Continuous reporting (and Bimestrial Activities Report)
Guidance

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1. Tab 'Project Summary' (for publication)

⚠️ **The content of the Summary of Publication is subject to a publication on the F&T Portal and consequently made available to the public. Therefore, a very cautious attention is to be paid to the information encoded.**

A. Field '*Context and overall objectives'*

As self-explanatory, this section should summarising the project's objectives as detailed in the original application and the annex I part B of the Grant Agreement (GA).

To copy some information available from this original application is possible but in a summarised format readable/understandable for any external reader.

You will update this section in case of change of the objectives (after Project Officer agreement). This section will be completed/updated at the end of the project including the final outcomes of the project.

B. Field '*Work performed and main achievements'*

Note: during the year you were requested to include this information (month by month) in the Monthly Report(s).

The reporting of your activities is covered by the compulsory deliverables 'Bimestrial report' (due by the end of months 1, 3, 5, 7, and 11). Consequently, during the duration of the project, it looks redundant to encode details in this field. Consequently, in order to avoid redundancy, **it is requested to encode the sentence** '*Information provided in bimestrial activities' reports (this section will be updated at the end of the project) as requested by the project Officer'*.

At the end date of the project, you will have to produce a summary of the main activities and results of the project.

C. Field '*Results and impact'*

Please here encode a summary of the tangible results expected. Please also provide some information about the estimated impact (possibly using impact indicators and illustrating figures).

At the end date of the project, you will have to update this section with the actual (final) results and impact indicators resulting from the project's activities.

D. Field 'mages attached to the Project Summary for Publication

Please add any picture(s) related to the project's activities summarised in the period covered by the bimestrial report. If no pictures of activities (yet) exist, you can use the logo created for your project, pictures of the team working in the project, etc.

➢ **Deliverables, … (2ⁿᵈ tab)**

This tab will be used for submitting to the Commission any deliverable contractually expected from the project (in pdf format).

Important note:

➢ The 'Bimestrial activities' report (formerly 'Monthly Report') is a key document for the Commission in terms of project's follow-up, notably for correctly and clearly monitor your project's achievements. Consequently, the correctness, completeness and granularity of details are a top priority.

It is obvious that a correct reporting will avoid some waste of time and further administrative burden resulting from the rejection of the report by the Project Officer.

➢ Please check with your Project Officer, the best working method (an advanced draft report by email is sometimes the option taken).

See below for detailed guidance about the completion of the Monthly Report Template.

➢ **Milestones (3rd tab)**

As from IMCAP-2022-Infome call, 'milestones' are not anymore applicable or formally used. **This tab will consequently remain empty all along the Continous reporting.**

➢ **Critical Risks (4th tab)**

For each critical risk, you will have to confirm the '*state- of play*' by encoding information as:

- 'no change' (if you did not face the risk and that no mitigating measures had to be applied).
- An update of the situation if a change occurred including updated details in each of the 3 columns labelled 'State of play'.

In case of unforeseen (new) risk occurring, you will add an additional line and encode all the necessary information as done for the pre-existing risks.

Guidance for a correct completion of the bimestrial activities' report (template)

1st part of the template

ACTIVITIES DONE in the period of reporting

✓ Activities/Tasks (by WP) (see timetable in GA Annex 1 – Part B) (*1ˢᵗ column of the table*)

This 1ˢᵗ column must list **ALL TASKS** planned in the reporting period.
As said above, these tasks are those detailed in section *'4.2 Activities & work packages'* and *'4.3 Timetable'* of the annex 1 part B (DoA) of your Grant Agreement. The same will be applicable in each bimestrial Report.
In case of task missing or insufficient details, the report will be rejected to you for correction.
Please indicate task number as follows: *Task 1.1, Task 2.1, etc*.

✓ Task Name (2ⁿᵈ *column*)

Please indicate the exact name of the task as indicated in *'4.2 Activities & work packages'* and *'4.3 Timetable'* of the annex 1 part B (DoA) of your Grant Agreement.

✓ Changes vs. Annex 1? (If Yes, indicate AMD date and reference or email approval date by Project Officer) (3rd *column*)

This 3rd column should confirm any change (whatever its scale) occurred during the period of reporting covered by the report.

You will indicate 'No' in case of no changes or the date of the formal amendment or Project officer email agreement in case of changes.

Note: for recall, <u>any change must be communicated to the Project Officer</u> for analysis and further acceptance or refusal.
<u>This should be made BEFORE any action of your side for cancelling/replacing/modifying the activities contracted.</u>

✓ Changes compared vs. timetable? (If Yes, indicate AMD date and reference or email approval date by Project Officer) (4th *column*)

Same logic than in previous point. A change of time without change of the content of the task could indeed occur.

✓ Description of what has been implemented (5th *column*)

This column must contain very precise and extended information about the development stage of each of the task listed in the 1st column (during the period covered by the Report).

The granularity of the information provided is essential. The level of details provided will have a direct impact on the acceptance or rejection of the report.

For possible tasks without any activities, a statement like '*Task without implementation during the month(s) (quote the month(s))*' could be accepted but supported by a very solid justification explaining the situation and the delay existing.

2nd part of the template

Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (SUMMARY)

This section is dedicated to show a summary of the main achievements of the project, period by period (*for recall report 1 is covering 1 month when other reports will cover 2 months*).

Please include the relevant information as bullet points. Period by period you will keep the details encoded in order to keep track of the history of the work performed.

3rd part of the template

ACTIVITIES PLANNED in the next period of reporting

✓ Activities/Tasks (by WP) (see timetable in GA Annex 1 – Part B) (1st *column of the table*)

This 1st column must list **ALL TASKS** planned in the next reporting period (*for recall from report N°2, the period will cover 2 months*). As said above, these tasks are those detailed in section *'4.2 Activities & work packages'* and *'4.3 Timetable'* of the annex 1 part B (DoA) of your Grant Agreement. The same will be applicable in each bimestrial Report.

<u>In case of task missing or insufficient details, the report will be rejected to you for correction.</u>

Please indicate task number as follows: *Task 1.1, Task 2.1, etc*.

✓ Task Name (2nd *column*)

Please indicate the exact name of the task as indicated in *'4.2 Activities & work packages'* and *'4.3 Timetable'* of the annex 1 part B (DoA) of your Grant Agreement.

✓ When? Provide expected dates/period of publication, broadcast, event organisation, etc. Specify if there are changes in comparison to the timetable in Annex 1 GA Provide the relevant dates / times (of publication, broadcast, event organisation) *(3rd column)*

Self-explanatory. Please be very precise in all details provided.

✓ With EC participation? Does this activity include participation from EC representative(s)? If yes, list them. (4th *column*)

Self-explanatory. If 'Yes' please indicate the full name, function and service EC (or even EU) representatives.

✓ <u>Social media. Does the activity foresee any social media activations (youtube, FB, Instagram, Twitter, other)? If yes, provide details. (5th *column*)</u>

Please be precise and accurate. The social media outreach is a key point of any communication project. Please keep in mind that such information could be used by our services for further dissemination.

<u>Note</u>: always consider that the EU visibility must be available in any posts, videos, podcasts, etc.). This is a contractual obligation (see article 17.2 and 17.3 of your Grant Agreement).

✓ <u>Interest for EC media/press. Could the activity be of interest to media / press network of the EC? If yes, describe why. (5th *column*)</u>

Self-explanatory. Please keep in mind that European Commission is always willing to promote projects financed with the EU budget.

✓ <u>Contact person to provide more information on this activity (name/telephone/email) (6th *column*)</u>

Self-explanatory. Please indicate name, complete (international) phone number and email of the person in charge of the task listed.