ANNEX 3
STANDARD TEMPLATE
TECHNICAL PART OF AN INTERIM REPORT

| Name of the Asia-wide Programme: |
| Contract reference no.: |
| Project Title: |
| Name of Beneficiary: |
| Period covered by this Interim Report: |
| Due date of this Interim Report: |

| Project Budget | EUR |
| Funds Disbursed by Commission to date | EUR |
| Expenditure Incurred by Project to date | EUR |

I. Introduction
Provide an executive summary (show overall progress as well as progress in the last 12 months) of your report highlighting:
• The main activities that have been implemented.
• The main results achieved.
• Difficulties encountered.

II. Implementation of Activities versus Work Plan and Logical Framework
• Ensure that the activities are consistent with those indicated in the work plan and logical framework relevant to that period. Highlight and justify any divergence.
  Describe:
  • The activities implemented in relation to the activities described in your work plan and logical framework.
  • Quantify activities and outputs where applicable, according to the logical framework and the objective verifiable indicators included.
  • Explain any divergences between planned and actual activities.
  • Describe the actual resources used compared to planned.
  • Highlight any changes to the logical framework, if any.

III. Partnership
Information on the functioning of the Partnership should be provided here:
• What has been the main role of each partner in implementing the activities described?
• What have been the main strengths and weaknesses of the partnership during this period?
• Describe any problem faced and how you have overcome the obstacles.

IV. Methodology and effectiveness
Describe the methodology applied and if any change has been produced from the initial methodology proposed:
• Management structure, showing current management capacity and technical expertise.
• Any changed needs or circumstances that have forced a change in management approach and the methodology.
V. Impact to date
List of achievements in concise format, e.g. bullet points or tabular
- Provide a list of project achievements to date. This section should allow persons not directly involved with the project to assess impact to date.
- What is the impact on target groups?
- What is the impact on applicant and partners?
- Explain in which ways the project is increasing the technical and management capacities in the partner organisations.
- Is the project contributing to the achievement of the objectives of the Asia-wide Programme? Each project should foster long lasting relations between the EU and Asian partners. There should be a transfer of know-how, and joint collaboration between EU and Asian organisations. Explain here how your project contributes to these aims and objectives.

VI. Links with other projects/programmes (if any)
Describe any links built with other projects/programmes:
- Highlight synergies created with similar projects.
- Are these projects/programmes funded locally, nationally or internationally?

VII. Sustainability
Describe here the plan for sustainability. Even if the project is at an early stage, the Beneficiary should start to work out a potential exit strategy.
- What are the potential areas for project success?
- What lessons, both positive and negative, can be drawn from the experience of the project to date? What action will be taken as a result? Mention any emerging issues relating to sustainability.
- Describe the planned multiplier effects?
- Describe how this project can be replicated within the country, or in other countries, or in other fields of activity.
- Describe any post project financing plans after EC funding ceases.
- Describe the post project institutional arrangements, giving due consideration to local ownership.
- Does the project have governmental support?
- Explain dialogue and support mechanisms set with local government.

VIII. Other Issues
- Mention any other issues you deem relevant.

ANNEXES
- Attached the plan of action for the following period.
- Attached the logical framework updated.
- Provide supporting documentation to clarify any issues in the report, such as minutes of meetings etc.
- Provide one copy of all publications and media materials produced. This includes leaflets, posters, videos, radio tapes and newspaper articles, as well as the internet address of the project website etc.

Contact person: ____________________________
Signature: ____________________________