



Brief Narrative Report

1 Project brief narrative report identification

Project title		Pre-filled from PD	
Project acronym		Pre-filled from PD	
Project website		If available	
Contract number		Pre-filled from GC/last Addendum	
Project duration	Start date	Pre-filled from GC	Nr of months
	End date	Pre-filled from GC	Pre-filled from PD
Thematic objective		Pre-filled from PD	
Programme priority		Pre-filled from PD	
Name of the Lead Beneficiary organisation		Pre-filled from PD	
Name of the Beneficiary 1 organisation		Pre-filled from PD	
Name of the Beneficiary 2 organisation		Pre-filled from PD	
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.

3 Progress of project implementation

3.1 Reporting per Activity

Activity (as indicated in the project plan)	Activity status	Description of implemented activity (partner responsible, target group, period of implementation, information on activity modifications, if any)
Pre-filled from PD	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 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
				<i>Drop-down list: works, supplies, services</i>	
				<i>Drop-down list: works, supplies, services</i>	

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 PD	Pre-filled from PD	Pre-filled from PD		
Beneficiary responsible for the communication activity	Pre-filled from PD			
Communication tools	Pre-filled from PD			
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: <ul style="list-style-type: none"> - activities - outputs - partnership development and cooperation dynamics - investments - other

Annexes

Please list all the attachments, if any.

Lead beneficiary signature

- Place and date
- Name of signing person
- Position of signing person
- Signature of lead beneficiary
- Stamp of lead beneficiary