



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES

Directorate C: Fisheries Policy Atlantic, North Sea, Baltic and Outermost Regions
Unit C3: Scientific Advice and Data Collection

Call MARE/2020/08

Agreement reference

Project full name

European Maritime and Fisheries Fund (EMFF)

Interim Report

Period covered: from **to**

Interim Report No:

Date of submission:

Version:

Beneficiary
(or coordinator organisation in case of multiple beneficiaries):

Project coordinator name and title:

Tel.:

E-mail:

DECLARATION BY THE PROJECT COORDINATOR¹

I, _____, coordinator of the "**<insert Title of the Action>**", hereby confirm that:

- This interim report represents an accurate description of the work carried out in this project for this reporting period;
- The project:
 - () has fully achieved its objectives and technical goals for the period;
 - () has achieved most of its objectives and technical goals for the period with relatively minor deviations;
 - () has failed to achieve critical objectives and/or is not at all on schedule.
- To the best of my knowledge, the financial statements submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project and - if applicable - with the certificate on financial statement.
- **[Complete in the case of pre-financing payments]** To date, the project has used EUR [...], representing [...] % of the amount of EU pre-financing received so far under the Grant Agreement.

Date and Signature

¹ By "project coordinator" shall be understood the person responsible for the work to be performed under this grant. If different from the person who signed the Grant Agreement representing "the beneficiary" (or "the coordinator" in case of multiple beneficiaries), a formal letter must accompany this report, in which the latter authorises the project coordinator to report on behalf of the beneficiary or beneficiaries.

1. PROJECT OBJECTIVES FOR THE PERIOD

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. If applicable, please refer to any recommendations or guidance received from the European Commission in previous reports or meetings, and indicate how these have been taken into account. **Maximum 1 page.**

2. WORK PROGRESS AND ACHIEVEMENTS DURING THE PERIOD

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement. Deliverables and dissemination activities can be mentioned, but should be described in detail in section 3. Similarly, details related to the management of the project shall be further reported in section 4. **Maximum 5 pages.**

- **A summary of progress explicitly compared to the objectives specified in section 1 above** providing, if applicable, details for each work package;
- Highlight clearly significant results and outputs;
- If applicable, explain the reasons for deviations from Annex I, and explain the potential impact on other objectives/tasks as well as on available resources and planning;
- If applicable, propose remedial actions.

3. DELIVERABLES AND DISSEMINATION ACTIVITIES

Use this section to summarise all deliverables produced during the reporting period (e.g. reports -other than the interim and final reports contractually required to be submitted to the European Commission-, websites, software etc.), as well as all dissemination activities executed (publications, workshops, conferences, etc.). For each of them, please signal if they were a contractual obligation², and provide the title, description and date of production, organisation or publication. If relevant, please provide proof on how the provisions of Article II.7 of the Grant Agreement (Visibility of Union Funding) were implemented. **Maximum 2 pages.**

² Contractual obligation: this refers either to an activity/deliverable required in the Call for Proposals or provided for in Annex I.

4. PROJECT MANAGEMENT

Please use this section to summarise project management activities during the period. **Maximum 2 pages.**

- Describe briefly the main tools put in place to ensure sound project management (internal controls, monitoring tools, performance indicators, etc.). If applicable, describe performance of the tasks in terms of selected indicators;
- If applicable, please describe any encountered or foreseen problems among the different beneficiaries or affiliated entities (distribution of tasks, coordination, communication, etc.);
- Report any other problems related to project management which have occurred and explain how they were solved or what solutions were envisaged;
- Indicate changes which have occurred to the legal status of any of the beneficiaries or their affiliated entities, if any.

5. SUBCONTRACTING

Describe whether any of the tasks has been subcontracted, provide justification, percentage of the volume subcontracted as compared to the total budget and explain how the subcontractor was selected. **Maximum 2 pages.**

6. FORECAST FOR THE NEXT REPORTING PERIOD

Please use this section to give an outlook on planned activities and outputs for the following reporting period. If applicable, provide the details for each work package. Please signal any potential deviation from the initial planning and provide a justification and a description of remedial or mitigating measures planned. **Maximum 1 page.**

7. BUDGET

- Please fill in the separate template for the Financial Report;
- In the section below, please provide your assessment of the budget implementation for the reporting period in question, as compared to the information included in Annex III of the Grant Agreement. **Maximum 2 pages.**

- Please explain any deviations from the planning, as well as their potential impact on the implementation of the project;
- Signal any relevant problem concerning eligible costs, distribution of budget, financial constraints or others.

8. ADDITIONAL INFORMATION

Please include any comment that you find relevant to convey to the European Commission. You may refer to issues such as policy implementation, contract management or budget execution. **Maximum 1 page.**

9. ATTACHMENTS

Please list all the attachments accompanying this report, if any. Please number the annexes and use the same reference number in the below list of attachments.