

ANNEX V

A. Progress report(s) on the technical and financial implementation

In accordance with Article I.4.1 of the Special Conditions of a grant agreement, the coordinator must regularly inform the Commission in writing on the progress of implementation of the action.

- For projects with a duration of **12 months or less**, the beneficiary should deliver **one progress report half-way through the project life-cycle**, counting from the start date of the project specified in Article I.2.2 of the Special Conditions (e.g. for a 12-month- project, the progress report should be delivered before the end of month 6).

- For projects having a duration of **more than 12 months**, **two progress reports** should be submitted **at regular intervals** over the duration of the project (e.g. if a project duration is 15 months, the first progress report should be submitted before the end of month 5 and the second one before the end of month 10).

Progress reports should have a **maximum length of 4 pages and have as an annex the updated T forms (*technical application forms*)**, allowing the Commission to assess the project's progress.

Progress reports should contain a summary update of the project past, ongoing and planned activities and outputs. They should also contain relevant comments on project management and partnership management aspects.

Please attach a one-page financial summary highlighting the project expenditure incurred until the drafting of the progress report. Please use one of the forms provided in Annex VI "Participant Cost Statement Summary" or "Consolidated Cost Statement for the Action", the latter only in the case the project involves associated beneficiaries.

B. Structure for the Mid-term and Final Technical Implementation Report

1. Table of contents	
2. General reminder (max 1 page) of project objectives, partnership and expected deliverables.	
3. General summary of project implementation process	<ul style="list-style-type: none">• General overview of the process• Comparative analysis of<ul style="list-style-type: none">- initial and actual time schedule- planned and used resources- expected and actual results
4. Evaluation of project management/implementation process	<ul style="list-style-type: none">• Positive aspects / opportunities• Internal and external difficulties encountered• Partnership/core group cooperation (as appropriate)• Cooperation with the Commission• Comments on European value added• Lessons learnt and possible improvements
5. Activities	<ul style="list-style-type: none">• Comparison between initially planned and actually implemented activities, including monitoring, evaluation and dissemination• Qualitative evaluation of the activities
6. Presentation of the technical results and deliverables (one section per deliverable)	<ul style="list-style-type: none">• Description of individual deliverables• Purpose of the deliverable• Evaluation of the deliverable• Value-added – in particular European value-added and transferability - of the deliverable• Dissemination
7. Evaluation of the technical results and deliverables	<ul style="list-style-type: none">• General lessons learnt• Strengths• Possible challenges and/or improvements to be tackled through further action• Recommendations to stakeholders, partners, authorities in charge, National and EU institutions
8. Follow-up	<ul style="list-style-type: none">• Comparison between initial and current follow-up measures• Additional follow-up approaches