

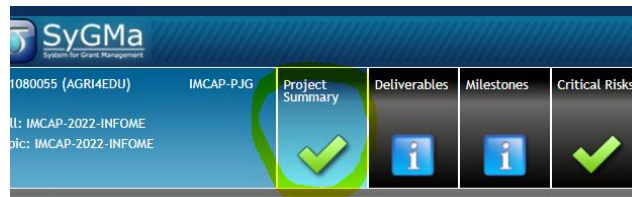
'Activities Report' reporting

Guidance



A change occurred in comparison to previous IMCAP calls: the monthly report is replaced by an 'Activities Report' that will be submitted at the end of months 1, 3, 5, 7, 9 and 11. Such reports are compulsory contractual deliverables that must appear in your application. Template available on Portal Reference Docs and Europa website).

➤ Summary of publication (1st tab)



1. Section: ***Context and overall objectives***

This section will be completed at the end of month 1.

It has to present the objectives of the project (as detailed in the initial application and the annex I (part B) of the Grant Agreement (GA)). You need to summarise them and make them readable/understandable for an external reader.


This section will be updated in case of any change of the objectives (after compulsory EC agreement).

It will also be updated/completed at the end of the project with the final outcomes/conclusion of the project.

2. Section: ***Work performed and main achievements***

This section will be completed at the end of month 1 and at the end of the project.

The project is based on a timetable (see section 4.3 of the proposal/annex 1 part B of the GA) showing the tasks with actions implemented by month and by tasks. You have to strictly follow this time table when reporting and include enough details about the evolution, the achievements, the difficulties, the delays and, of course, the results achieved during the period covered by the bi-monthly report ('see 1st part of the template 'Activities done in this period').

 Due to IT characters limitation, instead of encoding all details about your outcomes, outputs or other activities results by period each 2 months, you are requested to include such information directly in the Activities Report template, in regard to each task. Consequently, at the end of period 1, you will indicate a 'generic' sentence as follows

***'Work performed and main achievements added in the 'Activities Report',
as requested by Project Officer guidance.'***

3. Section: ***Results and impacts***

Period by period, you will include details about the main and most important project results and developments of the outcomes, products, etc. achieved at the date of the end of period covered by the report.

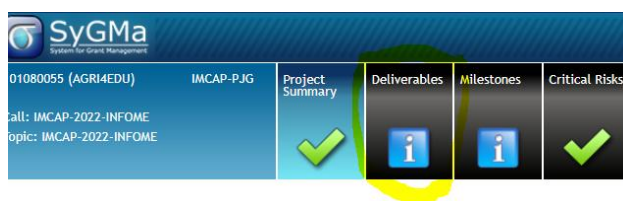
4. Section: Images attached to the Project Summary for Publication

This section will be completed at the end of month 1 and afterwards on on-going basis.

You will be pleased to add any pictures related to the project's activities (summarised in the reporting period). If no pictures of the activities should (yet) exist, the logo created for the project or any pictures of the team working in the project could be uploaded.

At the end of the project (Month 12), and for all sections, the details encoded will have to be updated for reflecting the final situation of the project. This will be then used for external publication on the Europa webpage or on any other EC public pages, aiming to inform the external public about your project.

➤ **Deliverables, ... (2nd tab)**



Background

This is the location where all deliverables contractually expected will be uploaded (usually in pdf format) for submission to EC services.

Important note:

- The bi-monthly '*Activities Report*' is a key tool for the Project Officer in terms of project's monitoring. This is the most practical mean for EC services to correctly track your project's achievements. This is why you are requested to consider the correctness, completeness and (extended) level of details as a top priority. It is obvious that a correct '*Activities Report*' will avoid waste of time and further administrative burden resulting from the rejection of the report by the Commission.
- You will be invited to send (by email) an advanced draft version of the '*Activities Report*', as a safe and practical working option.

[See below for detailed guidance about the completion of the '*Activities Report*' Template.](#)

➤ **Milestones (3rd tab)**

In IMCAP-2023-INFOME projects, the 'milestones' are not applicable and/or formally used.

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

➤ Critical Risks (4th tab)

80055 (AGRI4EDU)	IMCAP-PJG	Project Summary	Deliverables	Milestones	Critical Risks
IMCAP-2022-INFOME		✓	i	i	✓
cc: IMCAP-2022-INFOME					

This section will be completed at the end of each reporting period.

For any of the critical risk (extracted from the original application and documented in the annex 1 part B of the GA), you will have to 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.

Guidance for a correct completion of the 'Activities Report' template

The 'Activities report' will be submitted in months 1, 3, 5, 7, 9 and-11.

You will be invited to send (by email) an advanced draft version of the 'Activities Report', as a safe and practical working option.

1st part of the template

ACTIVITIES DONE IN THIS PERIOD

- ✓ Tasks N° (1st column) and Tasks name (2nd column)
 - You will list all the tasks foreseen in the GA since the project's start date or the last reporting (1st column of the table). Please keep in mind that this 1st column must include **ALL THE TASKS** planned in the reporting period.
As said above, these tasks are those listed and detailed in sections '4.2 Activities & work packages' and '4.3 Timetable' of the proposal and annex 1 part B (DoA) of your grant agreement.
 - This principle will be applied in each 'Activities Report'.
 - In case of task(s) missing or insufficiently detailed, the draft report will be rejected for correction.
- ✓ (If changes) date of approval by DG AGRI (3rd and 4th columns)
 - You will mention any change (whatever its scale) that occurred during the period of reporting.
 - You will indicate 'No', in case of lack of changes, or the date of the amendment or Project Officer agreement, in case of changes.

Note:

- For any useful purposes, please be recalled that any change of any single detail of the annex 1 part B must be communicated to your Project Officer for analysis of impact and opportunity.
- Such communication must be made BEFORE any action of your side for cancelling/replacing/modifying the activities contracted.
- Further acceptance or refusal will be at the discretion of the Project Officer and cannot be considered as validated without a written confirmation by the Project Officer or the signature of an amendment.

✓ Description of what has been implemented (5th column)

- This column must contain extended details and information about the development stage of each of the tasks listed. The granularity of details is essential.
 - For the tasks without any development, you will indicate *'Task without implementation during the reporting of (quote the period)'*.
Nevertheless, considering that the tasks listed in the 1st column are those expected to be developed during the period of reporting, a solid justification will be necessary explaining the situation and the delay existing.
 - All relevant URLs will be included. Those URLs are expected to be accessible without any constraints and should work properly (please check carefully this before sending your report). The EU visibility will be checked. If not compliant, your report will be rejected for improvement.
- ⚠ *A strong emphasis must be made on the level of details provided as this will have a direct impact on the acceptance or rejection of the report.*

2nd part of the template

ACTIVITIES PLANNED IN THE NEXT PERIOD

✓ Tasks N° (1st column) and Tasks name (2nd column)

- You will list all the tasks planned to be developed for the following reporting period in the next 'Activities Report'.
As said above, these tasks are those listed and detailed in sections *'4.2 Activities & work packages'* and *'4.3 Timetable'* of the proposal and annex 1 part B (DoA) of your grant agreement.
- This principle will be applied in each *'Activities Report'*.
- In case of task(s) missing or insufficiently detailed, the draft report will be rejected for correction.

✓ 'When'? (3rd column)

- Provide the relevant dates / times (of publication, broadcast, event organisation)
- Except for management tasks that logically could run over the full period, you are invited to give the most precise dates.
- If the contractual calendar should be modified, please justify the situation.

✓ With EC participation ? (4th column)

- You are invited to indicate if this activity would include the participation of any EC representative.
If so, please list such EC Representatives (names and DG) taking part.

✓ 'Social media' (5th column)

- The social media outreach is a key point of any communication project.
- If any social media is planned to be used (Youtube, Facebook, Instagram, Twitter, etc.), please provide the necessary details.

Recall: always consider that the EU visibility (EU Emblem, co-funding sentence and disclaimer) must be included and readable in any posts, videos, podcasts, etc. This is a contractual obligation (see article 17.2 of the GA).

✓ Interest for EC media/press (6th column)

- Please keep in mind that EC is willing to promote projects financed with the EU budget. So please include any useful details.

✓ Contact (7th column)

- Please include name, international phone number and email of the staff member in charge of the task.