

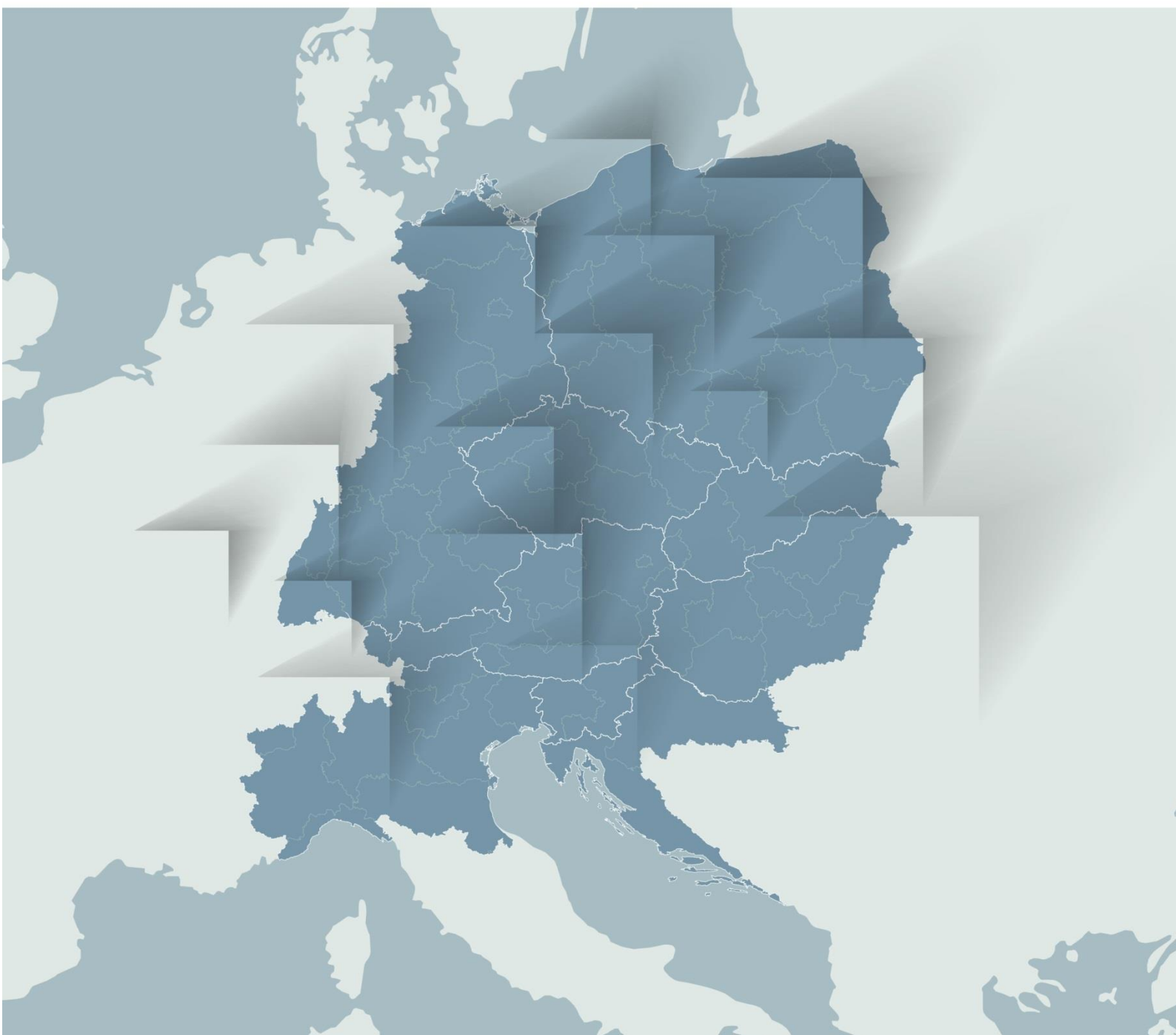
# PARTNER REPORT

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Off-line template

Version 1  
09 2016

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Please note that partner report has to be completed and submitted via the electronic monitoring system of the programme, this offline template is for information purposes only.

## Section A+B - Partner report

### Partner report identification

|                      |  |
|----------------------|--|
| Project acronym      | <i>Automatically inserted from AF section A1</i> |
| Project index number | <i>Automatically inserted from AF section A1</i> |
| Project partner      | <i>Automatically inserted from AF section A1</i> |
| Reporting period     | <i>DD.MM.YYYY - DD.MM.YYYY</i>                   |

### Summary of the partner`s work

Please describe the project progress which was achieved by the partner in the current period. In particular, please highlight if specific deliverables and/or outputs were reached. If applicable, also explain problems/deviations which were encountered during the current period.

*Max 2000 characters*

### Project outputs achievement

*(Please select the relevant outputs on which the partner was working during the current period)*

| Index and output title    | Description of progress achieved in the development of the output | Upload of output evidence |
|---------------------------|---|---------------------------|
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>   | <i>(upload function)</i>  |
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>   | <i>(upload function)</i>  |

### Additional result indicators achievement

*(Please avoid multiple counting of values reached in the previous periods)*

| Thematic result indicator   | Measurement unit | Target (on project level) | Reached in the current period | Explanations              |
|---|------------------|---------------------------|-------------------------------|---------------------------|
| Number of institutions adopting new and/or improved strategies and action plans | Institutions     | <i>Pre-filled from AF</i> |                               | <i>Max 500 characters</i> |

|  |              |                           |  |                           |
|--|--------------|---------------------------|--|---------------------------|
| Number of institutions applying new and/or improved tools and services | Institutions | <i>Pre-filled from AF</i> |  | <i>Max 500 characters</i> |
| Amount of funds leveraged based on project achievements                | EUR          | <i>Pre-filled from AF</i> |  | <i>Max 500 characters</i> |
| Number of jobs created (FTE) based on project achievements             | FTE          | <i>Pre-filled from AF</i> |  | <i>Max 500 characters</i> |
| Number of trained persons  | Persons      | <i>Pre-filled from AF</i> |  | <i>Max 500 characters</i> |

| Communication result indicator   | Measurement unit                         | Target (on project level) | Reached in the current period | Explanations              |
|--|--|---------------------------|-------------------------------|---------------------------|
| Unique visits to the project website (digital reach)   | Number of stakeholders reached           | <i>Pre-filled from AF</i> |                               | <i>Max 500 characters</i> |
| Participants at project events (physical reach)  | Number of stakeholders reached           | <i>Pre-filled from AF</i> |                               | <i>Max 500 characters</i> |
| Event participants satisfied with information provided (satisfaction with information)       | Percentage of stakeholders satisfied     | <i>Pre-filled from AF</i> |                               | <i>Max 500 characters</i> |
| Joint communication activities implemented with external stakeholders (external cooperation) | Number of joint communication activities | <i>Pre-filled from AF</i> |                               | <i>Max 500 characters</i> |

## Target groups reached

*(Please select the relevant target groups which you have reached during the current period. Please avoid multiple counting of the same target groups reached in previous periods)*

| Target group   | Target value (on project level)       | Quantification of target group reached in the current period | Explanation of provided quantification and description of the target group involvement |
|--|---------------------------------------|--|--|
| Target group type 1<br><i>(automatically inserted from AF)</i> | <i>Automatically inserted from AF</i> |  | <i>Max 1000 characters</i>   |
| Target group type 2<br><i>(automatically inserted from AF)</i> | <i>Automatically inserted from AF</i> |  | <i>Max 1000 characters</i>   |
| Target group type n<br><i>(automatically inserted from AF)</i> | <i>Automatically inserted from AF</i> |  | <i>Max 1000 characters</i>   |

## Reporting per work package

### Management work package

| Nr.  | Title      | Start date                | End date                  | Expenditure - current report               | % of expenditure reported so far           |
|--|------------|---------------------------|---------------------------|--|--|
| M  | Management | <i>Pre-filled from AF</i> | <i>Pre-filled from AF</i> | <i>Automatically filled in from Part C</i> | <i>Automatically filled in from Part C</i> |
| <p>Please describe the activities and the progress made within this work package in the current reporting period.</p> <p>For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.</p> |            |                           |                           |  |  |
| <i>Max 2000 characters</i>   |            |                           |                           |  |  |
| <p>If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the solutions found.</p>  |            |                           |                           |  |  |
| <i>Max 1000 characters</i>   |            |                           |                           |  |  |

### Deliverables

*(Please select the relevant deliverables on which the partner was working during the current period)*

| Index and title           | Description of progress achieved in the development of the deliverable | Upload of deliverable evidence |
|---------------------------|--|--------------------------------|
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>  | <i>(upload function)</i>       |
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>  | <i>(upload function)</i>       |

## Thematic work packages

| Nr.  | Title                     | Start date                | End date                  | Expenditure - current report               | % of expenditure reported so far           |
|--|---------------------------|---------------------------|---------------------------|--|--|
| T1   | <i>Pre-filled from AF</i> | <i>Pre-filled from AF</i> | <i>Pre-filled from AF</i> | <i>Automatically filled in from Part C</i> | <i>Automatically filled in from Part C</i> |
| <p>Please describe the activities and the progress made within this work package in the current reporting period.</p> <p>For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.</p> |                           |                           |                           |  |  |
| <i>Max 2000 characters</i>   |                           |                           |                           |  |  |
| <p>If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the solutions found.</p>  |                           |                           |                           |  |  |
| <i>Max 1000 characters</i>   |                           |                           |                           |  |  |

## Deliverables

*(Please select the relevant deliverables on which the partner was working during the current period)*

| Index and title           | Description of progress achieved in the development of the deliverable | Upload of deliverable evidence |
|---------------------------|--|--------------------------------|
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>  | <i>(upload function)</i>       |
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>  | <i>(upload function)</i>       |

## Investment specification

| Nr.  | Title                     | Start date                | End date                  | Expenditure - current report               | % of expenditure reported so far           |
|--|---------------------------|---------------------------|---------------------------|--|--|
| I1   | <i>Pre-filled from AF</i> | <i>Pre-filled from AF</i> | <i>Pre-filled from AF</i> | <i>Automatically filled in from Part C</i> | <i>Automatically filled in from Part C</i> |
| <p>Please describe the activities and the progress in the current reporting period.</p> <p>For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.</p> |                           |                           |                           |  |  |
| <i>Max 2000 characters</i>   |                           |                           |                           |  |  |
| <p>If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the solutions found.</p>  |                           |                           |                           |  |  |
| <i>Max 1000 characters</i>   |                           |                           |                           |  |  |

## Communication work package

| Nr.  | Title         | Start date                | End date                  | Expenditure - current report               | % of expenditure reported so far           |
|--|---------------|---------------------------|---------------------------|--|--|
| C  | Communication | <i>Pre-filled from AF</i> | <i>Pre-filled from AF</i> | <i>Automatically filled in from Part C</i> | <i>Automatically filled in from Part C</i> |
| <p>Please describe the activities and the progress in the current reporting period.</p> <p>For thematic and communication work packages, please explain how target groups (and other stakeholders) were involved in the activities and development of the project outputs.</p> |               |                           |                           |  |  |
| <i>Max 2000 characters</i>   |               |                           |                           |  |  |
| <p>If applicable, please describe and justify any problems and deviations including delays from the work plan as presented in the application form and the solutions found.</p>  |               |                           |                           |  |  |
| <i>Max 1000 characters</i>   |               |                           |                           |  |  |

## Deliverables

*(Please select the relevant deliverables on which the partner was working during the current period)*

| Index and title           | Description of progress achieved in the development of the deliverable | Upload of deliverable evidence |
|---------------------------|--|--------------------------------|
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>  | <i>(upload function)</i>       |
| <i>pre-filled from AF</i> | <i>Max 500 characters</i>  | <i>(upload function)</i>       |

## SECTION C - List of expenditure

| Options | Seq. No | Budget line | WP | Int. Ref. No | Inv. No | Inv. Date | Paym. Date | Description 1 | Description 2 | Partner comment | Currency | Total Val. Item | VAT | Declared amount orig. currency | EUR conv. rate | EUR conv. date | Declared amount EUR | Exp. outside | Declared |  |
|---------|---------|-------------|----|--------------|---------|-----------|------------|---------------|---------------|-----------------|----------|-----------------|-----|--------------------------------|----------------|----------------|---------------------|--------------|----------|--|
|         |         |             |    |              |         |           |            |               |               |                 |          |                 |     |                                |                |                |                     |              |          |  |
|         |         |             |    |              |         |           |            |               |               |                 |          |                 |     |                                |                |                |                     |              |          |  |

Add real cost *(click to add a real cost expenditure)*

| Edit expenditure   |  |                       |                            |
|--|--|-----------------------|----------------------------|
| List of expenditure <i>(automatic indexing)</i>            |  |                       |                            |
| PP   | Budget line                              | <i>Drop down menu</i> | Description 1              |
|  | Work package                             | <i>Drop down menu</i> | <i>Max. 255 characters</i> |
|  | Internal reference number                |                       |                            |
|  | Invoice number                           |                       |                            |
|  | Invoice date                             |                       | Description 2              |
|  | Date of payment                          |                       | <i>Max. 255 characters</i> |
|  | Currency                                 | <i>Drop down menu</i> |                            |
|  | Total value of item in original currency |                       |                            |
|  | VAT                                      |                       | Partner comment            |
|  | Declared amount in original currency     |                       | <i>Max. 255 characters</i> |
| Expenditure outside (the Union part of the programme area) | <i>Tick box</i>                          |                       |                            |

## SECTION D - Co-financing and forecast

### Partner report forecast

|  |   |
|--|---|
| <b>Estimated expenditure for next reporting period</b> | € |
| <b>Description</b>                                     |   |
| <i>1000 characters</i>                                 |   |

### Partner co-financing reporting

Partner co-financing target value in Euro *(automatically calculated based on Section C)*

| Name of co-financing   | Legal status   | Total co-financing amount as indicated in AF | % of total (according to AF)      | Previously reported               | Current report | Total reported so far             | % of total reported               |
|--|--|--|-----------------------------------|-----------------------------------|----------------|-----------------------------------|-----------------------------------|
| <i>(automatically filled in from AF + option to add a new co-financing source)</i> | <i>(automatically filled in from AF - public, automatic public, private)</i> | <i>(automatically filled in from AF)</i>     | <i>(automatically calculated)</i> | <i>(automatically calculated)</i> | 0,00€          | <i>(automatically calculated)</i> | <i>(automatically calculated)</i> |
| Co-fin.1   |  | 0,00€  | %                                 | 0,00€                             | 0,00€          | 0,00€                             | %                                 |
| Co-fin.2   |  | 0,00€  | %                                 | 0,00€                             | 0,00€          | 0,00€                             | %                                 |
| ...  |  | 0,00€  | %                                 | 0,00€                             | 0,00€          | 0,00€                             | %                                 |
| Sub-total public co-financing  | <i>public</i>  | 0,00€  | %                                 | 0,00€                             | 0,00€          | 0,00€                             | %                                 |
| Sub-total private co-financing   | <i>private</i>   | 0,00€  | %                                 | 0,00€                             | 0,00€          | 0,00€                             | %                                 |
| Total co-financing   |  | 0,00€  | %                                 | 0,00€                             | 0,00€          | 0,00€                             | %                                 |

## SECTION E - Annexes

Annexes to be attached to the partner report:

- Additional documentation of outputs (output fact sheets, investment reports if applicable) and deliverables achieved in the reporting period - if not yet uploaded in section A+B