ANNEX 2
STANDARD TEMPLATE
QUARTERLY UPDATES

Name of the Asia-wide Programme:

Contract reference no.:

Project Title:

Name of Beneficiary:

Period covered by this Quarterly Update:

Due date of this Quarterly Update:

<table>
<thead>
<tr>
<th>Project Budget</th>
<th>EUR</th>
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<tbody>
<tr>
<td>Funds Disbursed by Commission to date</td>
<td>EUR</td>
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<tr>
<td>Expenditure Incurred by Project to date</td>
<td>EUR</td>
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The Quarterly Updates will include concise information on the work carried out over the 3 preceding months (a max of 2 pages). It should be coherent with the relevant work plan and any divergence should be highlighted and explained. The Update will also include brief information on the project expenditure.

I. Introduction
Provide an executive summary (show overall progress as well as progress in the last 3 months) of your report highlighting:
- The main activities that have been implemented and the main results achieved according to the initial work plan and logical framework. Highlight and justify any divergence and difficulties encountered.

II. Implementation of Activities
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 strength and weaknesses of the partnership during this period?

IV. Methodology
Describe the methodology applied and if any change has occurred from the initial methodology proposed:
- Management structure, showing current management capacity and technical expertise of the partnership.
• Any changed needs or circumstances that have forced a change in management approach and the methodology.

V Other Issues
• Mention any other issues you deem relevant

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<th>Contact person:</th>
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