

Harmonised implementation tools

Partner progress report

(Final version 1.0 - September 2021)

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

The main objectives of this document are:

* to provide progress report for project lead partner,
* to report about progress, outputs delivered and costs to the national controller,
* to provide information for communication and publicity on project level.

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 be changed 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. Some recommendations are given, where relevant.

###### PART A – Activity report

##### A.1 Partner 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.

-----------------------------------------------------------------------------

|  |  |  |
| --- | --- | --- |
| 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 partner – name of organisation |  | *Pre-filled from AF* |
|  |  |  |
| Partner report number |  | *Automatically generated* |
|  |  |  |
| Reporting period start date |  | *DD.MM.YYYY* |
|  |  |  |
| Reporting period end date |  | *DD.MM.YYYY* |
|  |  |  |

##### A.2 Summary of partner’s work in this reporting period

|  |
| --- |
| Please describe your progress in this reporting period and how this contributed to other partners’ activities, outputs and deliverables delivered in this reporting period. |
| Enter here |

|  |
| --- |
| A.3 Partner 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.4 Target groups

In the table below you will see a list of the target groups you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

|  |  |
| --- | --- |
| 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.5 Work plan progress

A.5.1 Work package 1

|  |
| --- |
| A.5.1.1 Please describe your contribution to the activities carried out in this reporting period. |
| *Enter text here* |
|  |

A.5.1.2 Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to.

Project partners don't need to indicate how much (in numbers) they achieved in this reporting period. This information is required in Project progress report. Explanations by project partners are possible on the activity level.

|  |  |  |
| --- | --- | --- |
| Ac Nr. | Activity title | Progress |
| A 1.1 | *Pre-filled from AF* | *Describe how you contributed to the progress made in this activity* |
| A 1.2 | *Pre-filled from AF* | *Describe how you contributed to the progress made in this activity* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Del Nr. | Deliverable title | Contribution  (tick for yes) | Evidence attached to the report  (if applicable) | |
| D 1.1 | *Pre-filled from AF* |  |  |
| D 1.2 | *Pre-filled from AF* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Output Nr. | Output title | Contribution  (tick for yes) | Evidence attached to the report  (if applicable) |
| OI 1.1 | Pre-filled from AF |  |  |
| OI 1.2 | Pre-filled from AF |  |  |
| OI 1.3 | Pre-filled from AF |  |  |