**PROGRESS REPORT**

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| Title of the Project: | *indicate the title of the project* | | | |
| Project index No: | *LT-RU-x-xxx* | | | |
| Name of the Lead Beneficiary: | *indicate the name of the Lead Beneficiary* | | | |
| Name, position and contact details of the Lead Beneficiary’s authorised person: | *indicate the name, position and contact details (phone number, e-mail) of the Lead Beneficiary's authorised person* | | | |
| Reporting period | from | *start date*  *dd/mm/yyyy* | to | *start date*  *dd/mm/yyyy* |
| Project implementation period: | from | *start date*  *dd/mm/yyyy* | to | *start date*  *dd/mm/yyyy* |
| Report No: | *insert the No of the Report* | | | |
| Website(s) of the Beneficiaries where information on the Project is available: | *indicate websites of all beneficiaries where information on the project and its results is available* | | | |
| Priority: |  | | | |

* This Progress Report must be completed and signed by the Lead Beneficiary’s signatory of the Grant Application Form Part III Declaration by the Applicant or other authorised representative of the Lead Beneficiary (in this case the valid authorisation is enclosed).
* The Progress Report must be submitted in a bound 1 original, in paper version, and in electronic version.
* The Progress Report must be sent to the Joint Technical Secretariat to the following address:

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| **Joint Technical Secretariat**  **Konstitucijos pr. 7, LT-09308,**  **Vilnius, Lithuania** |

* The Joint Technical Secretariat/ Managing Authority will reject any incomplete or poorly completed reports.
* The answers to all questions must cover the respective reporting period.
* Add Letters of Endorsement issued by Beneficiaries proving they have read the Progress Report and they comply with the provided information. Each Beneficiary shall sign a separate letter, indicating the date of signature of the Progress Report they refer to.
* For ecological reasons we suggest to use double-sided printouts as much as possible.

**1. IMPLEMENTATION OF ACTIVITIES PER REPORTING PERIOD**

*1. If there is no information to be indicated, mark the relevant text fields with N/A.*

*2. If additional information is to be indicated, add as many rows as necessary.*

*3. If there are GAs or activities not planned in the project, do not leave empty rows, but delete them.*

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| **1.1 The first group of activities (GA1)** | | | | | |
| **Planned activities** | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** | | **Outputs planned for the next reporting period** | |
| **Description of related outputs** | **Number of outputs** | **Description of related outputs** | **Number of outputs** |
| **Activity 1.1. Management and coordination system** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 1.2. Internal monitoring and reporting procedures** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.* ***NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **Changes in the Project staff** |
| *If there were changes in the Project staff (project manager, financial manager or contact person) within the reporting period, indicate positions changed and a reason for changes.*  ***NB: an informative letter with a detailed information on the changed staff members (name, surname, phone/mobile phone number, e-mail) must be submitted to the JTS timely.*** |

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| **1.2 The second group of activities (GA2)** | | | | | |
| **Planned activities** | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** | | **Outputs planned for the next reporting period** | |
| **Description of related outputs** | **Number of outputs** | **Description of related outputs** | **Number of outputs** |
| **Activity 2.1.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 2.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 2.3.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 2.4.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 2.5.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups** | | **Problems solved or needs met** | | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |

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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.*  ***NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.3 The third group of activities (GA3)** | | | | | |
| **Planned activities** | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** | | **Outputs planned for the next reporting period** | |
| **Description of related outputs** | **Number of outputs** | **Description of related outputs** | **Number of outputs** |
| **Activity 3.1.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.3.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.4.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 3.5.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups (including vulnerable groups)** | | **Problems solved or needs met** | | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |

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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.*  ***NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.4 The fourth group of activities (GA4)** | | | | | |
| **Planned activities** | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** | | **Outputs planned for the next reporting period** | |
| **Description of related outputs** | **Number of outputs** | **Description of related outputs** | **Number of outputs** |
| **Activity 4.1.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 4.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 4.4.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 4.5.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events also indicate general issues/topics.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups (including vulnerable groups)** | | **Problems solved or needs met** | | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.*  ***NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.5 The fifth group of activities (GA5)** | | | | | |
| **Planned activities** | **Description of activities implemented within the reporting period** | **Outputs produced within the current reporting period** | | **Outputs planned for the next reporting period** | |
| **Description of related outputs** | **Number of outputs** | **Description of related outputs** | **Number of outputs** |
| **Activity 5.1.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 5.2.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 5.3.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Activity 5.4.** | *Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events (work group / steering committee meetings) also indicate general issues / topics discussed.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* | *Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.* | *Indicate the number of the output.* |
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| **Target groups (including vulnerable groups)** | | **Problems solved or needs met** | | **Quantification** | **No of Activity** |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
| *If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.* | | *Describe what needs of the group were met or problems were solved within the activity.* | | *Indicate the number of representatives of the group(s) that were involved.* | *Indicate the related activity.* |
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| **Deviations from the initially planned activity and their reason/justification** |
| *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/ has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.*  ***NB: consider if it is necessary to submit the request for amendments to the JTS.*** |

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| **1.6 Implementation of communication plan** | | | | | |
| **No of the GA, title, aim and description of communication activity** |  | **Implemented within the current reporting period** | | **Planned for the next reporting period** | |
| **Target group/ target audience** | **Description of implemented communication activity** | **Achieved results** | **Description of planned communication activities** | **Expected results** |
| *Indicate the No and the title of the project activity (from GA), to which the communication activity is related. Indicate the concrete purpose (aim) of the communication activity, describe how the chosen activity will contribute to the project implementation. Specify the concrete tools and methods through which the activity is being implemented.*  *List all the Beneficiaries, which are involved in implementation of the activity (e.g., LB (for Lead Beneficiary) and B5 (for Beneficiary 5).* | *Describe the target group or audience which the activity is aimed at (target audience, stakeholders, vulnerable groups and etc.). Provide quantification.* | *Describe how the activity was implemented within the reporting period.*  *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented / has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.* | *Describe the expected effect/outcome of implementation of activity / of activity. Describe any deviations, give reasons, explain contribution to the overall and specific objectives of the project.* | *Describe how the activity will be implemented in the next reporting period. Describe the frequency and periodicity of the planned activity in the next reporting period.* | *Describe the expected effect/outcome of implementation of activity / of activity.* |
| *Indicate the No and the title of the project activity (from GA), to which the communication activity is related. Indicate the concrete purpose (aim) of the communication activity, describe how the chosen activity will contribute to the project implementation. Specify the concrete tools and methods through which the activity is being implemented.*  *List all the Beneficiaries, which are involved in implementation of the activity (e.g., LB (for Lead Beneficiary) and B5 (for Beneficiary 5).* | *Describe the target group or audience which the activity is aimed at (target audience, stakeholders, vulnerable groups and etc.). Provide quantification.* | *Describe how the activity was implemented within the reporting period.*  *If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented / has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented.* | *Describe the expected effect/outcome of implementation of activity / of activity. Describe any deviations, give reasons, explain contribution to the overall and specific objectives of the project.* | *Describe how the activity will be implemented in the next reporting period. Describe the frequency and periodicity of the planned activity in the next reporting period.* | *Describe the expected effect/outcome of implementation of activity / of activity.* |
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| **Output** | **Number of Outputs** | **No of copies/ edition, circulation (if applicable)** | **Description of output** | | **Activity (GA)** |
| *Indicate the produced communication output (e.g., article, brochure, memory plate, stand, audio / video material, press conference, etc.). Add as many rows for outputs as needed.* | *Indicate the number of the produced output* | *In case of published materials (e.g., articles, books, brochures, flyers, etc.), indicate their circulation.* | *Indicate detailed information on the produced output. In case of printed publications or audio / video materials, indicate their titles, when and where they were published / broadcast, how they were disseminated, how large the reached target audience was (number) and indicate a direct link (if available online).* | | *Indicate the related activity.* |
| *Indicate the produced communication output (e.g., article, brochure, memory plate, stand, audio / video material, press conference, etc.). Add as many rows for outputs as needed.* | *Indicate the number of the produced output* | *In case of published materials (e.g., articles, books, brochures, flyers, etc.), indicate their circulation.* | *Indicate detailed information on the produced output. In case of printed publications or audio / video materials, indicate their titles, when and where they were published / broadcast, how they were disseminated, how large the reached target audience was (number) and indicate a direct link (if available online).* | | *Indicate the related activity.* |
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| **1.7 External/internal problems and counter measures taken** | |
| **External/internal problems** | **Counter-measures undertaken** |
| *Describe internal and external problems or difficulties in implementation which occurred within the reporting period. Add as many rows as needed.* | *Provide the information about the counter-measures undertaken by the Lead Beneficiary and Beneficiaries to overcome the problems or difficulties.* |
| *Describe internal and external problems or difficulties in implementation which occurred within the reporting period. Add as many rows as needed.* | *Provide the information about the counter-measures undertaken by the Lead Beneficiary and Beneficiaries to overcome the problems or difficulties.* |

**2. LOGICAL FRAMEWORK**

*1. Provide an updated version of the Logical framework for the project. Additional lines can be added for listing activities or outputs.*

*2. Take into account the information indicated in the report(s) and the Grant Application Form Part I Project Description, when filling in the Logframe matrix.*

*3. See definitions below the Logframe matrix in order to fill it in correctly.*

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| **Results chain**  *(What we want to achieve)* | | **Indicators**  *(How to measure change)* | **Contracted value (1)** | **Achieved within reporting period (2)** | **Achieved since the start date (cumulative) (3)** | **Progress (%) (4)**  **4=3/1x100%** | **Sources and means of verification**  *(Where / how to get information)* | **Assumptions**  *(What else to be aware of)* |
| **Overall objective: impact** |  |  |  |  |  |  |  |  |
| **Specific objective(s) (SO): Results (outcomes)** | **SO** |  |  |  |  |  |  |  |
| **SO** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Outputs (O)** | **O of GA1** |  |  |  |  |  |  |  |
| **O of GA2** |  |  |  |  |  |  |  |
| **O of GA3** |  |  |  |  |  |  |  |
| **O of GA4** |  |  |  |  |  |  |  |
| **O of GA5** |  |  |  |  |  |  |  |
| **Activities (Act):** | **Act of GA1** |  |  | | | | |  |
| **Act of GA2** |  |  | | | | |  |
| **Act of GA3** |  |  | | | | |  |
| **Act of GA4** |  |  | | | | |  |
| **Act of GA5** |  |  | | | | |  |

**Definitions:**

***Overall objective******- impact*** means the primary and secondary, long term effects produced by the Project.

***Specific objective(s) -results (SO)*** means the achieved direct short-term and medium-term effects of the project’s outputs.

***Outputs (O)*** mean the products, capital goods and services which result from the project's activities.

***Activities (Act)*** mean the collection of tasks to be carried out in order to achieve the outputs.

***Indicator*** is the quantitative and/or qualitative factor or variable that provides a simple and reliable means to measure the achievement of the results of the project.

**3. TIMETABLE**

*Provide an updated project plan for the future by marking the relevant boxes by X. This plan shall cover the period from the current progress report to the end date of the project.*

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| **No of GA** | **Title of GA** | **Quarter I** | **Quarter II** | **Quarter III** | **Quarter IV** | **Quarter V** | **Quarter VI** | **Quarter VII** | **Quarter VIII** |
| **GA1** | Management and coordination |  |  |  |  |  |  |  |  |
| **GA2** |  |  |  |  |  |  |  |  |  |
| **GA3** |  |  |  |  |  |  |  |  |  |
| **GA4** |  |  |  |  |  |  |  |  |  |
| **GA5** |  |  |  |  |  |  |  |  |  |

**4. INFORMATION ON PROCUREMENT PROCEDURES IN PROJECT**

*List all contracts (works, supplies, services) above* ***EUR 10 000*** (*without VAT*) *awarded within the reporting period, implemented procurement procedures for each type of the contracts, i.e., service, supplies and work contracts and the name of the contractor. Add as many rows as necessary.*

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| **Title of the contract** | **Contractor** | **Amount** | **Procurement procedure** |
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