**WP Highlight report/**

**Partner Activity Report Month X**

|  |  |
| --- | --- |
| Document type | Internal report |
| Period | DD-MM-YYYY - DD-MM-YYYY |
| Work package number(s) | WPX |
| Beneficiary |  |
| Author(s) |  |

Project NAME

Project Acronym

Grant Agreement Number

Work progress and achievements during the reporting period

***Summary of progress towards objectives***

Describe shortly the overall objectives for the period and the progress towards them, concentrating on:

* Technical aspects
* User related aspects
* Management and partnership aspects

*If appropriate the description may be broken down into task level.*

*Please use the minutes of the meetings, the DoA and any other relevant task description document for reference.*

## ***Results***

Describe the achievements, concentrating on:

* Technical/Scientific results
* Verification data (statistics, visual introduction, pictures, any other data)
* Clear references to deliverables and milestones
* Dissemination/Exploitation

*Highlight clearly any significant results occurred within the work package you are leading or where you are a major contributor*

*Please be reminded that dissemination/exploitation related activities should be reported here as well. – See also the attached excel sheet*

## ***Status of deliverables***

*Give an overview of the status of internal and external deliverables.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Status of Deliverables | | | | | | Mx |
| Ref | Description | Delivery Date Planned | Actual delivery date | Resp. | **I**nternal/  **E**xternal | Status |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# ***Actual or potential problems***

*Explain the reasons for deviations from the DoA, the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning.*

# ***Activities and events planned during the next six months***

*Highlight any significant activities or events (within the work package if you are reporting on the WP) for the next period. If appropriate the description may be broken down into task level.*

# **Financial summary report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PARTICI-PANTS** | **TYPE of EXPENDITURE** | **BUDGET** | **ACTUAL COSTS** | | | **PER-CENTAGE** | **REMAIN-ING BUDGET** |
| **(as defined by participants)** | **(EUR)** | | | **SPENT** |  |
|  | **Period 1** | **Period 2** | **TOTAL** | **TOTAL** |  |
|  | e | a1 | b1 | e1 | (a1+b1)/e | e-e1 |
| **Participant x** | **Total Person-month** |  |  |  |  |  |  |
| Personnel costs |  |  |  |  |  |  |
| Travel costs |  |  |  |  |  |  |
| Other direct costs |  |  |  |  |  |  |
| Overheads (25%) |  |  |  |  |  |  |
| Subcontracting |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Adjust. from prev. Period* |  |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |  |
| **Requested Contribution** |  |  |  |  |  |  |