PROJECT REPORT (Approximate model)

1. General project data

Project title	
Project ID	**HUSRB/..../xy/zzz**
Project Acronym	

Priority Axis	x	
Action	x.y	

Project duration	months
Start date	
End date	

Project report	
Project report no	
Reporting period no	
Reporting period start date	
Reporting period end date	

Partnership	
Lead Beneficiary	
Beneficiary 1	
Beneficiary 2	
Beneficiary 3	
Beneficiary 4	
Beneficiary 5	

Contact person			
First name, last name			
Position		Office phone	
E-mail		Mobile	

2. Achievements and objectives

2.1 Achievements in the reporting period

2.2 Project achievements [only Final report – otherwise inactive or not displayed]

2.3 Project's objectives

2.4 Description of the partnership

2.5 Description of the partnership [only Final report – otherwise inactive or not displayed]

3. Activities and Indicators

3.1 Programme-level Output Indicators

Programme Level Output Indicator	Unit	Base value	Accum value	In this RP	Target	Sources of verification

3.2 Outcomes, Project level indicators and Activities

OUTCOME 1	[Name of Outcome 1]					
Project level Indicator 1	Type	Base value	Accum. value	In this RP	Target	Sources of verification [possibility of attaching documents]

ACTIVITIES	WHO					FROM	TO	Status	Description
Activity 1.1									
Activity 1.2									
Activity 1.3									
Activity 1.4									

Same for Outcomes 2-5 and corresponding activities…

3.3 Horizontal indicators *[active only for those that have chosen to have hor.ind]*

Horizontal principle	Horizontal indicator	Unit	Base value	In this report	So far	Target value	Source(s) of verification
Describe how you achieved the increase of the indicator							
Describe how you achieved the increase of the indicator							

4. Information and publicity activities

4.1 Information and Publicity Activities – obligatory communication elements

Name of the tool	Responsible Beneficiaries						Status	Target groups	Languages used	Measurement Unit	Quantity
	Description										

4.2 Information and Publicity Activities – recommended communication element

Name of the tool	Responsible Beneficiaries						Status	Target groups	Languages used	Measurement Unit	Quantity
	Description										

5. Financial report

NOTE5: *Budget, as according to Application form, as reported on Partner level. LB can still make corrections to the financial part that is copied from the Partner level.*

5.1 Information on transfer of EU contribution to Beneficiaries

Budget line	Total Budget	Previously reported	Current reported	Accumulated	%	Remaining budget
1 Preparation costs	From Application					
2. Staff cost	From Application					
2.1 Salary of staff - direct project management	From Application					
2.2 Salary of staff - professional team members	From Application					
3 Office and administrative expenditure	From Application					
4. Travel and accommodation costs	From Application					
4.1 Travel cost of project staff	From Application					
4.2 Accommodation costs	From Application					
4.3 Per diems of the project staff	From Application					
5. External expertise and service costs						
5.1 Technical plans	From Application					
5.2 Studies, statistics, databases and researches	From Application					
5.3 Conferences, seminars, project events	From Application					
5.4 Services related to project management or procurement procedures	From Application					
5.5 Costs of supervisor of engineering	From Application					
5.6 Costs related to publicity, promotion and communication	From Application					
5.7 Other	From Application					
6. Equipment expenditure	From Application					
6.1 Purchase of new equipment	From Application					
6.2 Rent of equipment	From Application					
7. Infrastructure and works	From Application					
7.1 Construction of buildings, works, infrastructure	From Application					
7.2 Reconstruction, renovation of buildings, works, infrastructure	From Application					
7.3 Purchase of land	From Application					
TOTAL	From Application					
REVENUE	From Application	Total of prev.	Can enter data	Total so far	-	-
TOTAL with REVENUE	From Application					

5.2 Information on transfer of EU contribution to Beneficiaries

Beneficiary	Advance/ No. of AfR	Date of EU contribution received on LB's bank account	Date of LB transfer to Beneficiary	Amount transferred to Beneficiary
[name of LB]				
[name of B1]				
...				

5.3 Overall financial progress by Beneficiary (total budget)

Beneficiary	Total budget	Previously reported	Current report	Revenue	Eligible expenditures	Accumulated	%	Remaining budget
[name of LB]								
[name of B1]								
...								

5.4 Overall financial progress by Beneficiary (EU contribution)

Beneficiary	Total budget	Previously reported	Current report	Revenue	Eligible expenditures	Accumulated	%	Remaining budget
[name of LB]								
[name of B1]								
...								

OR: 5.3+5.4

Beneficiary	Total		Previously reported		Current report		Revenue		Eligible expenditures		Accumulated		%		Remaining budget	
	budget	EU fund	budget	EU fund	budget	EU fund	budget	EU fund	budget	EU fund	budget	EU fund	budget	EU fund	budget	EU fund
[name of LB]																
[name of B1]																
...																