Pilot Projects and Preparatory Actions (PPPA)

Progress Report

Version 1.0

IMPORTANT NOTICE

What is a progress report?

Progress reports are deliverables which are sometimes requested at mid-term (or other crucial points in the project) if there is a long time-span without reporting.

The report must be prepared by the consortium and timely submitted by the Coordinator to the EACEA unit following up the action.

If signed with a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014, the declaration on honour (DoH) and the report must be emailed to the EACEA. If signed with a hand-written signature (also known as blue ink signature) the hard copies of the DoH and the report must be sent to the EACEA by (registered) mail; a courtesy copy in pdf can be emailed to the EACEA but the reception of the hard copies is mandatory.

⚠ Progress reports should NOT be confused with periodic reports. Periodic reports are linked to payments, progress reports are not.

COVER PAGE

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

PERIOD COVERED	
⚠ *Please note that this is only a progress report. The information in this report must also be included in the next periodic report/final report.*	
Period covered *(from last periodic report):*	from [dd/mm/yyyy] to [dd/mm/yyyy]

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0. EXECUTIVE SUMMARY

Executive summary
Present the main achievements of your project so far. Present the main problems/difficulties encountered during the implementation and the mitigation actions you have taken. Confirm that the project will be completed according to the time schedule. Identify and justify any delays? Provide information on whether the budget consumption is in line with the advancement of the activities. Identify and justify any divergences.
Insert text

1. MILESTONES, DELIVERABLES AND CRITICAL RISKS

Deliverables and milestones (outputs/outcomes)	YES/NO
We confirm that <u>overall</u> the delivery of the Deliverables and Milestones is in line with the advancement of the activities. *If there are major deviations, identify them and explain the reasons why.*	
Insert text (*Note that only an overall comment is required here; the details will go package by package in the section 2 below.*)	

Critical risks	YES/NO
We confirm that the critical risks identified at proposal level remain unchanged an are under control. *If there are major deviations, identify them and explain the reasons why.*	
Insert text	

2. OVERVIEW OF THE PROGRESS AND ACTIVITIES

WORK PACKAGES

Work Package 1

Work package 1: [Name]			
Activities			
Report on the <u>implementation status</u> of the activities that were to be implemented during the period and explain <u>deviations</u> from the description of the action (DoA) in Annex 1 GA.			
Task No (continuous numbering linked to WP)	Task name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			
Milestones and deliverables (outputs/outcomes)			
Mention and explain in detail those that have been implemented			

Work Package 2 …

To insert additional work packages, copy WP1 as many times as necessary.

Timetable

Timetable (projects up to 2 years)																									
Report on <u>deviations</u> from the description of the action (DoA) in Annex 1 GA. *Fill in the planned implementation in beige and the deviations in red. Repeat lines/columns as necessary.*																									
Starting date:																									
ACTIVITY	**MONTHS**																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - …	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓														
			■	■	■	■	■	■	■	■														
Task 1.2 - …							▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓							
Task …										▓	▓	▓	▓	▓	▓	▓								
										■	■	■	■	■	■	■								

Timetable (projects of more than 2 years)
Report on <u>deviations</u> from Annex 1 of the Grant Agreement. *Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.*

Starting date:																								
ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

3. BUDGET IMPLEMENTATION

Overall budget implementation — Use of resources	YES/NO
We confirm that the overall budget consumption is in line with the advancement of the activities. *If there are major deviations, identify them and explain the reasons why.*	
Insert text	

ANNEXES

LIST OF ANNEXES

n/a

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0		Initial version (new MFF).