1. **Section: Summary of context and overall objectives of the project**

As self-explanatory, this section has to present the objectives of your project as detailed in the initial application and the annex I (part A and B) of the Grant Agreement (GA).

You can of course copy the information available but you need to summarise them and make them fully readable/understandable for an external reader.

This section will be updated in case of any change of the objectives (of course after EC agreement) and completed at the end of the project by the final outcomes/conclusion of the project.

2. **Section: Work performed from the beginning of the project to the end of the period covered by the (interim) report and main results achieved so far...**

Your project is based on a timetable showing the tasks with actions implemented by month and by work package. You have to strictly follow this time table by reporting with enough details the evolution, achievements, difficulties or results achieved during the period covered by the monthly report currently submitted (‘the last 30 days’).

   **Note:** instead of encoding all details about your outcomes, outputs or other activities results by month in the ‘Summary for publication’, you are requested to include such information directly in the Monthly Report template. This could be done via the additional section created at the end of the 1st part of the Monthly Report template.

3. **Section: Progress beyond the state of the art, expected results until the end of the project and potential impacts (including the socio-economic impact and the wider societal implications of the project so far)...**

Again as self-explanatory, you have here to include any details about highest development of general development as of device, technique, etc achieved at the date of the end of period covered by the monthly report.

4. **Section: Address (URL) of the project's public website**

Self-explanatory. If no website dedicated to the project, please indicate N/A (Not Applicable) or alternatively the URL of your main website.

5. **Section: Images attached to the Summary for publication**

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

The textbox ‘Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far’ (as well as the 2 other textboxes available) must only contain, relatively short but self-explanatory key information summarising the situation of your project.

At the end of the project (Month 12), the text encoded will be used for external publication of the results of your project on the Europa webpage or on any other EC public pages, targeting to inform the external public about your project.
Deliverables, ... (2nd tab)

Background

This tab is where all deliverables contractually expected from the project must be uploaded (usually in pdf format) for submission to EC services.

Important note:
- The ‘Monthly Report’ is a key tool for the Commission in terms of project’s monitoring. This is notably the most practical mean for our services to correctly and clearly follow your project’s achievements. This is why you are strongly advised to consider the correctness, completeness and extended level of details as a top priority. It is obvious that a correct Monthly Report will avoid any waste of time and further administrative burden resulting from the rejection of a report by the Commission.
- Based on the agreement taken with your Project officer, an advanced copy by email of the Monthly Reports would be a safe and practical option.

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

Milestones (3rd tab)

As from IMCAP-2022-INFOme call, the ‘milestones’ are not anymore applicable or formally used.

This tab will consequently remain empty all along the Continous reporting.

Critical Risks (4th tab)

For any of the critical risk (extracted from your application and annex 1 part B of the GA), you must indicate the ‘state-of-play’.
- It could be ‘no change’.
- If a change occurred, please update with a short comment.
- If any unforeseen (new) risk appeared, please add it and give information this situation.
1**st** part of the template

**ACTIVITIES (in the NEXT 30 DAYS)**

✓ Activities foreseen in the Grant Agreement for the last 30 days *(1st column of the table)*

This 1**st** column should mention **ALL THE TASKS** planned in the reporting month this for each work package of the project. As said above, these tasks are those listed and detailed in sections ‘4.2 Activities & work packages’ and ‘4.3 Timetable’ of the annex 1 part B (DoA) of your grant agreement. This situation will be similar in each Monthly Report. In case of task missing or insufficient details, the report will be rejected to you for correction.

It does not appear relevant to copy the full description of each task. A succinct summary (2-3 lines) of each task would be sufficient (as well as a reference to the relevant page of the annex 1 of the GA (DoA)).

✓ If changes, date of approval by DG AGRI *(2nd column of the table)*

This 2**nd** column should state any change (whatever its scale) that occurred during the period covered by the Monthly Report. You will indicate ‘No’ in case of no changes or the date of the amendment or Project officer agreement in case of changes.

*Note*: i recall for any useful purposes that any change must be communicated to the Project Officer of your project for analysis of its consequence and the further acceptance or refusal. This should be made BEFORE any action of your side for cancelling/replacing/modifying the activities contracted.

✓ What has been implemented in the previous month (please provide links to evidence of the implementation of the activity) *(3rd column of the table)*

This part is the ‘monthly feedback’ of your project. This 3**rd** column must contain some precise information about the development stage of all the tasks listed in the 1**st** column (during the period covered by the Monthly Report). The details granularity is essential.

For the tasks without any development, logically, an indication like ‘Task without implementation during this month of (quote the month)’ could be accepted. However, considering that the tasks listed in the 1**st** column are the ones expected to be developed during the period of reporting, a very and solid justification will be enclosed explaining the situation and the delay existing.

*Note*: It is very clear that the level of details provided will have a direct impact on the acceptance or rejection of the report.

2**nd** 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

✓ As indicated above, due to space limitation of the tool, this is the place where you will report the achievements and results achieved during the period covered by the monthly report currently submitted.

*Notes*:
- Please be precise and list the main achievements in terms of work performed
- In this specific section, month after month you will keep the details encoded in the last month(s), in order to keep track of the history of the work performed.

3**rd** part of the template

**ACTIVITIES (in the NEXT 30 DAYS)**

✓ Describe each of the main activities foreseen for the coming month (30 days) *(1st column of the table)*

The same principle than explained for the 1**st** part of the table applies. Indeed this column should mention **ALL THE TASKS** planned to be developed for the following month of the Monthly Report.

✓ Provide the relevant dates / times (of publication, broadcast, event organisation) *(2nd column of the table)*

Self-explanatory. Please be very precise in all details provided.
✔ Does this activity include any Participation from a European Commission representative? If yes please list all EC Representatives taking part (30 days) (3rd column of the table)

Self-explanatory. The name and service of possible EC (or even EU) representatives will explicitly be indicated.

✔ Does this activity foresee any social media activations (youtube, facebook, instagram, twitter, other)? If yes please provide the necessary details) (4th column of the table)

Self-explanatory. Please be precise and accurate. The social media outreach is a key point of any communication project. Please keep in mind

Note: 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).

✔ Could this activity be of interest to media / press network of the European Commission? If yes, describe why. (5th column of the table)

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