



# MONITORING PLAN

## Template

Version 2  
03.2024

### 1. Project identification

Project ID	[pre-filled]
Acronym	[pre-filled]
Lead partner organisation (in English)	[pre-filled]
Programme specific objective	[pre-filled]
Project start date	[pre-filled]
Project end date	[pre-filled]
Duration	[pre-filled]

### 2. Joint progress reports

JOINT FINANCE REPORTS (JFR)	Delivery date	JOINT ACTIVITY REPORTS (JAR)	Delivery date
JFR 1	[pre-filled]		
JFR 2	[pre-filled]	JAR 1	[pre-filled]
JFR 3	[pre-filled]		
JFR 4	[pre-filled]	JAR 2	[pre-filled]
JFR 5	[pre-filled]		
JFR 6	[pre-filled]	JAR 3	[pre-filled]



### 3. Project milestones

Please define 3-4 milestones of the project that are important “control points” at which the progress of implementation could be best checked. Please ensure a good coverage at thematic level and in terms of project lifetime (preferably one milestone per year). For more information on project milestones and their definition please refer to the Interreg CE Programme manual chapter III.2.3.1 Continuous Reporting and Monitoring as well as to annex 1 - glossary).

Project milestones	Milestone title	Brief milestone description (incl. related deliverables/outputs or other evidence for documenting the achievement)	Date (month/year)
M1			
M2			
M3			
...			

### 4. Continuous reporting - selected outputs and deliverables

Please select and include in the table below the key outputs and related final deliverables that will be subject to continuous reporting to which direct feedback will be given by the MA/JS. Please ensure that those cover all work packages and all output types, i.e. strategies and action plans, pilot actions, solutions (except “Organisations cooperating across borders”). It is not necessary to cover each single output of the AF.

Selected output numbers	Output title	Delivery date (month/year)
O.xx		
O.xx		
...		
Related final deliverable numbers	Deliverable title	Delivery date (month/year)
D.xx		
D.xx		
...		

Comments, if applicable:



## 5. Project review(s)

Indicative timing of project review: **month year**

*Please note that the project review should cover the first year of the project duration and take place preferably after the submission of the first joint activity report (i.e. project month 15).*

Indicative timing of second project review (optional - only to be included in case of a revision of the monitoring plan is requested by the partnership or the MA/JS):

Comments, if applicable:

## 6. Indirect State aid obligations (where applicable)

*Please list activities and deliverables affected by indirect State aid, as included in § 11.17 of your project subsidy contract. Prior to the implementation of respective project activities (or of the concerned part affected by indirect State aid), the amount of prospective indirect aid to be granted to each final beneficiary has to be determined by the concerned partner(s) and an approval by the MA/JS is to be sought.*

Activity number	Activity title	Activity start date (month/year)	Deliverable(s) number and title
Activity x.x			

*Add rows as necessary. In case of no indirect State aid, insert N/A.*

Comments, if applicable: