**Brief Narrative Report**

**1 Project brief narrative report identification**

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | | *Pre-filled from AF* | |
| Project acronym | | *Pre-filled from AF* | |
| Project website | | *If available* | |
| Project index number | | *Pre-filled* | |
| Project duration | Start date | *Pre-filled from AF* | Nr of months |
|  | End date | *Pre-filled from AF* | *Pre-filled from AF* |
| Thematic objective | | *Pre-filled from AF* | |
| Programme priority | | *Pre-filled from AF* | |
| Name of the Lead Beneficiary organisation | | *Pre-filled from AF* | |
| Name of the Beneficiary 1 organisation | | *Pre-filled from AF* | |
| Reporting period | | *DD.MM.YYYY – DD.MM.YYYY* | |
| Contact details of person responsible for the report | | *name, e-mail address, telephone* | |

**2 Highlights of main achievements**

|  |
| --- |
| Please describe project progress up to now including main outputs delivered by highlighting also the added value of the cooperation.  The summary should highlight main achievements, interesting and understandable for non-specialists. Please write in a style of press release. |
| *1500 characters max* |

**3 Progress of project implementation**

**3.1 Reporting per Activity**

|  |  |  |
| --- | --- | --- |
| **Activity**  **(as indicated in project plan)** | **Activity status** | **Description of implemented activity (partner responsible, target group, period of implemenation, information on activity modifications, if any)** |
| Pre-filled from AF | Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned |  |
|  |  |  |
|  |  |  |

**3.2 Please provide an updated project plan, if applicable**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Year 1[[1]](#footnote-1)* | | | | | | |
| **Activity** | **I Q** | **II Q** | **III Q** | **IV Q** | **Partner responsible** | **Exact scope of tasks to be implemented under the activity** |
| *Activity 1*  Pre-filled from AF | *Drop down menu (empty or X)* | *Drop down menu (empty or X)* | *Drop down menu (empty or X)* | *Drop down menu (empty or X)* | Pre-filled from AF | Pre-filled from AF |
| *Activity 1*  Pre-filled from AF | *Drop down menu (empty or X)* | *Drop down menu (empty or X)* | *Drop down menu (empty or X)* | *Drop down menu (empty or X)* | Pre-filled from AF | Pre-filled from AF |

**3.3 Financial progress**

|  |  |  |
| --- | --- | --- |
|  | in reporting period | from the beginning of the Action |
| Estimated level of expenditure in relation to total budget (%): |  |  |

**4. Contracting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items contracted** | **Name of contractor** | **Date of signing** | **Contract value**  **(in EUR)** | **Type of the contract** | **Procurement procedure applied** |
|  |  |  |  | *Drop-down list:* *works, supplies, services* |  |
|  |  |  |  | *Drop-down list:* *works, supplies, services* |  |

**5 Implementing of communication plan of the project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication activity 1** | **Target group(s) of the communication** | **Indicators of achievement for communication tools (target values)** | **Achieved in this reporting period** | **Achieved so far** (this reporting period included) |
| *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* |  |  |
| **Beneficiary responsible for the communication activity** | *Pre-filled from AF* | | | |
| **Communication tools** | *Pre-filled from AF* | | | |
| **Activity status** | *Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned* | | | |
| **Please describe the progress in this reporting period** | | | | |
|  | | | | |

**6. Problems and solutions found**

|  |
| --- |
| Please describe (if applicable) problems and solutions found during this reporting period as regards:   * activities * outputs * partnership development and cooperation dynamics * investments * other |
|  |

**Annexes**

Please list all the attachments, if any.

**Lead Partner signature**

* Place and date
* Name of signing person
* Position of signing person
* Signature of Lead Partner
* Stamp of Lead Partner

1. Add as many years as needed. [↑](#footnote-ref-1)