**PROGRESS REPORT**

**What is a Progress Report?**

A Progress Report is one of the mandatory documents that must be submitted for each reporting period: one for Phase 1 and two for Phase 2. According to the Subsidy Contract and the Programme Manual, the Lead Partner is responsible for completing and submitting the Progress Report on behalf of the project.

Information should be gathered from all partners and the document should be signed by the Lead Partner and the Lead partner First Level Controller.

The information contained in the report should cover both an update on network activities as well as a budget review.

The overall structure of a Progress Report is as follows:

**Section 1 - General Introduction**. Main highlights of the reporting period.

**Section 2 - Progress by work package**. A focus on activities in each work package, a table to list the key milestones and an update on progress towards achieving programmed outputs should be provided.

**Section 5 - Financial updates**. A detailed review of financial progress is presented here in the summary table automatically generated. The report should highlight any potential changes in budget categories or partner budget which are more than the 20% flexibility allowed by the Programme.

**Section 6 – Signatures**. The Progress Report shall be signed by the representative of the Lead Partner and by the First level controller of the Lead Partner.

**Preparation of the Progress Report**

The Progress Report is a compulsory document for project reporting, but it is also a useful monitoring tool for the Lead Partner to review partner involvement and local activity.

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| --- | --- |
| **City name:** |  |
| **Name of person completing form:** |  |
| **Date:** |  |

**Section 1 - Main Highlights for the Reporting Period**

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| **Provide an overview of main highlights on project implementation/management during the reporting period\* (200-300 words)**  **\***ULG meetings, good practice, transfer plan, transnational visits |
|  |

**Section 2 - Progress by Work Package**

**2a) Organising & holding coordination meetings**

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| --- | --- | --- | --- |
| **Activity** | **Brief description of the activity** | **Dates/Place** | **Comment to explain changes** |
|  |  |  |  |
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**2b) Organising & holding transnational exchange & learning meetings**

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| --- | --- | --- | --- |
| **Activity** | **Brief description of the activity** | **Dates/Place** | **Comment to explain changes** |
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**2c) Organising & holding ULG meetings**

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| **Activity** | **Brief description of the activity** | **Dates/Place** | **Comment to explain changes** |
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**2d) Setting up communications and dissemination activities on social media**

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| **Activity** | **Brief description of the activity** | **Dates/Place (when relevant)** | **Comment to explain changes** |
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**2e) Evidence**

It is important to ensure evidence is provided as proof of activities and justification of eligible costs are linked to each other – in some cases without the evidence the costs cannot be considered eligible for ERDF refund.

**Work Package 1 Project Management**

* Coordination meetings: agenda with place, date, participants lists, topics/decisions to make + minutes (NB: the same evidence is required even if they are done as the virtual meetings, tele-conferences, skype calls, phone calls);
* Mid-term reflection: template for a review to be supplied by the URBACT Programme;
* Contractual documents (Subsidy contract, Joint convention, Audit Trails, Approval FLC): scan of the valid signed version (also amendments, in case of change).

**Work Package 2 Transnational Exchange and Learning**

* Kick off, transnational and final meetings and study visits or workshops: agenda with place, date, participants list, indication about contribution of the meeting to the draft of IAP and/or other thematic outputs + thematic outputs (such as thematic reports or minutes or case studies);
* Thematic Reports – an electronic copy of the reports.

**Work Package 3 Impact on Local Policies And Practices**

* ULG set up: list of the participants (name, surname, institution/group of interest, email address, core group or not, role);
* ULG meetings: agenda with place, date, participants lists, topics/decisions to make, indication about contribution of the meeting to the draft of IAP and/or other thematic outputs + IAP and/or other thematic outputs;
* In person: Images of ULG meeting and sign in sheets completed
* Virtual: Screenshot of the event taking place with the list of attendees on the side. Include the invite to attend and agenda.

**Work Package 4 Communication and Dissemination**

* Local or transnational dissemination events: agenda with place, date, participants lists, topics, flyers, participant pack (NB: evidence can be provided even not in English, but it must me clear that the information refers to an URBACT activity);
* Press releases and conferences: digital file or screenshot of articles, minutes, videos, etc. (NB: evidence can be provided even not in English, but it must me clear that the information refers to an URBACT activity);
* External events: agenda with place and date of the meeting

**Section 5 – Financial Updates and Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Budget** | **Actual Spend** | **Variance** | **Clarification** |
|  |  |  |  |
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**Section 6 - Signatures**

Project Partner’s responsible person

(name in capital letters)

…………………………………………………………………………….

Function

……………………………………………………………………………

Signature

……………………………………………………………………………

Date & Place

…………………………………………………………………………..

Project Partner’s First Level Controller

(name in capital letters)

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Function

……………………………………………………………………………

Signature

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Date & Place

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