



Project no.:

Project acronym:

Project title:

Interim activity report

Date of preparation:

Start date of project:

End date of project:

Project coordinator name/author:

Project coordinator organisation name:

Date:

Signature:

Evaluation by Call Steering Committee

Result:

The following remarks have been made:

➤ ...

Chairman of the Call Steering Committee:

Date:

Signature:

To be sent to the project coordinator and the monitoring coordinator.

Section 1 – Project objectives and major achievements

- Overview of significant achievements related to the objectives of the project.
- Deviation from the project objectives, if any: state reason.

Section 2 – Workpackage progress of the period

- Short overview of the actions carried out.
- Deliverables and milestones
- Deviations from the project work programme, and corrective actions taken/suggested: identify the nature and the reason for the problem, identify contractors involved

Section 3 – Cooperation and consortium management

- Consortium management tasks and their achievement: problems which have occurred and how they were solved
- Contractors: Comments regarding contributions, changes in responsibilities and changes to consortium itself, if any
- Short comments and information on co-ordination activities in the period, such as communication between partners, project meetings, possible co-operation with other projects/programmes etc.
- Deviations from the project work programme, and actions taken/suggested: identify the nature and the reason for the problem, identify contractors involved

Section 4 – Dissemination

- Overview of dissemination actions (articles, publications, presentations,...)
- Interesting contacts made.

Section 5 – Finances

- Budget problems, if any, nature of the problem, suggestion for solution.