[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.

[...]