

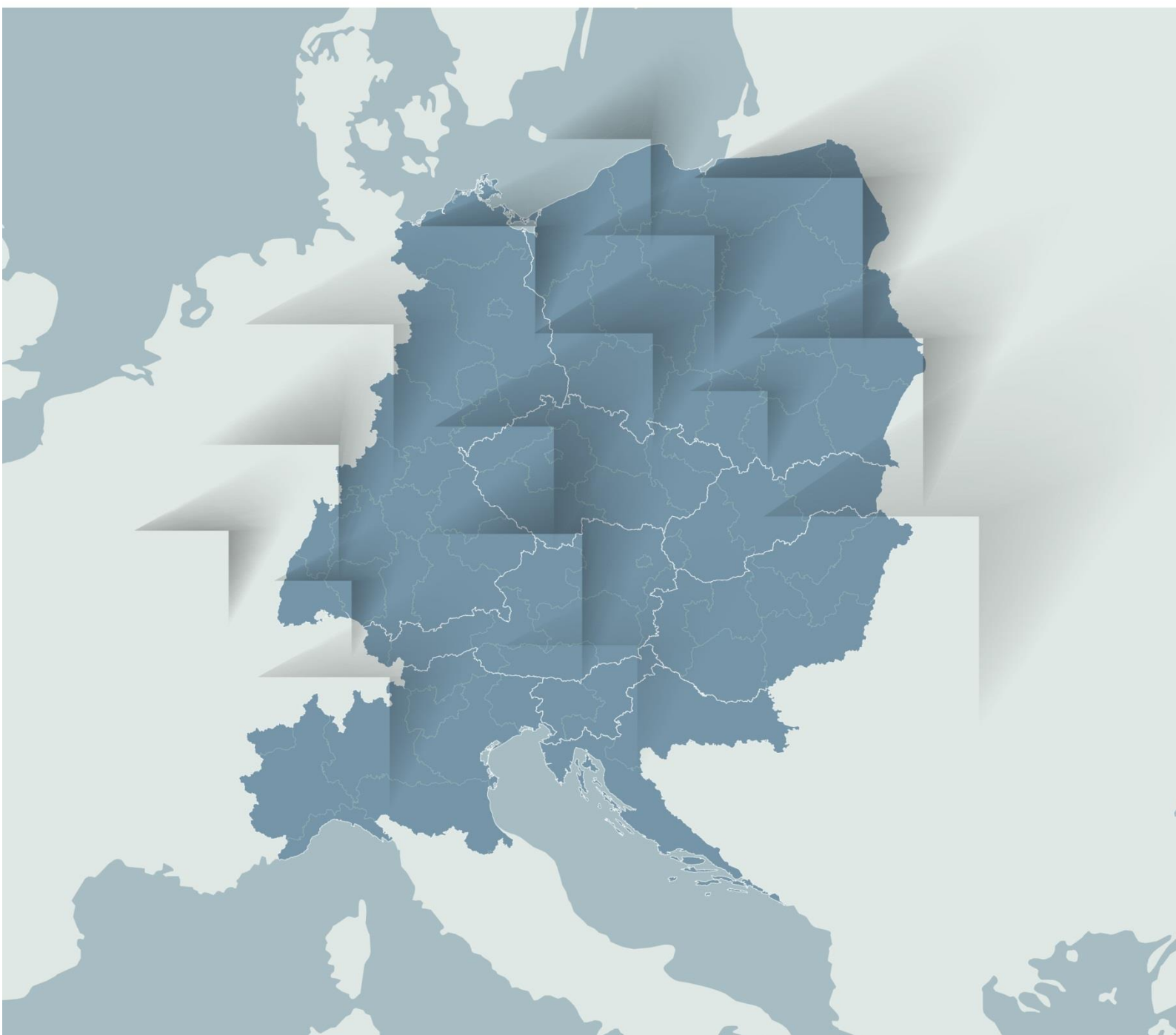
# PARTNER REPORT

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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 <i>(automatically inserted from AF)</i>	<i>Automatically inserted from AF</i>		<i>Max 1000 characters</i>
Target group type 2 <i>(automatically inserted from AF)</i>	<i>Automatically inserted from AF</i>		<i>Max 1000 characters</i>
Target group type n <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