

## [Project's name]

### Progress Report Template

**Section 1:** Summary and context of the Delegation;

[...]

**Section 2:** Activities carried out during the reporting period (i.e. directly related to the Delegation and described in this Agreement) and broken down by Project.

[...]

**Section 3:** Budget implementation report. This report shall include information on legal commitments and costs incurred.

[...]

**Section 4:** Difficulties encountered and measures taken to overcome problems.

[...]

**Section 5:** Changes introduced in the Implementation and Execution of the Delegation.

[...]

**Section 6:** Achievements and results measured in accordance with the prescribed service levels [during Execution].

[...]

**Section 7:** Work plan for the following period.

[...]