

Harmonised implementation tools

Project progress report

(Final version 1.2 - June 2023)

This is a project progress report template for standard projects being implemented in any Interreg strand.

The main objectives of this document are:

* for the programme to stay in contact with the project,
* to check if the project is on track (outcomes, work plan, budget, communication),
* preferably to check the quality of project results/outputs and to check promised intensity of cooperation (involvement of partners),
* to check stakeholders and target groups engagement,
* to provide information for communication and publicity on programme level (also reporting to COM).

At the start of some sections in the progress report you will find an explanation of the purpose and the logic of the section (in blue) that will help you understand better how the section should be used.

To reach a high level of harmonisation, the HIT tools should be used as much as possible as they are. The tools have been designed based on an agreed structure that avoids asking for similar information in different contexts. This template is harmonised with HIT application form. Please note that if one or the other changes, the other needs to change as well.

If needed, the following flexibility principles can be applied:

* It is possible to change the order of main parts or questions within each part.
* Changes that don't disrupt the main logic of sections/questions are possible. The logic can be disrupted when one change influences some other part(s) of the tool.
* Optional questions (in yellow) can be left out partially or in full.
* All overview tables can be customised. These are tables that take data from different fields to present this data in different combinations.
* Multiple languages are possible by adding fields to enter the text in other languages.
* Maximum length of text for answers will be decided by programmes because this depends on technical options in their online monitoring system.

###### PART A – Activity report

##### A.1 Project progress report identification

Purpose and logic:

* This section includes elements needed to identify the project and the report.
* Other information provided in the application form or at the contracting stage that might be needed when checking the report can be found in other sections of the monitoring system.

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|  |  |  |
| --- | --- | --- |
| Project ID number |  | *Pre-filled from AF* |
|  |  |  |
| Project acronym |  | *Pre-filled from AF* |
|  |  |  |
| Name of the lead partner organisation (original language or English language) |  | *Pre-filled from AF* |
|  |  |  |
|  |  |  |
| Project report number |  | *Automatically generated* |
|  |  |  |
| Reporting period start date |  | *DD.MM.YYYY* |
|  |  |  |
| Reporting period end date |  | *DD.MM.YYYY* |
|  |  |  |

##### A.2 Highlights of main achievements

|  |
| --- |
| Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, and be interesting and understandable for non-specialists. |
| In programme language – if English is not a programme language [2000 characters] |
| *In English language [2000 characters]* |

A.3 Overview of the outputs and results achievement

This is an overview table displaying information from the application form, project progress reports and values that are automatically calculated. For a better overview it should be displayed horizontally.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project outputs | Project output number | From AF | From AF | From AF |
| Output title | *From AF* | *From AF* | *From AF* |
| Output target value | *From AF* | *From AF* | *From AF* |
| Previously reported | *Sum of previously reported values* | *Sum of previously reported values* | *Sum of previously reported values* |
| Achieved in this reporting period | *From WP in this progress report* | *From WP in this progress report* | *From WP in this progress report* |
| Total so far *(sum of values from previous and from this reporting period)* | *Automatically calculated, also displayed as %* | *Automatically calculated, also displayed as %* | *Automatically calculated, also displayed as %* |
| Programme output indicators | Programme output indicator | *From AF* | | |
| Programme output indicator target value | *Automatically calculated from data in AF* | | |
| Previously reported | *Sum of previously reported values* | | |
| Achieved in this reporting period | *Sum of values achieved in this reporting period from outputs contributing to this* *programme output indicator* | | |
| Total so far *(sum of values from previous and from this reporting period)* | *Automatically calculated, also displayed as %* | | |
| Programme result indicators | Programme result indicator number | From AF | | |
| Programme result indicator | *From AF* | | |
| Result indicator target value | *From AF* | | |
| Previously reported | *Sum of previously reported values* | | |
| Achieved in this reporting period | *From WP in this progress report* | | |
| Total so far *(sum of values from previous and from this reporting period)* | *Automatically calculated, also displayed as %* | | |

A.4 Project problems and deviations

|  |
| --- |
| If applicable, please describe and justify any problems and deviations, including delays from the work plan presented in the application form, and the solutions found. |
| *Enter text here* |

A.5 Target groups

In the table below you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

|  |  |
| --- | --- |
| Target group | Description of the target group involvement |
| Target group 1  *(automatically inserted from AF)* | *Enter text* |
| Target group 2  *(automatically inserted from AF)* | *Enter text* |
| Target group 3  *(automatically inserted from AF)* | *Enter text* |

A.6 Work plan progress

Purpose and logic:

* It is up to the programme to specify questions the project needs to answer when reporting on progress made (text fields). Please note that information on problems and delays is asked for already in A.4.

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A.6.1 Work package 1

This work package is completed.

A.6.1.1 What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

|  |  |  |
| --- | --- | --- |
| Objectives | Status | Explanations (OPTIONAL) |
| Specific objective 1  *(pre-filled from AF – WP1)* | *Drop-down list: Fully achieved, partly achieved, not achieved* | *Enter text here* |
| Communication objective 1.1  *(pre-filled from AF – WP1)* | *Drop-down list: Fully achieved, partly achieved, not achieved* | *Enter text here* |
| Communication objective 1.2  *(pre-filled from AF – WP1)* | *Drop-down list: Fully achieved, partly achieved, not achieved* | *Enter text here* |

|  |
| --- |
| A.6.1.2 Please describe the progress in this reporting period and explain how partners were involved (who did what). |
| *Enter text here* |
|  |
|  |

A.6.1.2a Investments (OPTIONAL)

Purpose and logic:

* It is up to the programme to specify questions the project needs to answer when reporting on progress of investment (a text field). Focus on necessary aspects such as: title, status of an investment documentation, status of public procurement, works progress status, delivery period, change of location, change of ownership, delays and problems, budget, resilience to climate change and durability Please avoid unnecessary duplications and repetitions of information presented in other parts of the report.

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|  |
| --- |
| A.6.1.2a.1 Investment number (automatic from AF)  Please describe the progress of investment in this reporting period focusing on… (to be decided by a programme). |
| *Enter text here* |

A.6.1.3 Please indicate progress made in each activity, deliverable and output.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Start period | End period | Status | Progress (OPTIONAL) |
| A 1.1 | *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* | *Drop-down list: in progress, not started, finalised* | *Describe progress achieved in this reporting period* |
| A 1.2 | *Pre-filled from AF* | Pre-filled from AF | Pre-filled from AF | *Drop-down list: in progress, not started, finalised* | *Describe progress achieved in this reporting period* |

Explanation of deliverable table:

* The deliverables are optional in the application form, so this table can only be used if the programme decided to ask for deliverables in the application form.
* Deliverables are linked to the activities – the link is established in the application form and it doesn't change in the report. Some activities have deliverables and some don't.
* The information per deliverable to be displayed and/or asked for is in the table below. If possible, this table should be displayed horizontally.

|  |  |
| --- | --- |
| Deliverable number | Pre-filled from AF, e.g. D 1.1 |
| Deliverable title | *Pre-filled from AF* |
| Delivery period | *Pre-filled from AF* |
| Achieved in this reporting period | *Enter the number* |
| Cumulative value *(values from previous and from this reporting period)* | *Automatically calculated, also displayed in %* |
| Progress in this period | *Describe progress achieved* |
| Evidence attached to this report  *(if applicable)* | *Link to uploaded evidence* |

The information per output to be displayed and/or asked for is in the table below. If possible, this table should be displayed horizontally.

|  |  |
| --- | --- |
| Output number | *Pre-filled from AF, e.g. OI 1.1* |
| Output title | *Pre-filled from AF* |
| Programme output indicator | *Pre-filled from AF* |
| Measurement unit | *Pre-filled from AF* |
| Delivery period | *Pre-filled from AF* |
| Output target value | *Pre-filled from AF* |
| Achieved in this reporting period | *Enter the number* |
| Cumulative value *(values from previous and from this reporting period)* | *Automatically calculated, also displayed in %* |
| Progress in this period (OPTIONAL) | *Describe progress achieved* |
| Evidence attached to this report  *(if applicable)* | *Link to uploaded evidence* |

A.7 Project results

Please indicate the progress made in achieving the project results.

The information per result indicator to be displayed and/or asked for is in the table below. If possible, this table should be displayed horizontally.

|  |  |
| --- | --- |
| Result number | *Pre-filled from AF, e.g. RI 1.1* |
| Programme result indicator | *Pre-filled from AF* |
| Baseline | *Pre-filled from AF* |
| Measurement unit | *Pre-filled from AF* |
| Delivery period | *Pre-filled from AF* |
| Result indicator target value | *Pre-filled from AF* |
| Achieved in this reporting period | *Enter the number* |
| Cumulative value *(values from previous and from this reporting period)* | *Automatically calculated, also displayed in %* |
| Progress in this period (OPTIONAL) | *Describe progress achieved* |
| Evidence attached to this report  *(if applicable)* | *Link to uploaded evidence* |

A.8 Horizontal principles

Type of contribution can be pre-filled in the report if the programme asked for this information in the application form. If this information is not already in the system, the project should be able to choose type of contribution in the report.

Please describe specific measures used to apply horizontal principles during the project implementation.

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle | *From AF or selected from a drop-down: neutral, positive effects, negative effects* | *Enter text* |
| Equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation | *From AF or selected from a drop-down: neutral, positive effects, negative effects* | *Enter text* |
| Equality between men and women, gender mainstreaming and the integration of a gender perspective | *From AF or selected from a drop-down: neutral, positive effects, negative effects* | *Enter text* |