**MONTHLY REPORT**

**<month & year>**

**Service title: <…>**

**Contract no: <…>**

**1. ACTIVITIES CARRIED OUT**

The activities executed within the reporting period are illustrated in the table below:

| **Activity** | **Outputs/Results** | | **Comments** |
| --- | --- | --- | --- |
| **Planned** | **Realised** |
| **Component 0: Inception phase** | | | |
| **Activity 0.1:** |  |  |  |
| **Activity 0.2:** |  |  |  |
| **Activity 0.3:** |  |  |  |
| **…** |  |  |  |
| **Component 1: Support to the Programmes’ Management Structures** | | | |
| **Activity 1.1:** |  |  |  |
| **Activity 1.2:** |  |  |  |
| **Activity 1.3:** |  |  |  |
| **…** |  |  |  |
| **Component 2: Support to the implementation of the Programmes and projects** | | | |
| **Activity 2.1:** |  |  |  |
| **Activity 2.2:** |  |  |  |
| **Activity 2.3:** |  |  |  |
| **…** |  |  |  |
| **Component 3: Visibility, promotion and communication** | | | |
| **Activity 3.1:** |  |  |  |
| **Activity 3.2:** |  |  |  |
| **Activity 3.3:** |  |  |  |
| **…** |  |  |  |
| **…** | | | |
| **…** |  |  |  |

**2. MOBILISATION OF EXPERTS**

The table below illustrates the inputs of key and non-key experts during the reporting period.

| **No** | **Name** | **Function** | **Working days** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Per contract** | **Previous reporting** | **Current month** | **Total used** | **Remaining** |
| **1. Key experts** | | | | | | | |
| **1** |  | Team Leader (HJTS) |  |  |  |  |  |
| **2** |  | Financial expert |  |  |  |  |  |
| *Total* | | |  |  |  |  |  |
| **2. Non-key experts** | | | | | | | |
| **3** |  | Task Manager (JTS) |  |  |  |  |  |
| **4** |  | Publicity and Information Officer (JTS) |  |  |  |  |  |
| **5** |  | Task Manager (Antenna) |  |  |  |  |  |
| **6** |  | Trainer |  |  |  |  |  |
| **7** |  | Evaluator |  |  |  |  |  |
| **8** |  | Website developer |  |  |  |  |  |
| **…** |  |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |  |
| *Total* | | |  |  |  |  |  |

The text highlighted in yellow, is serving as example, please use the appropriate category of expert, where and if applicable

**3. OUTPUTS OF THE PROJECT**

The table below illustrates the outputs by component and activity during the reporting period.

| **Activity** | **Outputs** |
| --- | --- |
|
| **Component 0: Inception phase** | |
|  |  |
|  |  |
|  |  |
| **Component 1: Support to the Programmes’ Management Structures** | |
|  |  |
|  |  |
|  |  |
| **Component 2: Support to the implementation of the Programmes and projects** | |
|  |  |
|  |  |
|  |  |
| **Component 3: Visibility, promotion and communication** | |
|  |  |
|  |  |
|  |  |
| **…** | |
|  |  |

**4. FORESEEN ACTIVITIES**

The foreseen activities for the next month are summarised in the following table:

| **Activity** | **Outputs/Results** | **Comments** |
| --- | --- | --- |
| **Planned** |
| **Component 0: Inception phase** | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Component 1: Support to the Programmes’ Management Structures** | | |
|  |  |  |
|  |  |  |
| **Component 2: Support to the implementation of the Programmes and projects** | | |
|  |  |  |
|  |  |  |
| **Component 3: Visibility, promotion and communication** | | |
|  |  |  |
|  |  |  |
| **…** | | |
|  |  |  |

**5. CONSTRAINTS ENCOUNTERED**

[This section of the report should be devoted to alert the Operating Structures on any of the circumstances spelled out in Article 7.5 of the General Conditions which reads: ‘*Should any unforeseen event, action or omission directly or indirectly hamper performance of the contract, either partially or totally, the Contractor shall immediately and at its own initiative record it and report it to the Contracting Authority. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with its obligations under the contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.’*]