

TECHNICAL REPORT GUIDELINES

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 10 pages (excluding annexes), 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 .

At the end of the project, the coordinator must submit a Final Technical Implementation Report (Maximum 30 pages for report itself, excluding annexes). This must be done within 2 months of the end date of the project.

For the Progress Reports and the Final Technical Implementation Report the same procedure must be followed as for the application (in writing, 2 copies, including a copy on a USB).

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

- ☐ General overview of the process
- ☐ Comparative analysis of

- initial and actual time schedule
- planned and used resources
- expected and actual results

4. Evaluation of project management/implementation process

- ☐ 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

- ☐ 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)

- ☐ 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

- ☐ 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

- ☐ Comparison between initial and current follow-up measures
- ☐ Additional follow-up approaches