

## **MODEL TECHNICAL REPORTS**

The beneficiary shall submit technical reports as specified in Section 11.6. on Reporting and Payment Arrangements: Each report will be submitted in English to the Commission in printed form and by e-mail. Electronic files must be in Microsoft® Word for Windows format.

### **Short report on the next steps concerning the planned activities**

At the beginning of the project, a short report concerning the next steps concerning the planned activities will be submitted to the Commission.

### **Technical report on progress**

The technical progress report shall include at least the following:

- information on the activities carried out and progress achieved
- problems encountered, solutions found or proposed
- timetable and methodology for implementation

### **Interim operational report**

The interim report shall include at least the following:

- information on the activities carried out and progress achieved
- problems encountered, solutions found or proposed
- timetable and methodology for completion
- Sustainability plan;

### **Final implementation report**

The final report shall include at least:

- Comprehensive information on all the activities carried out
- Problems encountered, solutions found and their impact on the outcomes achieved
- Sustainability of the action;

## Technical report on progress

Information on the activities carried out and progress achieved

Detailed description

*(activities carried out, (number of participants, targeted audience, people who benefit directly and indirectly of the action...), dissemination (communication and information plan), published material etc.)*

Problems encountered, solutions found or proposed

Timetable and methodology for completion

## Interim operational report

Information on the activities carried out and progress achieved

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Detailed description

*(activities carried out, (number of participants, targeted audience, people who benefit directly and indirectly of the action...), dissemination (communication and information plan), published material etc.)*

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Problems encountered, solutions found or proposed

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Timetable and methodology for implementation

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Sustainability Plan

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## Final implementation report

### Achievement of objectives

**Detailed description:** Comprehensive information on all the activities carried out *(all the different activities carried out, overall assessment of the results of the action (number of participants, targeted audience, people who benefit directly and indirectly of the action...) and proof of their dissemination (communication and information plan), published material (CD, DVD publication, photographs, press releases...)*

### Problems encountered, solutions found and their impact on the outcomes achieved

### Sustainability of the action

**European added value / Relevance towards the strategic issues related to the EU Programme**  
*(describe how the project contributed to the development and/or implementation of the European policy)*