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## **FINAL REPORTS GUIDELINES**

### **A. INTRODUCTION**

Publicising the results of the projects supported by the CGPP is a key element of the Programme as a means of encouraging others to become involved in cleaner greener production. Those who receive grant aid for projects will be obliged to provide publicity information including photographs and technical data on their projects and to participate in various publicity events, e.g. seminars, possibly host site visits, etc., on a regional and sectoral basis. While satisfying the requirements of the Programme, the publicity will provide positive promotion for all companies involved.

Participants must provide a Final Report, possibly up to 20 pages in length. This material will be edited by the Programme Managers for inclusion in the Programme website, for the production of a publicity brochure and for distribution via a CD. The Programme Managers are funding the production of the website, publicity brochure and CD.

In addition, the Participants will be required to produce a two-page leaflet, including photographs, graphics, etc., outlining the project operation and benefits. This is referred to as the 2-page brochure. This will highlight the main items of interest. The Programme Managers provide a graphic design template for this, but the participants must prepare the content in terms of text, photographs, etc. The EPA funds the publication of these 2 page brochures.

A wide variation in project types is expected, so applicants must realise that certain elements are not relevant in all cases and that these guidelines will be revised to reflect the actual project mix selected.

## **B. FINAL REPORT**

### **B.1 General Procedure for Preparation of Report**

This is an obligatory requirement of participation in the Programme. The report should be treated as a separate and independent document in its own right. It should be a full, self-explanatory report covering the entire period of the project. It should not make reference to previous information and outcomes from, for example, initial proposal, *Memorandum of Agreement*, technical visit reports, letters, etc.

The report should set out the background to the project, the activities undertaken, the results obtained and the conclusions reached. It should contain all significant and relevant information on the outcome of the project. Quantified improvements should be documented including performance indicators used and improvements made from the start to the end of the project. It should give particular attention to innovative items, particular successes or problems, performance, costs, economic viability and environmental impacts. Positive experiences with staff training or interaction with suppliers or customers should be reported. Any secondary or unexpected benefits should be noted. If the project entailed an investigation of prevention opportunities, it should indicate how many improvement options were identified, how many could or have been implemented, the associated gains (actual and expected), etc. Diagrams, plans, graphic presentations of tables should be used wherever they can convey information more efficiently. It is intended that this report will be edited for publication, on the Programme website, CD or in a summarised form in the publicity brochure.

Promotion of the project results is an important aspect of the Programme, however Participants may desire to keep certain commercially sensitive material confidential. There are provisions to permit this under the terms of the Freedom of Information Act. Participants must clearly indicate any such material that they wish to be kept confidential.

### **B.2 Submission of Reports**

A draft copy of the Final Report should be submitted at the earliest possible stage in its preparation to the Programme Manager. This will allow for guidance to be given, if necessary, at an early stage, which in turn will facilitate approval of the reports and avoid unnecessary work for the participating company.

After the draft report has been approved by the Programme Manager a final printed version should be submitted as well as an electronic version as a WORD document. The report will be made available for publication.

### **B.3 Notes on How to Complete Each Section of Report**

The sections required in the Final Report are provided in the following pages for guidance. This must be adhered to, using the same headings and numbering system. This will make it easier for readers to find a particular area of interest. Any significant information not directly requested should be inserted, either by using sub-numbering system (e.g. 3.4.n) or by adding a new section at the end of a chapter (e.g. 3.n). In this way, the standard numbering system will not be disturbed. Similarly, if a section is irrelevant to a particular project, it should be skipped. Do not reallocate the sections to redundant numbers.



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The following is the format to use. The amount of text, excluding diagrams and tables, which should normally suffice for each section, is suggested as a guide. Always try to be as concise as possible.

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## 1. Cover Page - Project Summary and Contact Details (1 page)

The cover page should include the logo of the participating company together with the following information:

Project Number (*Memorandum of Agreement* Ref. No.) .....

Title of Project: .....

Name of Participating Company .....

Contact Person .....

Company address .....

Telephone number .....

Fax no .....

E-mail address .....

Author of Report .....

Date of Report .....

A summary of about 300 words should be presented in a box (as shown here) and designed to help the reader to know what the project is about. It might be considered as the "business card" of the project. It should describe concisely the aim of the project and its main features, with particular attention to innovative items, successes or problems, performance, costs, economic viability and environmental impacts and the possible future replication potential to other companies. Quantified improvements should be summarised here.

## 2. Background - Aim and General Description

This will provide an introduction to the company or companies undertaking the project and an overview of the aims of the project.

2.1 Participant Description – Provide a concise description of the company or cluster of participating companies: scale, location, activities, products and services (half page).

2.2 Aim of the Project - Describe the aims of the project, highlighting its innovative features, their advantages and disadvantages and their differences from the conventional approach (half page).

## 3. Project Implementation (Complete All Applicable Sections)

These sections should describe what was actually done in the project. Since projects will vary, some of these sections may be inapplicable to a specific project.

### 3.1 Investigation of Prevention Opportunities

- 3.1.1 *Strategy to identify prevention opportunities* - Describe how opportunities for preventing consumption of resources or production of waste and emissions were identified and assessed (half page).
- 3.1.2 *Knowledge of company operations* - Describe how the knowledge of the company's operations has been enhanced e.g. more detailed knowledge of origins and costs of wastes (half page).
- 3.1.3 *Prioritised improvement options* - Describe what potential improvements were identified, how they were prioritised and the expected benefits (half page).
- 3.1.4 *Implemented improvements* - Describe the improvements already undertaken and the measured benefits. If convenient, describe them in detail in the following sections (half page).

### 3.2 Changes in Practices or Processes

Give details of the work carried out, with particular reference to the innovative features of the project along the following lines:

- 3.2.1 *Outline description of the project* - The innovative aspects should be highlighted and it should be made clear what was new, renovated or existing, as appropriate. The involvement of other companies should be described. Activities undertaken should be presented. Descriptions of any installations should be included and the method of operation explained. (2 pages, plus diagrams as needed).
- 3.2.2 *Project management* - Give particulars of companies/individuals responsible for managing the project. (i.e. whether out-sourced or in-house) (half page).
- 3.2.3 *Operating history* - Describe when the project started, its duration of regular operation and its current status. (half page).
- 3.2.4 *Implementation experiences* - Describe any significant problems encountered, their reasons, solutions tried, solutions adopted and any particularly successful experience during project implementation which might be of interest to others (half page).
- 3.2.5 *Equipment performance* - Give details of any components (including measuring equipment) which performed particularly well or badly, especially the innovative items. (half page).
- 3.2.6 *Modifications* - Discuss the reasons for any changes, modifications, cost over-runs or delays to the initial planning or expectations. (half page)
- 3.2.7 *Measurement/monitoring procedures* - Describe the performance indicators that were used or introduced, their effectiveness or otherwise, etc (half page).

### 3.3 Capacity Building

The Programme aims to bring about a cleaner greener production ethos in Irish industry, so that this approach becomes an integrated part of business strategy. This integration will be embodied in the skills of personnel.

3.3.1 *Training of staff* - Describe the measures undertaken to train staff in cleaner greener production, the numbers involved, their categories (e.g. production, administration; foreman, manager etc.), the scope and source of training and particularly its benefits, etc (1 page).

3.3.2 *Integration of knowledge from external assistance* - Describe how the know-how of external assistants and consultants has been integrated into staff knowledge (1 page).

## 4. **Project Outcomes**

Describe the benefits of the project. Where possible quantify these, however intangible factors may also be described where appropriate. Indicate whether the results were as expected and try to explain any differences. If prevention opportunities have been identified but not implemented, indicate the potential impacts if implemented.

4.1 Environmental Impact – The benefits of this project, through eliminating or reducing waste or resource consumption should be described. Both absolute values, e.g. tonnes of material and relative measures of performance, e.g. % reduction, should be quoted. (half page). Provide information on the quantified improvements made between the start and end of the project.

4.2 Economic Impact – The actions taken in this project will have had an economic impact, such as an improvement in productivity due to decrease in waste produced. This impact should be reported using traditional economic yardsticks such as savings, Simple Payback Time, Internal Rate of Return, or Life Cycle Cost (half page). Provide information on the quantified improvements made between the start and end of the project.

4.3 Other Benefits – Outcomes that do not neatly fit into economic or environmental areas should be discussed, e.g. staff motivation, improved company image, perception by customers or neighbours, corporate recognition, etc. Include any secondary or unexpected benefits. (half page).

4.4 Involvement of other Business – Describe the impact on other companies directly influenced by the project (half page).

## 5. **Promotion and Publicity**

Suggest what other businesses would be interested in the results of this project, e.g. those undertaking a similar activity or other companies in the sector. How will the project experiences be shared with other companies?

5.1 Potential Replication in other Enterprises - Describe the potential to apply the same or similar approaches in other businesses, whether in the same sector or another. (half page).

- 5.2 Dissemination of the Results - Describe the measures either already taken, or to be taken, to share the results of the project with other businesses. (half page)

## **6. Lessons Learned for the Future**

Describe whether and how the cleaner greener production approach has been integrated into your company's business strategy.

- 6.1 Lessons - Summarise the lessons learnt, what one would repeat and what one might do differently if repeating the project. (half page)
- 6.2 Continuation of the project - Discuss briefly what plans, if any, exist to further develop the project (quarter page).
- 6.3 Continuation of Cleaner Greener Production - Discuss briefly what plans, if any, exist to implement further cleaner greener production measures. (quarter page).

## **7. Others**

This section is provided to include any matters not otherwise addressed (1 page).

## **8. References**

At this point please list any pertinent references to other projects or publications.

## **9. Photographs**

Please include photographs, preferably electronically, illustrating the project, e.g. facility, process, equipment, etc., showing all important or interesting components.

## **Annexes**

*Suppliers of equipment and services* - Give names and addresses of suppliers of all major items of expenditure.

*Other material*

### C. 2-PAGE LEAFLET

This is an obligatory requirement of participation in the Programme. The Participants will be required to produce a two-page leaflet, including photographs, graphics, etc., outlining the project operation and benefits. This will highlight the main items of interest. The emphasis of this report is promotion rather than technical content. It should provide enough material to interest a reader and allow the reader to determine if further information should be sought.

**These are the headings to be used:**

At least 25% of the leaflet should be composed of diagrams, photos or tables.

<i>"At a glance"</i>	A concise summary of the project and achievements (50/100 words).
<i>Company description</i>	A brief introduction: name, location, products/services, size, photograph.
<i>Aims</i>	Describe the objectives of the project.
<i>Project description</i>	A description of what was done, with diagrams, photographs, tables, as appropriate.
<i>Outcomes</i>	Gains: quantified improvements - environmental, economic, other; lessons for the future. Use diagrams and tables as appropriate.
<i>Lessons</i>	Lessons for other companies, other applications of the project.
<i>More information</i>	Contact point