|  |
| --- |
| [PROMOTER] |
| Technical Report |
| [Project Code and Name]  [dd/mm/YYYY (DatE)] |

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# identification

|  |  |
| --- | --- |
| **Project Code** |  |
| **Project Name** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Reporting Period** | 201x-xx-xx a 201x-xx-xx |
| **Progress Report No.** |  |
| **Project WebSite** |  |
| **Promoter** |  |
| **National Partners** |  |
| **Partners from Donor States** |  |

# 

# SUMMARY OF THE PROJECT AND ITS GLOBAL OBJECTIVES

|  |
| --- |
|  |

# SUMMARY OF WORK CARRIED OUT FROM THE BEGINNING OF THE PROJECT TO THE END OF THE REPORTING PERIOD OF THIS REPORT

|  |
| --- |
|  |

### Project Physical Achievement Rate

|  |  |
| --- | --- |
| **Identify the physical realization rate of the project** | |
| % |  |

### Project Activity List

|  |  |
| --- | --- |
| **CODE** | **NAME** |
| ATI1 | … |
| ATI2 | … |
| ATI3 | … |

### Activities Detailed Description

|  |  |
| --- | --- |
| ATI1: … | |
| **EXPECTED START DATE** |  |
| **EXPECTED END DATE** |  |
| **EFFECTIVE START DATE** |  |
| **EFFECTIVE END DATE** |  |

|  |
| --- |
| Objetives - ACHIEVED |
|  |
|  |
|  |

|  |  |
| --- | --- |
| TASK DESCRIPTION | |
| T1.1. |  |
| T1.2. |  |
| T1.3. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DELIVERABLES** | **DESCRIPTION** | **EXPECTED DATE** | **EFFECTIVE DATE** |
| D1.1. |  |  |  |
| D1.2. |  |  |  |
| D1.3. |  |  |  |

### Quarterly Milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MS# | QUARTER | DESCRIPTION | EXPECTED DATE | EFFECTIVE DATE |
| MS1 | 1.º Trim |  |  |  |
| MS2 | 2.º Trim |  |  |  |
| MS3 | 3.º Trim |  |  |  |
| … |  |  |  |  |

1. **PROJECT RISKS**

|  |
| --- |
| Description of potential risks in project implementation and related mitigation measures. |

|  |  |  |  |
| --- | --- | --- | --- |
| RisK n.º | RISK DESCRIPTIONS | ATI# | MITIGATION ACTIONS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 

# SCHEDULE

|  |
| --- |
| Attach completed file according to the model presented in the application (current version) |

# INVESTMENT FORECAST

|  |
| --- |
| Indicate the forecast of investments subsequent to the receipt of the interim advance (detail which acquisitions will be made with the value of the interim advance and the work that will be carried out) |

# PROJECT INDICATORS

**RESULT INDICATORS**

|  |  |  |  |
| --- | --- | --- | --- |
| indicator description | unit of measurement | ESTIMATED QUANTITY (at the end of the project) | QUANTITY ACHIEVED (until the report submission date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ACHIEVEMENT INDICATORS (ASSOCIATED WITH THE PROJETC - as set out in the Favorable Financing Decision)**

|  |  |  |  |
| --- | --- | --- | --- |
| indicator description | unit of measurement | ESTIMATED QUANTITY (at the end of the project) | QUANTITY ACHIEVED (until the report submission date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Creating Jobs

|  |  |  |
| --- | --- | --- |
| Number of jobs created in the project implementation phase | MASCULINO | FEMININO |
| **Provided in the application** |  |  |
| **Jobs created** |  |  |

|  |
| --- |
| If the creation of jobs was foreseen and at the date of the report, the jobs have not been created, present a justification and forecast for the hiring.  Note: (cumulative) number of jobs created directly with the project.  Additional jobs (positions) created in an organization targeted by the program. A job must be permanent, full-time equivalent and paid. **To be treated as permanent, a job must have a life expectancy of at least one year.** |

# PROMOTION AND DISSEMINATION OF RESULTS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Number of iniciatives 1st Semester | Number of iniciatives 2nd Semester | Number of iniciatives 3rd Semester |
| Conference organization |  |  |  |
| Workshop Organization |  |  |  |
| Public demonstrations of prototypes, pilot lines |  |  |  |
| Press-Release |  |  |  |
| Non-scientific publications |  |  |  |
| Scientific publications |  |  |  |
| Participation in Fairs and Exhibitions |  |  |  |
| Flyers |  |  |  |
| Web Site |  |  |  |
| Participation in Conferences |  |  |  |
| Participation in Workshops |  |  |  |
| Participation in Brokerage Events |  |  |  |
| Poster and commemorative plaque (if the  project has a physical component, and the funding is over € 50,000) |  |  |  |
| Others: Poster |  |  |  |

|  |  |  |
| --- | --- | --- |
| EVIDENCE AVAILABLE IN THE DIGITAL COMMUNICATION DOSSIER | YES | nO |
| Mention if there is evidence of the initiatives in the digital communication dossier |  |  |

# FINAL REPORT

|  |
| --- |
| In the case of the Final Report, you must complete this part in English. |

# Project results

|  |
| --- |
| Results summary  [text, less than 2500 characters]  First, explain why the project was needed (describe the challenges the project set out to address).  Second, give a short summary of what you did in the project (which activities were implemented, products were delivered, services were established, etc.). Why were these activities, products and/or services, etc. important?  Third, describe the main results of the project, including any unintended results. What difference has the project made for its end beneficiaries? How has the situation improved as a result of the project? Use facts and figures to support your explanation.  Finally, explain what the importance of the project has been (why does it matter that it achieved its results/was successful), making sure to consider the expected long-term impact.  *Tips:*  *Aim to write the summary as clearly as possible. Things to keep in mind:*  • *Avoid jargon, technical terms and abbreviations. Keep your sentences short and to the point. The summaries will be published publicly and should be understandable to the general public.*  o *Don’t: “The project explored* ***how to implement the provision of fundamental services to involuntary undomiciled individuals.****”*  o *Do: “The project explored how* ***to provide health care and other social services to homeless people.****”*  • *Avoid passive sentences wherever possible. Be direct.*   * *Don´t: “****A study was conducted****”* * *Do: “The project* ***includes a study****” or “****We conducted*** *a study”*   **Good practice** Yes/No  *A “good practice" project is a project that fulfils at least one of the following criteria:*   * *has contributed to significant changes for the end beneficiaries* * *has used innovative methods* * *has won an award* |

|  |
| --- |
| To what extent are the positive effects of the project likely to continue after the funding period? [Single choice]  not likely to continue beyond the funding period (e.g. continued funding is not foreseen, or the project's results are not sustainable for other reasons)  are likely to continue beyond the funding period  are sustainable and will continue beyond the funding period |

Bilateral results summary

|  |
| --- |
| (only if there is at least one donor project partner registered)  [text – less than 2000 characters]  *Provide a short summary of how the project benefitted from having a donor project partner: what difference having a bilateral partner did make? Why was it important to have a donor project partner in the project?*  *Describe the main results from a bilateral level (were there any shared results, did the collaboration lead to improve knowledge and understanding, has the partnership(s) led to any wider effects?)*  *Finally, please explain if there any plans to continue the bilateral collaboration? Tips:*  *Aim to write the summary as clearly as possible. Things to keep in mind:*  • *Avoid jargon, technical terms and abbreviations. Keep your sentences short and to the point. The summaries will be published publicly and should be understandable to the general public.*  o *Don’t: “The project explores* ***how to implement the provision of fundamental services to involuntary undomiciled individuals.****”*  o *Do: “The project explores how* ***to provide health care and other social services to homeless people.****”*  • *Avoid passive sentences wherever possible. Be direct.*  o *Don´t: “****A study will be conducted****”*  o *Do: “The project* ***includes a study****” or “****We will conduct*** *a study”* |

|  |
| --- |
| How did the project contribute to strengthening bilateral relations?  (only if there is at least one donor project partner registered)  Multiple choice  Achieved shared results (e.g. solved a particular issue through sharing experience, knowledge, know-how or working together for joint results)  Improved knowledge and mutual understanding developed between entities involved  The bilateral collaboration generated broader interest in our project from our stakeholders  The bilateral collaboration had wider effects beyond the project (e.g. our results are being used in other contexts, or we are working together on other issues now)  The bilateral collaboration extended to the regional and/or European level (towards EU and its institutions)  The bilateral collaboration led to increased visibility (e.g. media coverage in connection with bilateral activity)  Other |

|  |
| --- |
| What level of involvement did the donor project partner(s) have in the project?  (only if there is at least one donor project partner registered)  [Multiple choice list – if multiple donor project partners provide the overall perspective]  Attended events in our project  Contributed with presentations and/or input to events  Provided capacity building in our project (in the form of training, etc.)  Worked with us to find common solutions to shared challenges in the project  Other |

|  |
| --- |
| Will the cooperation with the donor partner(s) continue after the project is completed? [  (only if there is at least one donor project partner registered)  Single choice list – if multiple donor project partners provide the overall perspective]  Yes, a formal cooperation agreement is in place  Yes, continued cooperation is planned  Contact may continue, but no concrete plans for cooperation to date  No, the cooperation will not continue |

# AnexXES