

## ANNEX VI INTERIM NARRATIVE REPORT

- This report must be completed and signed by the Contact person.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer (*you can find this form at the following address <Specify>*).
- Please expand the paragraphs as necessary.
- *Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned.*
- The Contracting Authority will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point 1.6.

### 1. Description

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- 1.1. Name of beneficiary of grant contract:
- 1.2. Name and title of the Contact person:
- 1.3. Name of partners in the Action:
- 1.4. Title of the Action:
- 1.5. Contract number:
- 1.6. Start date and end date of the reporting period:
- 1.7. Target country(ies) or region(s):
- 1.8. Final beneficiaries &/or target groups<sup>1</sup> (if different) (including numbers of women and men):
- 1.9. Country(ies) in which the activities take place (if different from 1.7):

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<sup>1</sup> “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large.

## 2. Assessment of implementation of Action activities

### 2.1. Executive summary of the Action

Please give a global overview of the Action's implementation for the reporting period (no more than ½ page)

### 2.2. Activities and results

Please list all the activities of the contract implemented during the reporting period as per Annex 1.

Activity 1:

**Title of the activity: Conference at location W with X participants for Y days on Z dates**

Topics/activities covered <please elaborate>:

Reason for modification for the planned activity <please elaborate on the problems - including delay, cancellation, postponement of activities- which have arisen and how they have been addressed> (if applicable):

Results of this activity <please quantify these results, where possible; refer to the various assumptions of the Logframe>:

### 2.3. Please list activities that were planned and that you were not able to implement, explaining the reasons for these.

### 2.4. What is your assessment of the results of the Action so far? Include observations on the performance and the achievement of outputs, outcomes and impact in relation to specific and overall objectives, and whether the Action has had any unforeseen positive or negative results (please quantify where possible; refer to Logframe Indicators).

Please list potential risks that may have jeopardized the realisation of some activities and explain how they have been tackled. Refer to logframe indicators.

If relevant, submit a revised logframe, highlighting the changes.

Please list all contracts (works, supplies, services) above 10.000€ awarded for the implementation of the action during the reporting period, giving for each contract the amount, the award procedure followed and the name of the contractor.

### 2.5. Please provide an updated action plan <sup>2</sup>

Year	Semester 1						Semester 2						Implementing body
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
<i>Example</i>	<i>example</i>												<i>Example</i>
Preparation Activity 1(title)													Local partner 1
Execution Activity 1(title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2

<sup>2</sup> This plan will cover the financial period between the interim report and the next report.

Etc.													

### 3. Partners and other Co-operation

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- 3.1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)? Please provide specific information for each partner organisation.
- 3.2. How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action?
- 3.3. Where applicable, describe your relationship with any other organisations involved in implementing the Action:
  - Associate(s) (if any)
  - Sub-contractor(s) (if any)
  - Final Beneficiaries and Target groups
  - Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc)
- 3.4. Where applicable, outline any links and synergies you have developed with other actions.
- 3.5. If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).

### 4. Visibility

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How is the visibility of the EU contribution being ensured in the Action?

**The European Commission may wish to publicise the results of Actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.**

Name of the contact person for the Action: .....

Signature: .....

Location: .....

Date report due: .....

Date report sent: .....