

MONTHLY REPORT - Guidance

➤ Summary of publication (1st tab)



Background

Important note:

- Even if familiar with IMCAP program, please read carefully the following guidance containing updates and tips.
- 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.](#)

1. Section: 'Context and overall objectives'

This section is dedicated to present a summary of the project's objectives (as detailed in length in your original application and documented in the annex I (part B) of your Grant Agreement (GA)).

The information must be fully readable/understandable for any external reader.

This section will have to be

- **updated in case of change of the objectives (of course after EC agreement)**
- **completed at the end of the project with the final outcomes/conclusion of the project.**

2. Section: 'Work performed and main achievements'

Your project is based on a timetable showing the tasks for which activities are planned for implementation, this by month and by work package. You have to strictly follow this time table in your reporting providing the Commission with sufficient details about the evolution, achievements, difficulties, delays and results achieved during the period covered by the monthly report submitted (1st part so called '*the last 30 days*').

⚠ Note : for technical reasons (limitation of characters) and simplification of the analysis of the monthly reporting by your Project Officer, a temporary option is applicable during the 12 months of the project. Please indicate the following sentence in the core 2 section : '*Work performed and main achievements added in the monthly reporting, as requested by Project Officer.*'

You are indeed requested to include all the details about your outcomes, outputs or other activities results directly in the Monthly Report template. Please use the 2nd section of the template so called '*Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far.*'

At the end of the month 12, you will encode a summary of the 12 months information in the text box '*Work performed and main achievements.*'

3. Section: 'Results and impacts'

Please here include any details about the development and impact of the project at the date of the end of the period covered by the monthly report (see 1st part so called '*the last 30 days*').

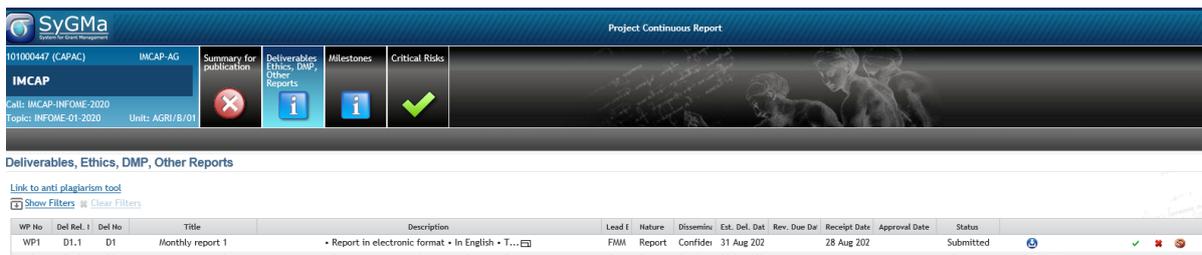
This text box will have to be updated each month.

4. Section: 'Images attached to the Project Summary for Publication'

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

The 3 textboxes must only contain, relatively short but self-explanatory information summarising the situation of your project. At the end of the project (Month 12), the text encoded will have to be updated and will be used for external publication of the results of your project on Commission's webpage(s), targeting to inform the external public about your project.

➤ **Deliverables, ... (2nd tab)**



This tab allows you to submit to the Commission all the deliverables contractually expected. The format should be PDF.

⚠ Note: you are requested to strictly respect the due date of each deliverable.

➤ **Milestones (3rd tab)**

As from IMCAP-2022-INFOme call, 'milestones' are not anymore applicable and formally used. This tab will consequently remain empty all along the Continuous reporting.

➤ **Critical Risks (4th tab)**



For any of the critical risk (extracted from your application and from the annex 1 part B of your GA), you must indicate a 'state-of play'.

- It could be 'no change'.
- If a change occurred, an update will be necessary supported by a comment.
- If any unforeseen (new) risk would appear, please add such 'new' risk and give precise information about it (notably why this risk was not anticipated in your original application).

Guidance for a correct completion of the Monthly Report template

1st part of the template

ACTIVITIES (in the LAST 30 DAYS)

✓ Activities/Tasks (by WP) (see timetable in GA Annex 1 – Part B) (1st column of the table)

This 1st column should list **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 (also called DoA) of your Grant Agreement.

It will be identical 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. The 'title' as indicated in the timetable is sufficient.

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

This 2nd column should state any change (whatever its scale) that occurred since the project start dated and more especially in the period covered by the Monthly Report. Please simply indicate 'No' in case of 'no changes'. In case of changes, please indicate the date of the formal Grant Agreement amendment or the Project Officer email agreement.

Note: for recall, any change must be communicated to the Project Officer for analysis of its consequence and a possible 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 past 30 days? (please provide all working URLs to show the implementation of the activity/tasks) (3rd column of the table)

This column will include the 'monthly feedback' of your project. It must contain **very precise information** about the development stage of all the tasks listed in the 1st column (during the period covered by the Monthly Report). The granularity of the details is essential.

For the tasks without any development, indication like 'Task without implementation during this month of (quote the month)' will be accepted. However, considering that the tasks listed in the 1st column are the ones expected to be developed during the period of reporting, a very 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.

✓ Task(s) with actions implemented even if not scheduled in the contractual timetable (additional table)

It could happen that activities related to task(s) not scheduled in the contractual table for the month of reporting would exist. If so, considering the same principles than explained above, please indicate these tasks in this specific table. A justification of the existence of such (not scheduled) activities is quite important.

2nd 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 characters limitation in the text box of the 'summary for publication', please include here precise details and list of all achievements and results happened during the period covered by the monthly report currently submitted (see 1st part so called 'the last 30 days')

Notes:

- Please be precise and list all achievements in terms of work performed.
- In this specific section, month after month you will keep track of all work done in previous month(s), in order to have a complete history of the work performed.

3rd part of the template

ACTIVITIES (in the NEXT 30 DAYS)

- ✓ Activities/Tasks (by WP) (see timetable in GA Annex 1 – Part B) (1st column of the table)

The same principle than explained for the 1st part of the table does here apply.

This column should mention **ALL THE TASKS** planned to be developed for the new 30 days after the end of the reporting month.

- ✓ Provide the expected dates/week/period (even if provisional) of publication, broadcast, event organisation, ... (2nd column of the table)

Please be very precise in all details provided.

- ✓ Does this activity/task include any participation from EC representative(s)? If yes please list them (3rd column of the table)

The name and service of possible EC (or even EU) representatives will have to be explicitly indicated.

- ✓ Does this activity/task foresee any social media activities (YouTube, FB, Instagram, twitter, etc.)? If yes, please provide details. (4th column of the table)

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 of your Grant Agreement).

- ✓ Could this task be of interest to media / press network of the EC? If yes, describe why. (5th column of the table)

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

- ✓ Contact person to provide more information to the European Commission about this activity/task.(name / phone / email) (6th column of the table)

Please here indicate the complete contact details of the project's team member in charge of this task in the next 30 days.