

Powering the Regions Fund (PRF) – Critical Inputs to Clean Energy Industries (CICEI) – Cement, Lime, Alumina and Aluminium Sectors (CLAAS) Guide to Final Report

Overview:

It is up to grantees how they present their Final Public Report for their CICEI - CLAAS project.

Your report should aim to share knowledge on project successes as well as any lessons learned (i.e. challenges and failures) to contribute to and support further decarbonisation activities in your sector and across industry generally.

There is no mandatory template for Final Public Reports. The amount of detail you provide should be commensurate with project size and complexity. A basic suggested template is provided below, but we encourage reports to go further and include detailed analysis, pictures, tables, graphs and easily processed supporting information to help readers understand the project and outcomes. Reports should be concise (no more than 10 pages) and presented in the form of a report (e.g. PDF or Word document) or presentation (e.g. PowerPoint).

Final Public Reports must include certain minimum details (set out below) to ensure readability and comparability. We also suggest including other details to help you craft a clear, easy to understand report.

Required Minimum Details:

- Project name.
- Project description.
- The roadmap or plan developed with grant funding (if applicable).
- The equipment purchased with grant funding (if applicable).
- Total project cost and how much was covered by CICEI - CLAAS grant funding.
- An acknowledgement that the project received Commonwealth Grant funding.
- Project objectives (anticipated and achieved).
- Project outcomes (anticipated and achieved).
- Lessons learnt.

Suggested Additional Details:

- Executive summary (especially for reports longer than 5 pages).
- Project activities summary.
- Project budget and timeline (anticipated and actual).
- Project communication activities and/or knowledge sharing.
- Organisations that contributed to the project Partners and what their involvement was.
- Unplanned outcomes or benefits achieved from the project activities.
- Estimated emission reductions from project.
- Potential next steps (to deliver on project learnings).

Project Reporting – Suggested Template:

<i>Project Name</i>	
Project Description	<i>Describe the project. What did you aim to achieve and why?</i>
Project Outcome	<i>Describe what the project achieved. For example, development of a sectoral decarbonisation roadmap, trial of new technology or emission reductions at a facility.</i>
Total Project Cost	\$
Total Project PRF CICEI - CLAAS Grant Funding	\$
Project Started	<i>Date</i>
Project Completed	<i>Date</i>
Executive Summary: <i>Insert 2-8 sentence summary of the project. Longer for more extensive and/or expensive projects.</i>	
Project Objectives: <i>Insert 2-8 sentence summary or 2-8 dot points. This should build on the project description and outcome to explain what you aimed to achieve in the project and how this relates to wider sector goals like net zero by 2050.</i>	
Project Outcomes: <i>Insert 2-8 sentence summary or 2-8 dot points. This should set out what the project delivered and note any outcomes that were not realised or only partially released.</i>	
Project Activities: <i>Insert 2-6 sentence summary or 2-6 dot points to explain the work performed during the project. For example, who participated in the development of the decarbonisation roadmap or what equipment was tested at the facility. Note any challenges experienced during the project like delays.</i>	
Lessons Learnt: <i>Insert 4- 8 sentence summary or 4 - 8 dot points. Consider what you have learnt from the project. This can include the steps required to decarbonise the sector; lessons about technology readiness, supply chains, workforce skills and development; or the results from any equipment trials.</i>	
Emission Reduction Outcomes (if relevant): <i>Insert 2-4 sentence summary or 2-4 dot points if your project directly resulted in emission reductions or has identified opportunities for emission reductions in the future.</i>	
Contribution of Other Entities: <i>Insert 2-4 sentence summary detailing the contribution of any other parties to the project. For example, if you partnered with a research organisation or original equipment manufacturer, please note their contribution if not addressed elsewhere.</i>	
Next Steps <i>Insert 2-6 sentence summary detailing how the lessons from this project will be actioned. For example, if you have developed a sector decarbonisation roadmap set out how the roadmap will be delivered by industry.</i>	