****

**Project Progress Report No…………**

**A.1 Project Progress Report Identification**

|  |  |  |
| --- | --- | --- |
| **Project Title** |  | |
| **Project Acronym** |  | |
| **Project Website (if applicable)** |  | |
| **Project Number** | **BSB…** | |
| **Project Duration Start Date** | **Start date:** | **End date:** |
| **Programme Priority** |  | |
| **Programme Specific Objective** |  | |
| **Lead Beneficiary/Beneficiary 1** |  | |
| **Contact Person**  **e-mail address** |  | |
| **Beneficiary 2** |  | |
| **Beneficiary 3** |  | |
| **Beneficiary 4** |  | |
| **Beneficiary 5** |  | |
| **Beneficiary 6** |  | |
| **Reporting Period** | **Start date:** | **End date:** |

**A.2 Highlights of main achievements per group of activities**

*A brief summary description of the main achievements per group of activities shall be written in the style of a press release capturing the main features of the project. The description should also indicate the stage of physical progress of project activities as a percentage (e.g. Up to the present progress report, 65% of the project activities have been completed)*

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**A.3 Project Specific Objectives**

|  |  |
| --- | --- |
| **Project Specific Objectives** | **Explanation on the level of achievement** |
|  |  |
|  |  |
|  |  |

**A.4 Project Main Outputs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Main Output Title** | **Project Output Indicator Targets** | **Planned Delivery Month** | **Level of Achievement**  **-numerical value-** | **Explanations** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**A.5 Target Groups**

|  |
| --- |
| **Please describe the Target Groups Involvement, referring to Target value planned and reached so far:** |
|  |

**A.6 Problems/deviations from the Work Plan**

|  |
| --- |
| **Please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found:** |
|  |
| **Amendments to the grant contract** |
| 1. **Notifications (short description of the notification objective(s), date of submission/upload in eMS – version….)** 2. **Addendum (objective, date of submission/upload in eMS, date of its approval by the last party)** |

**A.7 Horizontal Principles**

|  |  |
| --- | --- |
| **Horizontal Principles** | **Please describe how the horizontal aspects have been considered in the project implementation** |
| **Gender Equality** |  |
| **Democracy and human rights** |  |
| **Environmental sustainability** |  |

**A.8 Reporting Work Packages**

*NOTE: The tables may me edited to add lines for activities and deliverables as needed, in accordance with the activities set out in the Application Form-*

**Work Package MANAGEMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **WP title** | **WP start date** | **WP end date** | **WP status**  (not started/proceeding according to the work plan/delayed/ completed) | | | |
| M |  |  |  |  | | | |
| **Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:** | | | | | | | |
|  | | | | | | | |
| **Please describe progress achieved in this reporting period** | | | | | | | |
| **Activity Number** | **Activity title** | | **Start month** | **End month** | | | **Status** |
| A.M.1 |  | |  |  | | |  |
| **Deliverable number** | **Deliverable title** | **Deliverable description** | **Planned delivery month** | **Target Value** | **Achieved so far** | **Achieved in this report** | **Status** |
| D.M.1.1 |  |  |  |  |  |  |  |
| **Activity Number** | **Activity title** | | **Start month** | **End month** | | | **Status** |
| A.M.2 |  | |  |  | | |  |
| **Deliverable number** | **Deliverable title** | **Deliverable description** | **Planned delivery month** | **Target Value** | **Achieved so far** | **Achieved in this report** | **Status** |
| D.M. 2.1 |  |  |  |  |  |  |  |

**Work Package Implementation T.1 ……… (Name, ex: Networking opportunities)**

*- Copy and repeat the table Work Package Implementation as needed, in accordance with the activities set out in the Application Form-*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **WP title** | **WP start date** | **WP end date** | **WP status**  (not started/proceeding according to the work plan/delayed/ completed) | | | |
| T.1 |  |  |  |  | | | |
| **Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:** | | | | | | | |
|  | | | | | | | |
| **Please describe progress achieved in this reporting period** | | | | | | | |
| **Activity Number** | **Activity title** | | **Start month** | **End month** | | | **Status** |
| Activity T.1.1. |  | |  |  | | |  |
| **Deliverable number** | **Deliverable title** | **Deliverable description** | **Planned delivery month** | **Target Value** | **Achieved so far** | **Achieved in this report** | **Status** |
| Deliverable T.1.1.1 |  |  |  |  | | |  |
| **Activity Number** | **Activity title** | | **Start month** | **End month** | | | **Status** |
| Activity T.1.2. |  | |  |  | | |  |
| **Deliverable number** | **Deliverable title** | **Deliverable description** | **Planned delivery month** | **Target Value** | **Achieved so far** | **Achieved in this report** | **Status** |
| Deliverable T.1.2.1 |  |  |  |  | | |  |

**Work Package INVESTMENT I.1 ………(Name)**

*-Copy and repeat the table Work Package Investment as needed, in accordance with the activities set out in the Application Form-*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **WP title** | **WP start date** | **WP end date** | **WP status**  (not started/proceeding according to the work plan/delayed/ completed) | | | |
| I.1 |  |  |  |  | | | |
| **Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:** | | | | | | | |
|  | | | | | | | |
| **Please describe progress achieved in this reporting period** | | | | | | | |
| **Activity Number** | **Activity title** | | **Start month** | **End month** | | | **Status** |
| Activity I.1.1. |  | |  |  | | |  |
| **Deliverable number** | **Deliverable title** | **Deliverable description** | **Planned delivery month** | **Target Value** | **Achieved so far** | **Achieved in this report** | **Status** |
| Deliverable I.1.1.1 |  |  |  |  |  |  |  |

**Work Package COMMUNICATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **WP title** | **WP start date** | **WP end date** | **WP status**  (not started/proceeding according to the work plan/delayed/ completed) | | | |
| C |  |  |  |  | | | |
| **Partners` involvement. Please describe the progress in this reporting period and explain how were partners involved and who did what:** | | | | | | | |
|  | | | | | | | |
| **Please describe progress achieved in this reporting period** | | | | | | | |
| **Activity Number** | **Activity title** | | **Start month** | **End month** | | | **Status** |
| Activity C.1 |  | |  |  | | |  |
| **Deliverable number** | **Deliverable title** | **Deliverable description** | **Planned delivery month** | **Target Value** | **Achieved so far** | **Achieved in this report** | **Status** |
| Deliverable C.1.1. |  |  |  |  |  |  |  |
| Deliverable C.1.2. |  |  |  |  |  |  |  |
| **Activity Number** | **Activity title** | | **Start month** | **End month** | | | **Status** |
| Activity C.2 |  | |  |  | | |  |
| **Deliverable number** | **Deliverable title** | **Deliverable description** | **Planned delivery month** | **Target Value** | **Achieved so far** | **Achieved in this report** | **Status** |
| Deliverable C.2.1. |  |  |  |  |  |  |  |

**B. The financial progress of the project**

- euro-

|  |  |  |  |
| --- | --- | --- | --- |
| **Beneficiary**  **(abbreviation)** | **Approved project budget** | **Cumulated costs**  **from start of implementation to present report \*** | **Amount available** |
| **LB - ……** |  |  |  |
| **B2 - ……** |  |  |  |
| **B3 - ……** |  |  |  |
| **B4 - ……** |  |  |  |
| **B5 - ……** |  |  |  |
| **B6 - ……** |  |  |  |
| **TOTAL** |  |  |  |

\* *The conversion into euro shall be made using the monthly accounting exchange rate of the European Commission of the month during which the progress report is submitted to the JTS. InforEuro is freely available at:* [*http://ec.europa.eu/budget/contracts\_grants/info\_contracts/inforeuro/index\_en.cfm*](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) *. Please note that the amounts indicated in the Progress Report are only necessary to assess the project’s financial progress. The payment arrangements of the project shall be made according to art. 4 Grant Contract.*

**C. Actions to tackle the COVID-19 pandemic**

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| --- |
| **If applicable, please describe the measures taken to address the health risks caused by COVID-19 or actions undertaken in fighting the COVID-19 pandemic** |
|  |

**D. Annexes to the progress report**

*Annexes to the progress report shall be presented in accordance with the provisions of the Project Implementation Manual, section 6.1.*

**TAKE NOTE: when preparing the supporting documents, please consider the following:**

Scanned documents should be submitted in black and white, format .jpg/.pdf of minimum 300 dpi resolution;

Each document must be named in English language according to its content and with a reference to the partner and deliverable (e.g. JTS\_D.C. 1.2 \_ Brochure)

Each document containing more than 1 page must be scanned and submitted as a single file. Please DO NOT scan and upload each page separately.

Make sure the documents can be opened and that the page margins are scanned correctly

The supporting documents shall be organized by partner and submitted in one archieve of maximum 20MB. In case the file is bigger than 20 Mb (e.g a movie or a presentation), we recommend to add only the reference to the link published on the website of the project. In case the evidence exceeds the limit of 20 Mb, the partners should create .rar or .zip packages of no more than 20 Mb and upload them in more parts.

**Signed by the legal representative of the Lead Beneficiary**

**or the empowered person (Project Manager):**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature, stamp[[1]](#footnote-1)**  **(electronic signature)** |  |
| **Position** |  |
| **Date** |  |

1. If foreseen in the national legislation [↑](#footnote-ref-1)