



ACTIVITY REPORT

For project financed by the ESPON Programme 2013

FILLING IN INSTRUCTIONS

The **Partner Progress Report** is composed of an **Activity Report** (this Word document and a **financial report section** (separate Excel file). These documents have to be filled in by each project partner as well as by the Lead Partner and have to be certified by the national first level financial controller. Once the first level control has been implemented, project partners have to submit the Partner Progress Report (including financial report section and Activity Report) together with the first level financial control documents (Control Certificate, Control Checklist, Control Report, Checklist for Designation (if relevant)) to the Lead Partner. On the basis of these documents the Lead Partner compiles the **Project Progress Report**.

- This **Activity Report** therefore needs to be completed by each Project Partner and to be validated by the First Level Controller together with the Partner Progress Report (financial report).
- The completed and validated Activity Report of each Project Partner has to be sent to the Lead Partner together with the Partner Progress Reports and the First Level Control documentation.
- **On the basis of each single Activity Report of its project partners, the Lead Partner compiles an Activity Report at project level using also this template.**
- The Activity Report at **project** level has to be validated by the First Level Controller of the Lead Partner.
- The Activity Report at **PROJECT** level only has to be sent to the ESPON CU together with the Project Progress Report, the individual Partner Progress Reports and the First Level Control Documentation as listed in Chapter 8.6.3 of the Programme Manual.
- Please do **NOT** send the individual Activity Reports of the Project Partners to the ESPON CU, but keep them for your own audit trail.
- **Please do not change or delete the structure and pre-filled text of the reporting form! You risk that the report becomes ineligible.**
- All parts of the report have to be filled in (white cells).
- Please use this Word Template provided by the ESPON CU **only**.
- When filling the financial report you will find help in following the comments marked in blue.
- Please remember the information given at the LP seminar (available also on www.espon.eu).
- Please read carefully the corresponding chapters of the Programme Manual and the relevant EU regulations (especially Regulations (EC) No. 1080/2006, 1083/2006 and 1828/2006).



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ACTIVITY PROGRESS REPORT

ESPON 2013 Programme Project number :		
Project Acronym:		
Contract number:		
Lead Partner name:		
Progress Report number:		
Period covered:	from	to
	dd/mm/yyyy	dd/mm/yyyy

Project Partner name:	<i>To be filled in only at partner level. In the Activity Report at Project level this cell should remain empty</i>
Project Partner number:	<i>To be filled in only at partner level. In the Activity Report at Project level this cell should remain empty</i>

The Lead/Project Partner representative certifies that all the information provided in the Activity Report is true and correct.	
Name of Lead Partner representative:	
Signature of the Lead Partner:	
Date:	
Official Stamp of the Lead Partner:	
Name of Project Partner representative:	<i>To be filled in only at partner level.</i>
Signature of the Project Partner:	<i>To be filled in only at partner level.</i>
Date:	<i>To be filled in only at partner level.</i>
Official Stamp of the Project Partner:	<i>To be filled in only at partner level.</i>

The First Level Controller certifies that all the information provided in the Activity Report is true and correct.	
Name of First Level Controller:	
Signature of First Level Controller:	
Date:	
Official Stamp of First Level Controller:	

1. Summary of the project activities implemented in the concerned reporting period

Please describe the main achievements of the project.

2. Have any changes occurred in relation to the general project conditions/project set-up in the concerned reporting period? (e.g. partnership, key persons, schedules, budget)

If there is any changes occurred in relation to the budget exceeding the flexibility rules (10% or €20.000,00-; c.f. Chap.8.8 of the Programme Manual) please be aware that a formal budget reallocation request has to be sent to the ESPON Managing Authority before the changes are implemented.

The budget reallocation form is available on the programme website: www.espon.eu

3. IMPLEMENTATION SCHEDULE

Please mark on this table the implementation schedule that you have followed in the six months of this reporting period.

				months					
	Work package	Partner involved	Title of the sub activity	1	2	3	4	5	6
1	Coordination								
2	Activities								
	Sub activity 1								
	Sub activity 2								
	Sub activity 3								
	Sub activity n.								
	<i>Please add new lines if you planned more sub activities in Section 2 of the Application form</i>								
3	Dissemination								

Acronym list

P= preparation phase
T= tendering procedure launched
S=setting up
I=implementation
Ir=inception report

Im=interim report
Im2=updated interim report
dF=draft final report
F=final report
D=dissemination

Justification for any deviation from the implementation schedule (problems encountered and solutions found) <i>(with respect to the Section 2 of the Application form)</i>

4. Work packages

Work package 1	Coordination
Partners involved:	<i>(Please list all the partners involved in this work package)</i>

<u>Planned</u> activities and outputs	<u>Main activities</u> that have taken <u>place</u> during the reporting period	<u>Deliveries</u> produced during the reporting period
<i>Please fill in the same content as it is in the approved application.</i>	<i>Please describe the main co-ordination activities that have taken place during the reporting period.</i> <i>(e.g. partnership contracts, organisational arrangements, meetings...)</i> <i>Please describe where the activities have been located.</i> <i>How have the different partners contributed to the activities?</i>	<i>(Deliveries are the immediate products of project activities. They are tangible goods and services that the activities produce, e.g. written concepts, policy tools, strategies, new products, websites, databases, seminars, training sessions.)</i>

Meetings organized in relation to the Coordination WP and/or joined within the reporting period				
No.	Details about the meeting purpose	Location	Dates	Attendees
	<i>Please describe here the relevance of the meeting with respect to the project implementation</i>	<i>Please describe here the location (town/country) of the meeting.</i>	<i>Please describe here the date.</i>	<i>In case a meeting was attended: please list who attended this meeting (staff of the project partners).</i> <i>In case a meeting was organized, please mention the number of attendees.</i>

Justification for any deviation from the planned activities and outputs (problems encountered and solutions found)

Work package 2	Activity
Sub activity:	1
Title of the sub activity:	
Partners involved:	<i>(Please list all the partners involved in this work package)</i>

<u>Planned</u> activities and outputs	<u>Main activities that have taken place</u> during the reporting period	<u>Deliveries</u> produced during the reporting period
<i>Please fill in the same content as it is in the approved application.</i>	<i>Please describe the activities that have taken place during the reporting period.</i> <i>Please describe where the activities have been located.</i> <i>How have the different partners contributed to the activities?</i> <i>What contacts have been made with other projects or programmes?</i>	<i>(Deliveries are the immediate products of project activities. They are tangible goods and services that the activities produce, e.g. written concepts, policy tools, strategies, new products, websites, databases, seminars, training sessions.)</i>

Meetings organized in relation to the Sub-Activity 1 of the Activity WP and/or joined within the reporting period				
No.	Details about the meeting purpose	Location	Dates	Attendees
	<i>Please describe here the relevance of the meeting with respect to the project implementation</i>	<i>Please describe here the location (town/country) of the meeting.</i>	<i>Please describe here the date.</i>	<i>In case a meeting was attended: please list who attended this meeting (staff of the project partners).</i> <i>In case a meeting was organized, please mention the number of attendees.</i>

Justification for any deviation from the planned activities and outputs (problems encountered and solutions found)

Work package 2	Activity
Sub activity:	2
Title of the sub activity:	
Partners involved:	<i>(Please list all the partners involved in this work package)</i>

<u>Planned</u> activities and outputs	<u>Main activities that have taken place</u> during the reporting period	<u>Deliveries</u> produced during the reporting period
<i>Please fill in the same content as it is in the approved application.</i>	<i>Please describe the activities that have taken place during the reporting period.</i> <i>Please describe where the activities have been located.</i> <i>How have the different partners contributed to the activities?</i> <i>What contacts have been made with other projects or programmes?</i>	<i>(Deliveries are the immediate products of project activities. They are tangible goods and services that the activities produce, e.g. written concepts, policy tools, strategies, new products, websites, databases, seminars, training sessions.)</i>

Meetings organized in relation to the Sub-Activity 2 of the Activity WP and/or joined within the reporting period				
No.	Details about the meeting purpose	Location	Dates	Attendees
	<i>Please describe here the relevance of the meeting with respect to the project implementation</i>	<i>Please describe here the location (town/country) of the meeting.</i>	<i>Please describe here the date.</i>	<i>In case a meeting was attended: please list who attended this meeting (staff of the project partners).</i> <i>In case a meeting was organized, please mention the number of attendees.</i>

Justification for any deviation from the planned activities and outputs (problems encountered and solutions found)

Work package 3	Dissemination
Partners involved:	<i>(Please list all the partners involved in this work package)</i>

<u>Planned</u> activities and outputs	<u>Main activities that have taken place</u> during the reporting period	<u>Deliveries</u> produced during the reporting period
<i>Please fill in the same content as it is in the approved application.</i>	<i>Please describe the activities that have taken place during the reporting period.</i> <i>Please describe where the activities have been located.</i> <i>How have the different partners contributed to the activities?</i> <i>What contacts have been made with other projects or programmes?</i> <i>What publicity and dissemination activities have been carried out and what have been the target groups?</i>	<i>(Deliveries are the immediate products of project activities. They are tangible goods and services that the activities produce, e.g. written concepts, policy tools, strategies, new products, websites, databases, seminars, training sessions.)</i>

Meetings organized in relation to the Dissemination WP and/or joined within the reporting period				
No.	Details about the meeting purpose	Location	Dates	Attendees
	<i>Please describe here the relevance of the meeting with respect to the project implementation</i>	<i>Please describe here the location (town/country) of the meeting.</i>	<i>Please describe here the date.</i>	<i>In case a meeting was attended: please list who attended this meeting (staff of the project partners).</i> <i>In case a meeting was organized, please mention the number of attendees.</i>

Justification for any deviation from the planned activities and outputs (problems encountered and solutions found)

5. Please describe the accumulated results of the project from the start of the project until now.

To be filled in only by the Lead Partner.

Please describe briefly the results of the project achieved so far in comparison to the Project Specification and the Inception Report.

6. Is there anything else you would like to report (problems, highlights etc.)?