Guide on filling in Project Progress report

Section 1 - Report

Highlights of Main Achievements

This section represents the summary of the progress achieved in the reporting period. It should be precise, interesting and understandable for non-experts. Particular attention should be paid to the quality of the text and information provided. Focus of the reporting is on the overall progress of the Project as a whole, therefore particular achievements of the each project partner should be avoided as well as simply copy paste information from the partner progress reports. The following has to be considered:

- The style of writing should be similar to a news release about the reporting period for non-experts. As a general rule this section should clearly describe main points related to the project management as well as functioning of the partnership, emphasize that main activities are implementing as per workplan, if significant procurement procedures completed (for example related to investments). Finally, main communication and visibility points should be mentioned since this element should be integral part of each activity. Abbreviations should be avoided or explained and neither work packages nor project partners should be mentioned. It should always be the project that achieved something.

- Information should be cumulative: i.e. the summary should provide an overview of key achievements from the start of the project until the end of the reporting period.

- It should cover the main content-related activities carried out, the outputs delivered and the project specific objectives reached so far. The summary should not contain information on project management issues (e.g. delays, low performance of certain PPs, etc.).

NOTE: When reporting about main achievements try to include:

- quantify all data provided (i.e. number of participants per event, number of project team meetings, workshops attended, number of media appearances, articles etc.
- timeframe for each activity within reporting period
- an general information how visibility of the project and programme was ensured during reporting period

NOTE: When reporting about main achievements try to avoid:

- repetition of information about project goals, intentions, imperatives etc.
- Names of the persons involved in specific activity, names of hotels where an activity took place, names of the providers for certain purchases, names of experts engaged for delivering an education, who delivered a presentation etc.
- information about what you were doing on project meetings, trainings, what was discussed etc.

Project specific objectives achieved

For each of the project specific objectives level of achievement in the reporting period has to be indicated and briefly explained what is the progress towards the specific objectives as defined in the application form. The information provided should be cumulative.

Project Main Outputs Achievement

The table for achievement of project main outputs is **automatically generated by the eMS** from the information provided in the section "Workpackages" of the Project progress report (LP need to fill in Workpakage section first). It presents cumulative information from the project start to the last reporting period and will help the LP to monitor the progress in achieving project outputs against targets set in the application form.

Target Groups Reached

In this section, eMS automatically shows the categories of target groups selected in the application form. LP should provide number of the institutions reached in the reporting period, briefly explain their involvement and indicate sources of verification of the target groups' involvement.

Double counting of institutions which have been reached by more than one PP or which have already been reported under the target groups reached in previous reporting periods must be avoided.

Problems and Solutions Found

Overview of the problems, deviations/delays encountered in the reporting period as well as required modifications in project implementation compared to the approved application should be reported here. Also, it is required to provide description or suggestion of planned or applied solutions to the reported problems.

This section should provide the summary of the problems encountered in the reporting period, therefore similar style of writing to the section Highlights of Main Achievements should be applied. More detail description of problems, deviations, delay and modifications should be provided in the Workpackeges part of the report.

Examples of the problems: changes and difficulties in the partnership, changes/problems noticed during implementation of the activities, delay of the activities and/or deliverables for later periods, problems in the Public procurement process, modification of the budget etc.

Horizontal Principles

Contribution for each of the three Programme's horizontal principles in the reporting period should be indicated and briefly explained.

Section 2 – Workpackages

A WP Status for each Workpackage should be indicated from the drop-down list*: not started, completed, proceeding according to work plan, behind schedule, ahead of schedule*

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

A summary clearly describing implemented activities and achieved progress in the reporting period has to be provided for each Workpackage. A summary should contain following information:

● Brief explanation of the status of workpackage
● Planned activities, activities that are in the implementation and ones that are implemented in the reporting period should be described
● Clear and precise description of the involvement of each project partner
● Outputs and results achieved

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

Information on problems encountered in the implementation of the activities under selected Workpackage as well as minor deviations or delays should be reported including solutions and/or mitigation measures adopted.

Project Main Outputs (applicable for WP Implementation and WP Investment)

An overview of the foreseen outputs (including their targets) as well as the linkage to the programme output indicators is automatically displayed in the eMS for WP Implementation and WP Investment (if applicable). LP needs to indicate Level of achievement for each Project output and briefly describe what is achieved in this reporting period.

Communication Objectives (applicable only for WP Communication)

LP needs to indicate what Is the progress toward the Communication Objectives as defined in the application form. The Level of Achievement indicated should be cumulative. However, the explanation should describe achievements in this reporting period.

Please Describe Progress Achieved In This Reporting Period

The eMS displays, for each work package, the description of activities and deliverables (including timeline) as defined in the latest version of the approved application form. For each planned activity and deliverable the progress reached at the end of the reporting period has to be indicated according to the categories defined below:

● Not started
● Proceeding according to work plan
● Behind schedule
● Ahead of schedule
● Completed

Further, a brief qualitative explanation on progress made in view of each deliverable should be given. Evidences of deliverables achieved within the current reporting period must be uploaded on eMS as annexes to the joint progress report. Currently there is a limit in the eMS of one attachment that can be uploaded per deliverable. If the deliverable evidence is already uploaded within Partner progress report, there is no need to upload it again in the Project Progress report, LP should only indicate in the Description in which part of respective Partner Progress report it is uploaded (for example: "Deliverable Evidence: agenda, media invitations, photos, press articles available under LP DM.2.1 section, and partners' DM.2.1 sections. ").