



*(Project implementation interim or final report form, part 1)*

**DEVELOPMENT COOPERATION PROJECT IMPLEMENTATION <To select> (to select as appropriate)**

**REPORT No** \_\_\_\_\_

*(To number reports in order of sequence: 1, 2 ..)*

\_\_\_\_\_ 20\_\_\_\_\_

*(Not applicable when e-signature is used for signing)*

<b>Project No</b>	
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<b>I. GENERAL INFORMATION</b>	
<b>1.1. Project title</b>	
<b>1.2. Partner country (-ies)*</b>	
<b>1.3. Areas of cooperation</b> <i>(according to the Agreement)</i>	
<b>1.4. Project promoter</b> <i>(name of legal person, other organisation or division thereof (hereinafter – legal entity) or natural person's full name, email, and phone )</i>	
<b>1.6. Project promoter's partner(s) in the partner country (-ies) *</b> <i>(legal person's name or natural person's full name, email, and phone )</i>	
<b>1.7. Project implementation venue</b> <i>(region / city)</i>	
<b>1.8. Reference period of the Project implementation report</b> <i>(To indicate the reference period: from the start of implementation of the project to the date of submission of the first report; from the 1st reference period to the date of submission of the second report; etc.)</i>	From ____-____20__ to ____-____20__

*\* Not applicable where a partner from a partner country was not required in the Call conditions.*

**1.10. Project promoter’s signature**

*(name, surname, signature, date, stamp (if any) of the head of the legal person or of the natural person, not applicable when e-signature is used for signing)*

## II. ACTIVITY REPORT

*Note: To complete all sections and to answer all questions*

### 2. Project summary

*Note: To complete the table below*

<b>3.</b>	<b>Project aim:</b>	<To enter>	
<b>4.</b>	<b>Project objective 1:</b>	<To enter>	
(To enter information from points 9-13 of Annex 1 to the Agreement)		<b>Description</b> (information on whether the activity has been completed, started, whether the implementation plan has been complied with, the actual start and end dates of implementation of the activity)	<b>Results (To specify the achieved results)</b>
<b>4.1</b>	<b>Activities of the project objective 1:</b>		
4.1.1	<To enter>		
4.1.2	<To enter>		
...			
<b>4.2</b>	<b>Results of the project objective 1:</b>		
4.2.1	<To enter>		
4.2.2	<To enter>		
...			
<b>5.</b>	<b>Project objective 2:</b>	<To enter>	
<b>5.1</b>	<b>Activities of the project objective 2:</b>		
5.1.1	<To enter>		
5.1.2	<To enter>		
...			
<b>5.2</b>	<b>Results of the project objective 2:</b>		
5.2.1	<To enter>		
5.2.2.			
...			
<b>6.</b>	<b>Project objective 3:</b>	<To enter>	
<b>6.1.</b>	<b>Activities of the project objective 3:</b>		
6.1.1	<To enter>		
6.1.2			
...			
<b>6.2.</b>	<b>Results of the project objective 3:</b>		

6.2.1	<To enter>		
6.2.2			
...			

## 7. Project visibility

*Describe the means by which the project has been publicised at the project site, in the partner country (if any) and include links to publicly available sources, etc.*

## 8. Project management and risk factors (not applicable to the final report)

*The organisational structure, assessment of the team: the functions of the project participants (project implementer, partners, manager, and experts); the criteria on the basis of which they were selected and how they succeeded in implementing their functions; whether any expected risk factors specified in the application or unexpected risk factors were faced; the impact this had on the implementation and outcomes of the project; whether adequate measures / alternatives were selected for risk avoidance or mitigation; what should be improved in managing the project.*

## 9. Project efficiency

*Whether additional activities have been implemented, if yes, how they have influenced/improved the achieved outcomes of the project; if the project promoter has contributed to the project an amount higher than that specified in the Agreement, provide information on the activities contributed to, the nature of the contribution, and any extra costs incurred.*

## 10. Non-conformances and savings

*Indicate, if any, significant deviations from the project activities and their implementation plan, the reasons for savings, and other changes that have occurred during the implementation of the project, including information on minor changes to the project that have not been previously applied for.*

**11. Project impact and sustainability (applicable to the final report)** *How the project implementation/results will affect the future socio-economic development of the beneficiaries (including public awareness); how the beneficiaries have been involved in the implementation of the project; how the transferability of the project results and the continuity of the project activities will be ensured in the partner country (-ies)\*; whether volunteers have been involved in the project activities; what stakeholder groups in the partner country\* have supported the project and the activities (e.g. public authorities, business, academia, school children, medical practitioners, etc).*

### **III. FINANCIAL REPORT**

*The detailed report on the use of project funds consists of a completed interim/final financial report of the project attached to this report according to the documents supporting the use of the allocated funds and the costs (Annex to this Form).*