policy of the Applicant: what actions are taken, what are the results and how are these communicated to the stakeholders in the reporting period.* |
| First Essential Supplier | *Please indicate the most essential raw material or semi-finished product necessary for the manufacturing of the final product(s) of the project. Please provide the name of the most essential supplier, the contact person and the contact details (e.g. cement supplied by company X, etc).* |

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| ***Statement which comes to effect with the signing of this document*** |

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| "I declare that no child- or forced labour occurs with this supplier or with the PSI partner companies. I am well aware that if child- or forced labour occurs with any of these parties I have the obligation to report to the Netherlands Enterprise Agency. Also if the supplier might change I have the same obligation. The Act 'Administrative fine notification obligations by ministers provided subsidies' is applicable (please refer to the Administrative Decision)." |
| **F. List of annexes** |
| 1. *……….* |
| 1. *……….* |
| *Etc* |

**As Result 1 has been finalised according to the Administrative Decision, project partners request the written permission of the Agency / PSI to continue with the further implementation of the project.**

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| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3b: MODEL ANNUAL PROGRESS REPORT** |

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| **PSI project number:** | PSI…/…/… |
| **Applicant:** | ………. |
| **Original project duration:** | ………. − ………. |

***Instructions:***

* *This report presents a brief summary of the progress of the project and the result(s) achieved in the one-year period after achievement of Result 1, and may concern multiple project results (refer to Statement of Expenses.*
* *In case the time span between the Annual Progress Report and the Final Report exceeds twelve (12) months, a second Annual Progress Report, covering the one-year period after the first Annual Progress Report, is requested.*
* *Report and attached documents must be in English.*
* *Send a copy by e-mail to* [*PSI@rvo.nl*](mailto:PSI@rvo.nl)*. Note: if this document is larger than 10MB (with a maximum of 25MB), please send it to* [*TD@rvo.nl*](https://onedrive.ez.cloud-wp.nl/personal/janssenb1/Documents/Downloads/TD@rvo.nl)*.*
* *The Agency / PSI should receive Annual Progress Reports according to the dates included in the Administrative Decision ('beschikking').*
* *The Annual Progress Report should be signed by both Applicant and Local Partner (not being the Applicant).*
* *Please focus on the news and events that occurred in this reporting period.*

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| **A. General and CSR Applicant** | |
| Actual reporting period | from ………. until ………. |
| Name and address of Joint Venture/Joint project (when already available) | Name company: Street, City: Tel: E-mail: Website: Other links with information about the project (e.g. video on YouTube): |
| CSR implementation of the Applicant | *Please describe the actions presented in the CSR policy of the Applicant: what actions are taken, what are the results and how are these communicated to the stakeholders in the reporting period.* |
| **B. Progress of project and result(s) achieved** | |
| Progress in project achieved under Result 2 | *Activities carried out in the project period for Result 2?*  *Yes  No*  *Result 2 completed?*  *Yes\*  No*  *\* If completed during reporting period, submit all corresponding MoVs.*  *Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.* |

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| Progress in project achieved under Result 3 | *Activities carried out in the project period for Result 3?*  *Yes  No*  *Result 3 completed?*  *Yes\*  No*  *\* If completed during reporting period, submit all corresponding MoVs.*  *Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.* |
| Progress in project achieved under Result 4 | *Activities carried out in the project period for Result 4?*  *Yes  No*  *Result 4 completed?*  *Yes\*  No*  *\* If completed during reporting period, submit all corresponding MoVs.*  *Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.* |
| Changes in relation to the project | *Please describe all changes in the project over the last year in relation to the Results described in the Administrative Decision.* |
| **C. Update work plan and project duration** | |
| Update work plan | *Please describe the progress (or changes) in the work plan with regard to the remaining project results.* |
| Changes in relation to the original project period | *Please indicate whether the completion date has to be changed. In case of change please give a detailed motivation.* |
| **D. Update hardware list** | |
| *If applicable, please indicate changes in hardware purchased during the reporting period or hardware to be purchased under the remaining project results.*  *Original Hardware List (attached to the Administrative Decision)*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.* | *Item* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  | *A* | *1* | *100* | *100* | | *2* |  | *B* | *2* | *500* | *1000* | | *2* |  | *C* |  |  |  | |  |  |  |  |  |  | | *3* |  | *D* |  |  |  | | *3* |  | *E* |  |  |  | |  |  |  |  |  |  | | *4* |  | *F* |  |  |  | | *4* |  | *G* |  |  |  | |  |  |  |  |  |  | | *5* |  | *H* |  |  |  | |  |  | ***Total*** |  |  | *1100* |   *Updated Hardware List (prognosis)*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.\** | *Motivate the changes\*\** | *Item* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  |  | *A* |  |  |  | | *2* |  |  | *B* |  |  |  | | *2* |  |  | *C* |  |  |  | |  |  |  |  |  |  |  | | *3* |  |  | *D* |  |  |  | | *3* |  |  | *E* |  |  |  | |  |  |  |  |  |  |  | | *4* |  |  | *F* |  |  |  | | *4* |  |  | *G* |  |  |  | |  |  |  |  |  |  |  | | *5* |  |  | *H* |  |  |  | |  |  |  | ***Total*** |  |  |  |   *\* Please use HW list reference or label as NEW.*  *\*\* E.g. new HW replaces old item, budget left over, etc.* | |
| **E. External factors and problems** | |

|  |  |  |
| --- | --- | --- |
| External factors and problems | *Please describe any external factors and problems affecting the project, and how these problems have been or will be resolved.* | |
| **F. Effects** | | |
|  | According to Administrative Decision (NB: these figures remain unchanged) | Realised already (if applicable) |
| Turnover of the last book year: 20…. (€) |  | ………. |
| Realised profit (net income) of the last book year: 20… (€) |  | ……….. |
| Total number of jobs created basic-level\* (fte) | ………. | ………. |
| Total number of jobs created medium-/high-level (fte) | ………. | ………. |
| Total number of jobs created for women (fte):  of whom on medium/high positions (fte): | ……….  ………. | ……….  ………. |
| Arab region only: total number of jobs created for young people (<25 years at the moment of recruitment) (fte): | ………. | ………. |
| Total number of indirect jobs created (not considering outgrowers or collectors)? | ……….. | ………. |

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| Total number of outgrowers / collectors involved | ………. | ………. |
| Knowledge transfer,  number of people trained: outgrowers (or collectors): | ……….  ………. | ……….  ………. |
| Company level:  Impact on employees | 1. *What effect does the project have on the income of the personnel employed in the project (compared to their prior income or local wages for similar jobs)?* | |
| 1. *Describe the working conditions and benefits which are being offered to the personnel of the PSI project (think of free transport, free meals, safety measures, housing, health insurance, education, child care).* | |
| 1. *What kinds of contracts are offered to your staff?* | |
| 1. *In what other way are the employees affected by the project?* | |
| Chain level:  Impact on local suppliers | *Describe the realised impact of your project on local suppliers and outgrowers / collectors (their number, sales volume, transfer of knowledge, income position, etc).*  *NB: this section only refers to long-term suppliers. Construction companies, utility providers and the like, do not belong to this group.*  *NB2:for impacts in relation to CSR in the value chain please refer to the item for chain responsibility below.* | |
| Corporate Social Responsibility | *Please describe your efforts with regard to CSR aspects (such as certification, social standards, gender policy, chain responsibility, measures to prevent corruption, labour policy, participation of employees in labour unions).* | |
| Chain responsibility (only for projects which started from the 1st tender 2013 onwards) | *Please refer to the table in your earlier risk analysis (which was part of Result 1) to describe what (mitigation) actions you have taken during this reporting period to control the CSR risks in your value chain(s), and the degree to which these risk are mitigated.* | |
| **G. List of annexes** | | |
| 1. *……….* | | |
| 1. *……….* | | |
| *Etc* | | |

*\* Basic-level employees are production workers operating machines, agricultural workers for planting and harvesting, drivers, cleaners, security guards, waiters, cooks and the like.*

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| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3c: REQUEST for MARKET CONFORMITY CHECK (RMCC)** |

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| **PSI project number:** | PSI…/…/… |
| **Applicant:** | ………. |
| **Contact person and direct dial:** | Name: ……….  Direct dial: ……..  E-mail: ……. |
| **RMCC-number (1, 2, 3):** | 1/2/3 |

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| **Hardware (HW)** | |
| ***Table 1: Original Hardware List (attached to the Administrative Decision)***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.* | *Item description* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  | *A* | *1* | *100* | *100* | | *2* |  | *B* | *2* | *500* | *1000* | | *2* |  | *C* |  |  |  | |  |  |  |  |  |  | | *3* |  | *D* |  |  |  | | *3* |  | *E* |  |  |  | |  |  |  |  |  |  | | *4* |  | *F* |  |  |  | | *4* |  | *G* |  |  |  | |  |  |  |  |  |  | | *5* |  | *H* |  |  |  | |  |  | ***Total*** |  |  | *1100* | | |
| **Are there any changes in Hardware items (to be and/or already) purchased in relation to the items in Table 1:** | *Yes\*  No*  *\* If Yes, Table 2 must be filled out, and a copy of this form must be sent to the Agency / PSI, parallel with submission of this form to SGS Nederland BV. If No, Table 2 must be left empty.* |
| **Only fill out Table 2 if the previous question was answered with 'Yes'!**  By filling out Table 2 and sending it to the Agency / PSI, parallel with submitting this form to SGS Nederland BV, the Applicant requests the Agency / PSI to approve the purchase of Hardware items other than the original Hardware items included in the Administrative Decision.  ***Table 2: Updated Hardware List (prognosis)***   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.\** | *Motivate the changes\*\** | *Item* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  |  | *A* |  |  |  | | *2* |  |  | *B* |  |  |  | | *2* |  |  | *C* |  |  |  | |  |  |  |  |  |  |  | | *3* |  |  | *D* |  |  |  | | *3* |  |  | *E* |  |  |  | |  |  |  |  |  |  |  | | *4* |  |  | *F* |  |  |  | | *4* |  |  | *G* |  |  |  | |  |  |  |  |  |  |  | | *5* |  |  | *H* |  |  |  | |  |  |  | ***Total*** |  |  |  |   *\* Please use HW list reference or label as NEW.*  *\*\* E.g. new HW replaces old item, budget left over, etc.* | |
| **Applicant, acting in conformity with the Administrative Decision and having taken notice of the PSI Administrative Rules and the 'Important notes' below, herewith requests SGS to check market conformity of the following goods and services which are (going to be) purchased by the project partners.** | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Item No.\*** | **Quantity** | **Price (€)** | **Supplier** | **Description** | **Second hand**\*\* | **Amount (€)** | | ………. | ………. | ………. | ………. | ………. | ………. | ………. | | ………. | ………. | ………. | ………. | ………. | ………. | ………. | | ………. | ………. | ………. | ………. | ………. | ………. | ………. | | ………. | ………. | ………. | ………. | ………. | ………. | ………. | |  |  |  |  | **Total €** |  |  |   *\* If there are HW changes please refer to item numbers in Table 2. If there are no HW changes, please refer to Table 1.*  *\*\* Please mark the second hand goods on this request.* | |
| **Applicant declares to supply sufficiently specified information on the goods and services which are (going to be) purchased, such as photocopies of suppliers' invoices and to cooperate with SGS (and the Agency / PSI) to accommodate a thorough and prompt evaluation on Market Conformity.** | |

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| **For Applicant** | |
| **Name:** | ………. |
| **Position:** | ………. |
| **Signature:** | |
| **Date:** | ………. |

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| **Applicant sends this form digitally to:** [pieter.elzinga@sgs.com](mailto:pieter.elzinga@sgs.com) or [jan.brobbel@sgs.com](mailto:jan.brobbel@sgs.com). |

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| **In case of HW changes, the Applicant also sends this form digitally to:** [PSI@rvo.nl](mailto:PSI@rvo.nl). |

***Important Notes***

***Instructions:***

*All invoices concerning purchased goods and directly related services during the project period need to be submitted to the Agency / PSI together with the Annual Progress Report and Final Report. In case the total value of the hardware requested with the RMCC exceeds € 25,000, the Agency / PSI requires a Market Conformity check of the goods through an independent valuation organisation. The Agency / PSI appointed SGS Nederland to conduct these checks.*

*For second hand goods, the Market Conformity always needs to be checked, independent of their value. In some cases the Market Conformity of services not directly related to goods can also be checked.*

*Please note that from 2012 onwards, arranging Market Conformity checks is the responsibility of the Applicant. The Applicant has to request SGS to start a Market Conformity procedure. So, from 2012 onwards the Applicant communicates directly with SGS. The outcome of the Market Conformity check will be sent to the Agency / PSI by SGS. Only in case other Hardware will be purchased than originally mentioned in the Administrative Decision, the Applicant must contact the Agency / PSI to request for approval of the new hardware items.*

*As stated above, the Agency / PSI requires Market Conformity certificates upon submission of Annual Progress Reports and Final Reports. So, for smooth and efficient processing these reports and the accompanying invoices, we urge the Applicant to request Market Conformity checks at SGS on time; i.e. at least six weeks before submitting the Annual Progress/Final Report to the Agency / PSI.*

*The Applicant is allowed to submit a maximum of three requests for a Market Conformity check during the implementation of the project. If the Applicant chooses to submit more requests, the costs of the additional requests are at the partners' own expenses.*

***Steps to be taken in the Market Conformity check procedure:***

1. *The Applicant fills out this RMCC form completely and attaches related background information; preferably invoices. Pro-forma invoices, order confirmations, contracts or quotations are taken into consideration, under the condition that the Hardware items mentioned on these documents will be purchased eventually. If other Hardware items are purchased, the Applicant has to take care of an additional market Conformity check on the deviating items. The Applicant sends the RMCC form including attachments to SGS Nederland BV digitally by using one of the following e-mail addresses:* [*pieter.elzinga@sgs.com*](mailto:pieter.elzinga@sgs.com) *or* [*jan.brobbel@sgs.com*](mailto:jan.brobbel@sgs.com)*.*

*If Hardware items deviating from the Administrative Decision are (going to be) purchased, the Applicant fills out the table above and sends a copy of the form to the Agency / PSI as well in order to request approval.*

1. *After receipt of your request SGS will contact the Applicant.*
2. *After finalising the market conformity check, SGS will send the original version of the certificate to the Agency / PSI while sending a digital copy of the certificate to the Applicant.*
3. *Eventually, all invoices for all hardware items purchased and checked on Market Conformity by SGS during the reporting period, must be submitted to the Agency / PSI. If a Market Conformity check has been done based on invoices, Applicant does not have to submit these invoices anymore to the Agency / PSI, because these invoices are already included in the Market Conformity certificate send by SGS to the Agency / PSI. However, if a Market Conformity check has been done based on pro-forma invoices, order confirmations, contracts or quotations, the Applicant still must submit invoices for the concerning hardware items to the Agency / PSI, along with the Annual Progress Report and/or Final Report. At this stage pro-forma invoices, order confirmations, contracts or quotations are not taken into consideration.*

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| **Annex 3d: MODEL PROTOCOL OF RECEIPT** |

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| **PSI project number:** | PSI…/…/… |
| **Applicant:** | ………. |
| **Local Partner:** | ………. |
| **Bill of Lading number:** | ………. |
| **Packing list:** | ………. |
| **Date of this Protocol:** | ………. |

**Applicant and Local Partner herewith state to:**

* have received at the project site the following goods and related services asspecified below; delivered in the framework of the Private Sector Investment programme (PSI);
* have checked these goods upon delivery against the list of goods included in the Request for Market Conformity Check and the hardware list and state that all goods mentioned therein have been delivered;
* have received goods which appeared to be in good order;
* ensure the correct installation and taking into operation of the goods;
* use the goods exclusively and solely for the implementation of the project and for the project's objectives;
* have arranged guarantees, which at least comply with accepted standard practices;
* accept full responsibility for these goods and to be liable for their secure storage and maintenance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.\*** | **Unit** | **Quantity** | **Supplier \*\*** | **Description** |
| ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. |

*\* Please use the reference number on the RMCC.*

*\*\* Please submit invoices which have not been included yet in the (R)MCC.*

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| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3e: MODEL PROTOCOL OF PRODUCTION** |

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| **PSI project number:** | PSI…/…/… |
| **Applicant:** | ………. |
| **Date of Protocol of Receipt:** | ………. |
| **Date of this Protocol:** | ………. |

###### Project partners herewith state that:

* the following production and/or sales volume have been realised by the project in the period **[day month year]** until **[day month year].** This production and/or sales volume correspond(s) with the production and/or sales targets mentioned in the Administrative Decision;
* for proof of these results, please refer to the document(s), signed by Local Partner and Applicant, in the annex.

**Production and/or sales realised**

|  |  |  |
| --- | --- | --- |
| **Description** | **Production / sales in Administrative Decision** | **Realised production / sales** |
| ………. | …….. | …….. |
| ………. | …….. | …….. |
| ………. | …….. | …….. |

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| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3f: MODEL FINAL REPORT** |

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| **PSI project number:** | PSI…/…/… |
| **Applicant:** | ………. |
| **Original project duration:** | ………. − ………. |
| **Actual project duration:** | ………. − ………. |
| **Achievement date final result:** | ………. |

***Instructions:***

* *The Final Report and all accompanying documents must be in English.*
* *Send a copy by e-mail to* [*PSI@rvo.nl*](mailto:PSI@rvo.nl)*. Note: if this document is larger than 10MB (with a maximum of 25MB), please send it to* [*TD@rvo.nl*](https://onedrive.ez.cloud-wp.nl/personal/janssenb1/Documents/Downloads/TD@rvo.nl)*.*
* *The Agency / PSI should receive the Final Report according to the date included in the Administrative Decision ('beschikking'); i.e. within eight (8) weeks after achievement of the final project result.*
* *The Final Report should be signed by both Applicant and Local Partner (not being the Applicant).*

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| **A. General and CSR Applicant** | | | | |
| Actual reporting period | from ………. until ………. | | | |
| Name and address of Joint Venture/Joint project | *Name company: Street, City: Tel: E-mail: Website: Other links with information about the project (e.g. video on YouTube) when available:* | | | |
| CSR implementation of the Applicant | *Please describe the actions presented in the CSR policy of the Applicant: what actions are taken, what are the results and how are these communicated to the stakeholders in the reporting period.* | | | |
| **B. Progress of project and result(s) achieved** | | | | |
| Progress in project achieved under Result 2 | *Activities carried out in the project period for Result 2?*  *Yes  No*  *Result 2 completed?*  *Yes\*  No*  *\* If completed during reporting period, submit all corresponding MoVs.*  *Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.* | | | |
| Progress in project achieved under Result 3 | *Activities carried out in the project period for Result 3?*  *Yes  No*  *Result 3 completed?*  *Yes\*  No*  *\* If completed during reporting period, submit all corresponding MoVs.*  *Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.* | | | |
| Progress in project achieved under Result 4 | *Activities carried out in the project period for Result 4?*  *Yes  No*  *Result 4 completed?*  *Yes\*  No*  *\* If completed during reporting period, submit all corresponding MoVs.*  *Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.* | | | |
| Progress in project achieved under Result 5 | *Activities carried out in the project period for Result 5?*  *Yes  No*  *Result 5 completed?*  *Yes\*  No*  *\* If completed during reporting period, submit all corresponding MoVs.*  *Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.* | | | |
| Changes in relation to the original project plan | *Please describe all changes in the project in relation to the Administrative Decision.* | | | |
| Future prospects | *Please describe your view on the future of the project.* | | | |
| **C. Update hardware list** | | | | |
| *If applicable, please indicate changes in hardware purchased during the reporting period.*  *Table 1: Original Hardware List (attached to the Administrative Decision)*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.* | *Item* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  | *A* |  |  |  | | *2* |  | *B* |  |  |  | | *2* |  | *C* |  |  |  | |  |  |  |  |  |  | | *3* |  | *D* |  |  |  | | *3* |  | *E* |  |  |  | |  |  |  |  |  |  | | *4* |  | *F* |  |  |  | | *4* |  | *G* |  |  |  | |  |  |  |  |  |  | | *5* |  | *H* |  |  |  | |  |  | ***Total*** |  |  |  |   *Table 2: Updated Hardware List (prognosis)*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Result* | *Item No.\** | *Motivate the changes\*\** | *Item* | *Quantity* | *Price (€)* | *Amount (€)* | | *2* |  |  | *A* |  |  |  | | *2* |  |  | *B* |  |  |  | | *2* |  |  | *C* |  |  |  | |  |  |  |  |  |  |  | | *3* |  |  | *D* |  |  |  | | *3* |  |  | *E* |  |  |  | |  |  |  |  |  |  |  | | *4* |  |  | *F* |  |  |  | | *4* |  |  | *G* |  |  |  | |  |  |  |  |  |  |  | | *5* |  |  | *H* |  |  |  | |  |  |  | ***Total*** |  |  |  |   *\* Please use HW list reference or label as NEW.*  *\*\* E.g. new HW replaces old item, budget left over, etc.* | | | | |
| **D. Lessons Learned, external factors, investment climate and economic sustainability** | | | | |
| External factors and problems | | *Please describe any external factors and problems affecting the project, and how the problems have been or will be resolved.* | | |
| Investment climate | | *Please report on problems and risks (e.g. with local government, customs etc) that interfered with doing business in the PSI country and hampered a successful continuation of the project. Please describe the measures taken to solve these issues.* | | |
| Follow-up financing | | *Please describe prospects for external follow-up financing after implementation of the project, and discussions with banks or other financial institutions on this subject. If no discussions took place, why not?* | | |
| Security issues (PSI Plus only) | | *Please describe if the project encounters any security risks in terms of personal safety (management and employees), transport of people & equipment and/or possible loss of equipment.*  *Furthermore, please describe if there are any changes in the political and/or socio-economic situation in the country. How will be dealt with the above mentioned issues during the continuation of the project.* | | |
| Internal learning | | *With the knowledge that you have now, what would you have done differently throughout the implementation of the project?* | | |
| Other entities | | *Which other entities (companies, governments, chambers of commerce, knowledge institutes, associations, investment agencies, etc) learned from your project? How did they learn from it and how can it improve their performance?* | | |
| **E. Effects** | | | | |
|  | | **According to Administrative Decision (NB: these figures remain unchanged)** | **Realised** | **Expected (2 years after end of project)** |
| Turnover of the last book year: 20…. (€) | |  | ………. | (turnover of second year after project completion)  ……….……. |

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| Realised profit (net income) of the last book year: 20… (€). |  | ………. | (profit of second year after project completion)  ……….……. |
| Volumes produced of product 1 *<name product> in the last book year 20…* |  | ………..*<unit>* | ………..*<unit>* |
| Volumes produced of product 2 *<name product> in the last book year 20….*  *\* Add more products if applicable* |  | ………..*<unit>* | ………..*<unit>* |
| Follow-up investments (€) | ………. | ………. | ………. |
| Total number of jobs created basic-level\* | ……….. | ………. | ………. |
| Total number of jobs created medium-/high-level | ……….. | ………. | ………. |
| Total number of jobs created for women:  of whom on medium/high positions: | ……….  ………. | ……….  ………. | ……….  ………. |
| Arab region only: total number of jobs created for young people (<25 years at the moment of recruitment) (fte): | ………. | ………. | ………. |
| Total number of outgrowers (or collectors) involved | ……….. | ………. | ………. |
| Total number of indirect jobs created (not considering outgrowers or collectors) | ……….. | ………. | ………. |
| Knowledge transfer,  number of people trained: outgrowers (or collectors): | ……….  ………. | ……….  ………. | ……….  ………. |
| Company level:  Impact on employees | 1. *What effect does the project have on the income of the personnel employed in the project (compared to their prior income or local wages for similar jobs)?* 2. *How does the company's lowest salary compare to the country's minimum wage (in percentage)?* 3. *Which of the following benefits does the company provide (tick the box if it is applicable):*   *Pensions  The law enforces this*  *Health insurance  The law enforces this*  *Medical care  The law enforces this*  *Free transport  The law enforces this*  *Free Lunch  The law enforces this*  *Profit sharing  The law enforces this*  *Protective clothing  The law enforces this*  *Childcare*  *Housing*  *Classes for illiterates*  *(Foreign) language classes*  *Loans for e.g. employees, families, outgrowers, etc*  *Sport activities*  *Other:……….  The law enforces this*   1. *If relevant, please provide background information on the above mentioned working conditions and benefits which are being offered to the personnel of the PSI project.* 2. *In what other way are the employees affected by the project?* | | |
| Company level:  Impact on local shareholders | *Please state how the already existing company of the Local Partner is affected by the PSI project (number of employees compared to start of project, turnover, obtained certificates, obtained skills, improved working conditions, new implemented technologies).* | | |
| Chain level:  Impact on local suppliers   1. *Please describe the main raw materials / inputs which are purchased by the project. Please, also indicate the yearly volumes and costs for these materials and the percentage to which these products are* ***locally*** *sourced.*  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | *Description raw material* | *Yearly volumes* | *Yearly costs* | *% sourced locally* | | *# 1* |  |  |  |  | | *# 2* |  |  |  |  | | *# 3* |  |  |  |  | | *# 4* |  |  |  |  | | *# 5* |  |  |  |  |  1. *What is the effect on* ***local*** *outgrowers or collectors, who are supplying the project, with regards to the following issues (tick all boxes which are applicable):*   *Outgrowers or collectors are paid market conform prices.*  *Outgrowers or collectors are 1% to 10% paid above market prices.*  *Outgrowers or collectors are 11% to 50% paid above market prices.*  *Outgrowers or collectors are paid more than 50% above market prices.*  *Outgrowers or collectors are receiving free input materials or prefinancing to buy input materials.*  *Outgrowers or collectors are receiving prefinancing for their future deliveries.*  *Outgrowers or collectors receive contracts which secure take-off for fair market prices for at least …………months.*  *Outgrowers or collectors experience a growth in their production volumes because of sales to the project.*  *Outgrowers or collectors do* ***not*** *experience a growth in their production volumes. The sales to the PSI project replaced sales to other parties.*  *By means of technical assistance in the light of the PSI, project the outgrowers or collectors experienced quality improvement in their production.*   1. *In addition to the above given information, please explain the realised impact of your project on local suppliers and outgrowers / collectors (their number, sales and production volumes (if this has raised please explain how this is demonstrated), transfer of knowledge, income position, organisation of an outgrowers/collection scheme with certain facilities, type of contracts, etc).*   *NB: this section only refers to long-term suppliers. Construction companies, utility providers and the like, do not belong to this group.*  *NB2:for impacts in relation to CSR in the value chain please refer to the item for chain responsibility below.* | | | |
| Chain level:  Impact on local clients and/or consumers | *Please explain how local clients (B2B) or local consumers (B2C) are affected by your project (e.g. better quality or availability of products/services, lower prices, improved quality and safety, improved margins, transfer of knowledge, continuity of supply, etc).* | | |
| Sector level:  Impact on commercial entities | *Please state the realised impact of the project on other commercial entities in the sector like competitors (in terms of market influence and knowledge sharing), producers of complementary products (possibly stimulated by the project), etc.* | | |
| Sector level:  Impact on other sector entities | *Please describe how other entities in the sector are affected by your project (e.g. exchange of knowledge, establishing new standards or collaboration agreements with sector organisations, knowledge institutes, universities, NGOs, etc).* | | |
| National level:  Impact on society | 1. *How does your project affect the environment? What mitigation measures have been taken to minimise the environmental impact (think about management of water, air-emissions, chemicals & pesticides, (renewable) energy, noise, waste, etc)?* 2. *How does your project affect the position of women?* 3. *What other impact has been created by the project for local society (e.g. improvement of local infrastructure, increased awareness on child labour and forced labour, community building activities, etc)?* | | |
| National level:  Impact on local or national authorities | *Please state the impact of the project on the local government (in terms of tax revenues, influence on rules and legislation, development of infrastructure, etc).* | | |
| Corporate Social Responsibility | 1. *Please describe your efforts with regard to CSR aspects (such as certification, social standards, gender policy, chain responsibility, measures to prevent corruption, labour policy, participation of employees in labour unions).* 2. ***How many*** *and* ***which*** *(international) certificates did the project obtain?* | | |
| Chain responsibility (only for projects which started from the 1st tender 2013 onwards) | *Please refer to the table in your earlier risk analysis (which was part of Result 1) to describe what (mitigation) actions you have taken during this reporting period to control the CSR risks in your value chain(s), and the degree to which these risk are mitigated.* | | |
| Food security and availability of water | *To what extent does your project contribute to food security and/or the availability of water for the local population?* | | |

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| **F. List of annexes** |
| 1. *……….* |
| 1. *……….* |
| *Etc* |

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| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3g: MODEL SPIN-OFF REPORT** |

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| **PSI project number:** | PSI…/…/… |
| **Applicant:** | ………. |
| **Project period:** | ………. − ………. (*Starting and ending date)* |
| **Spin-off period:** | ………. − ………. (*Starting and ending date)* |

***Instructions:***

**NOT VALID**

**THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF**

* *Spin-off Report and accompanying documents must be in English.*
* *Send one (1) hard copy to the postal address of the Netherlands Enterprise Agency / PSI (hereafter: the Agency / PSI) and one (1) copy by e-mail to* [*PSI@rvo.nl*](mailto:PSI@rvo.nl)*.*
* *The Agency / PSI should receive the Spin-off Report according to the date included in the Administrative Decision ('beschikking'); i.e. after the two (2) year spin-off period following the end of the project.*

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| **A. General** | | | | |
| Name and address of Joint Venture/Joint project | | *Name company: Street, City: Tel: E-mail: Website: Other links with information about the project (e.g. video on YouTube) when available:* | | |
| Activities and results two (2) years after completion of the project | | *Please describe what activities were undertaken in the two (2) years after completion of the PSI project.*  *What results have been achieved so far? What changes have been made regarding scale, products, market?*  *How is the cooperation between the partners at this moment?* | | |
| **B. Lessons learned, external factors, investment climate and economic sustainability** | | | | |
| External factors and problems | | *Please describe any external factors and problems affecting the follow-up of the project, and how the problems were handled.* | | |
| Investment climate | | *Please report on problems and risks (e.g. with local authorities, customs etc) that interfered with doing business in the PSI country and hampered a successful continuation in the two (2) years after the project. Please describe these issues and the way they were handled.* | | |
| Profitability | | *Please describe the financial position of the project/business. Indicate whether the project has reached the break-even point, and whether profit already has been made.* | | |
| Security issues (PSI Plus only) | | *Please describe if security risks in terms of personal safety (management and employees), transport of people & equipment and/or possible loss of equipment have interfered with doing business in the PSI Plus country and hampered a successful continuation of the project in the two (2) years after the project completion.*  *Furthermore, were there any changes in the political and/or socio-economic situation in the country and if so, did those changes oppose any risk for the continuation of your business.* | | |
| Internal learning | | *With the knowledge that you have now, what would you have done differently throughout the project? Please only report on issues which are* ***additional*** *compared to the Final Report.* | | |
| Other entities  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | | *Which other entities (companies, governments, chambers of commerce, knowledge institutes, associations, investment agencies, etc) learned from your project during the last two years? How did they learn from it and how can it improve their performance?* | | |
| Future prospects | | *Please describe your view on the future of the project / business. What are your plans for the coming years?* | | |
| **C. Spin-off and Effects** | | | | |
|  | | **Realised at the end of the PSI project** | **Spin-off projections originally anticipated in Administrative Decision** | **Realised during the spin-off period (in the two (2) years after project completion)** |
| Turnover of the last book year: 20…. (€) | |  |  | (turnover in second year after project completion)  ………. |
| Realised profit (net income) of the last book year: 20… (€). | |  |  | (profit in second year after project completion)  ………. |
| Volumes produced of product 1 *<name product> in the last book year 20…* | |  |  | ………..*<unit>* |
| Volumes produced of product 2 *<name product> in the last book year 20….*  *\* Add more products if applicable.* | |  |  | ………..*<unit>* |
| Follow-up investments (€): *When external financing has been obtained please add names of banks or financial institutions* | | ………. | ………. | ………. |
| Total number of jobs created basic-level\*[[1]](#footnote-1) | | ………. | ………. | ………. |
| Total number of jobs created medium-/high-level | | ………. | ………. | ………. |
| Total number of jobs created for women:  of whom on medium/high positions: | | ……….  ………. | ……….  ………. | ……….  ………. |
| Amount of employees who moved to better positions because of improved skills  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | |  |  | ………… |
| Arab region only: total number of jobs created for young people (<25 yrs at the moment of recruitment) (fte): | | ………. | ………. | ………. |
| Total number of indirect jobs created (not considering outgrowers or collectors) | | ……….. | ………. | ………. |
| Total number of outgrowers (contract farmers) or collectors involved in the project | | ………. | ………. | ………. |
| Knowledge transfer,  number of people trained: outgrowers (or collectors): | | ……….  ………. | ……….  ………. | ……….  ………. |
| Company level:  Impact on employees | 1. *What effect does the project have on the income of the personnel employed in the project (compared to their prior income or local wages for similar jobs)?* 2. *How does the company's lowest salary compare to the country's minimum wage (in percentage)?* 3. *Which of the following benefits does the company provide (tick the box if it is applicable):*  |  |  |  |  | | --- | --- | --- | --- | |  | *Pensions* |  | *The law enforces this* | |  | *Health insurance* |  | *The law enforces this* | |  | *Medical care* |  | *The law enforces this* | |  | *Free transport* |  | *The law enforces this* | |  | *Free Lunch* |  | *The law enforces this* | |  | *Profit sharing* |  | *The law enforces this* | |  | *Protective clothing* |  | *The law enforces this* | |  | *Childcare* | | | |  | *Housing* | | | |  | *Classes for illiterates* | | | |  | *(Foreign) language classes* | | | |  | *Loans for e.g. employees, families, outgrowers, etc* | | | |  | *Sport activities* | | | |  | *Other:………* |  | *The law enforces this* |  1. *If relevant, please provide background information on the above mentioned additional working conditions and benefits which are being offered to the personnel of the project.* 2. *In what other way are the employees affected by the project?* | | | |
| Company level:  Impact on local shareholders  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | *Please state how the already existing company of the Local Partner is affected by the PSI project (number of employees compared to start of project, turnover, obtained certificates, obtained skills, improved working conditions, new implemented technologies). Please only report on issues which are* ***additional*** *compared to the Final Report.* | | | |
| Chain level:  Impact on local suppliers   1. *Please describe the main raw materials / inputs which are purchased by the project in the* ***last year of the spin-off*** *phase. Please, also indicate the yearly volumes and costs for these materials and the percentage to which these products are* ***locally*** *sourced.*  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | *Description raw material* | *Yearly volumes* | *Yearly costs* | *% sourced locally* | | *# 1* |  |  |  |  | | *# 2* |  |  |  |  | | *# 3* |  |  |  |  | | *# 4* |  |  |  |  | | *# 5* |  |  |  |  |  1. *What is the effect of the project on* ***locally*** *supplying outgrowers or collectors with regards to the following issues in the* ***last year of the spin-off phase*** *(tick all boxes which are applicable):*   *Outgrowers or collectors are paid market conform prices.*  *Outgrowers or collectors are 1% to 10% paid above market prices.*  *Outgrowers or collectors are 11% to 50% paid above market prices.*  *Outgrowers or collectors are paid more than 50% above market prices.*  *Outgrowers or collectors are receiving free input materials or prefinancing to buy input materials.*  *Outgrowers or collectors are receiving prefinancing for their future deliveries.*  *Outgrowers or collectors receive contracts which secure take-off for fair market prices for at least …………months.*  *Outgrowers or collectors experience a growth in their production volumes because of sales to the project.*  *Outgrowers or collectors do* ***not*** *experience a growth in their production volumes. The sales to the PSI project replaced sales to other parties.*  *By means of technical assistance in the light of the PSI, project the outgrowers or collectors experienced quality improvement in their production.*   1. *In addition to the above given information, please explain the realised impact of your project on local suppliers and outgrowers / collectors (their number, sales and production volumes (if this has raised please explain how this is demonstrated), transfer of knowledge, income position, organisation of an outgrowers/collection scheme with certain facilities, type of contracts, etc).*   *NB 1: This section only refers to long-term suppliers. Construction companies, utility providers and the like, do not belong to this group.*  *NB 2: For impacts in relation to CSR in the value chain please refer to the item for chain responsibility below.* | | | | |
| Chain level:  Impact on local clients and/or consumers  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | 1. *Please explain how local clients (B2B) or local consumers (B2C) are affected by your project (e.g. better quality or availability of products/services, lower prices, improved quality and safety, improved margins, transfer of knowledge, continuity of supply, etc). Please only report on issues which are* ***additional*** *compared to the Final Report.* 2. *Did you bring new or improved products/services to consumers on the local market (which were not being imported either)? If yes, please explain which products/services you brought to the market and to what extent it is new or improved.* | | | |
| Sector level:  Impact on commercial entities | 1. *Please state the realised impact of the project on other commercial entities in the sector like competitors (in terms of market influence and knowledge sharing), producers of complementary products (possibly stimulated by the project), etc.* 2. *In how many events did the project (partners) share* ***technical*** *knowledge with competitors or other commercial parties in the sector? Which kind of events were these?* 3. *Did the project (partners) assist other companies to apply improved production methods or social and environmental standards? If yes, how many companies did you assist? Please explain further. (Do* ***not*** *consider outgrowers or other suppliers)* 4. *Did the project (partners) assist other companies to obtain similar international certificates? If yes, please explain how many and which certificates and companies? (Do* ***not*** *consider outgrowers or other suppliers)* 5. *How many times is your business activity copied by others?* | | | |
| Sector level:  Impact on other sector entities | 1. *Please describe how other entities in the sector are affected by your project (e.g. exchange of knowledge, establishing new standards or collaboration agreements with sector organisations, knowledge institutes, universities, NGOs, etc).* 2. *In how many events did the project (partners) share* ***technical*** *knowledge with sector organisations, knowledge institutes, universities, NGOs, Chambers of Commerce, etc? What type of events were these?* | | | |
| National level:  Impact on society | 1. *How does your project affect the environment? What and how many* ***additional*** *mitigation measures have been taken to minimise the environmental impact in the two years after completion of your project (think about management of water, air-emissions, chemicals & pesticides, (renewable) energy, noise, waste, etc)? Please explain.* 2. *How does your project affect the position of women? Please only report on issues which are* ***additional*** *compared to the Final Report.* 3. *What other impact has been created by the project for local society (e.g. improvement of local infrastructure, increased awareness on child labour and forced labour, community building activities, etc)? Please only report on issues which are* ***additional*** *compared to the Final Report.* | | | |
| National level:  Impact on local or national authorities  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | 1. *Please state the impact of the project on the local government (in terms of tax revenues, influence on rules and legislation, development of infrastructure, etc). Please only report on issues which are* ***additional*** *compared to the Final Report.* 2. *What is the number of times that the project (partners) put a topic with regards to the improvement of the business climate on the political agenda (e.g. via addressing issues in newspapers or magazines or via an appointment at governmental level)? Please explain what the topic was about and what the results were.* 3. *Do the products and/or services which the PSI project put on the market contribute to import substitution? If yes, please elaborate on the products/services.* 4. *How many articles/documentaries were published with your project as demonstration in Best practices in terms of CSR or application of innovative technologies? Please elaborate on which topics were addressed in which medium it was published?* | | | |
| Corporate Social Responsibility | 1. *Please describe your efforts with regard to CSR aspects (such as certification, social standards, gender policy, chain responsibility, measures to prevent corruption, labour policy, participation of employees in labour unions). Please only report on issues which are* ***additional*** *compared to the Final Report.* 2. *How many and which* ***additional*** *(international) certificates did the project obtain in the two years after project completion?* | | | |
| Food security and availability of water | *To what extent does your project contribute to food security and/or the availability of water for the local population? Please only report on issues which are* ***additional*** *compared to the Final Report.* | | | |
| **D. List of annexes (if applicable)** | | | | |
| 1. *……….* | | | | |
| 1. *……….* | | | | |
| *Etc* | | | | |

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| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

**NOT VALID**

**THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF**

**Annex 3h: TABLE CSR CHAIN RESPONSIBILITY (ONLY FOR PROJECTS WHICH STARTED FROM THE FIRST TENDER 2013 ONWARDS)**

*As part of Result 1 you are requested to submit a copy of the CSR risk analysis. This analysis is to be presented in the format (table) below. The table summarizes potentially negative social and environmental impacts in the supply chain(s) of your most essential raw material(s) / semi-finished product(s) necessary for the manufacturing of the final product(s) of the project. It will include the mitigation of the risks that are identified and the monitoring of the results of the proposed activities to mitigate or avoid these impacts. The supply chain risk analysis is to be done according to the OEDC guidelines and should be approved by the Netherlands Enterprise Agency. The proposed activities should be implemented within the project period.*

*In the Annual Progress Report and Final Report you will report on the status of the activities taken and the degree in which the risks are mitigated for each of the identified risks. The Netherlands Enterprise Agency will, in consultation with you, identify the list of raw material(s) / semi-finished product(s) to be included in the supply chain analysis. This will be discussed with your Project Officer.*

*Please note that MVO Nederland has developed a risk analysis tool based on OECD, the 'CSR Risk Check',* [*http://www.mvorisicochecker.nl/en*](http://www.mvorisicochecker.nl/en) *. This tool provides a general analysis which concerns the entire supply chain of raw materials and semi-finished products. These general risks can help you identify specific risks for the chain (suppliers to the project). Use of the "CSR Risk Check"- tool is voluntary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Raw material/ semi-finished product | Supplier (and country) | Risk in the value chain | Activity proposed | Monitoring/ management |
| *[Please specify the raw material/ semi-finished* ***product #1****]* | *[Please specify the supplier and its country]* | *[please identify the specific risk #a]* | *[please describe the proposed activity to mitigate or avoid the risk]* | *[Please indicate how the effect of the activity is monitored/managed to ensure the risk is mitigated or avoided]* |
|  |  | *[please identify the specific risk #b]* | *Ibid.* | *Ibid.* |
|  |  | *Etc* |  |  |
| ***Product # 2*** | *[Please specify the supplier and its country]* | *Risk #a.* | *Ibid.* | *Ibid.* |
|  |  | *Risk #b* |  |  |
|  |  |  |  |  |
| ***Product #3*** | *Etc* |  |  |  |
| ***Etc*** |  |  |  |  |

|  |
| --- |
| **Annex 3i: INTERNATIONAL PAYMENT FORM FOR BENEFICIARIES** |

Please fill out the blue fields below to enable the Netherlands Enterprise Agency / PSI (hereafter: the Agency / PSI) to execute direct international payments to the Beneficiary. Also, take notice of the conditions for international payments at the bottom of the page.

|  |  |
| --- | --- |
| **Beneficiary information** | |
| Company name |  |
| Contact person |  |
| Address |  |
|  |
| City |  |
| Country |  |

|  |  |
| --- | --- |
| **Intermediary Bank information (optional)** | |
| Name Bank |  |
| Address |  |
|  |
| City |  |
| Country |  |
| Bank account number |  |
| IBAN |  |
| SWIFT / BIC code |  |
| Bank code |  |

|  |  |
| --- | --- |
| **Beneficiary Bank information** | |
| Name Bank |  |
| Address |  |
|  |
| City |  |
| Country |  |
| Bank account number |  |
| IBAN |  |
| SWIFT / BIC code |  |
| Bank code |  |

**Please take notice of the following:**

1. Before the Agency / PSI can execute international payments in accordance with the Administrative Decision, the project partners are obliged to inform the Agency / PSI in writing, signed by all project partners, on the bank account number and bank details;
2. Project partners must submit this form to the Agency / PSI, along with a letter from the Beneficiary’s bank, containing the relevant bank account details;
3. The Dutch central government as well as the Agency / PSI and his administrator will be discharged of its financial commitments as soon as the Agency / PSI has made the transfer of the amount due to the project partner(s) to the bank account number specified by the project partner(s);
4. The project partner(s) are held responsible for the provision of correct information.

|  |
| --- |
| **Annex 3j: CONTACT DETAILS FOR THE NETHERLANDS ENTERPRISE AGENCY** |

The Private Sector Investment Programme (PSI) is funded by the Ministry of Foreign Affairs and executed by the Netherlands Enterprise Agency / PSI.

|  |  |
| --- | --- |
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| **Postal address:** | Netherlands Enterprise Agency  Attn. PSI  P.O. Box 93144  2509 AC THE HAGUE  The Netherlands |



1. *\* Basic-level employees are production workers operating machines, agricultural workers for planting and harvesting, drivers, cleaners, security guards, waiters, cooks and the like.* [↑](#footnote-ref-1)