1. This report must be completed and signed by the contact person.
2. Please complete the report using a computer.
3. Please expand the paragraphs, as necessary.
4. **Description**
   1. Name and title of the implementing person (organisation):
   2. Name of partners (if any):
   3. Title of the project:
   4. Project code:
   5. Start date and end date of the reporting period:
   6. Target country(ies) or region(s):
   7. Final beneficiaries &/or target groups:
5. **Assessment of the implementation of the action activities and its results**
   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).

* 1. **Results and activities**

A. RESULTS

1) What is your assessment of the results of the project? Include observations on the performance and the achievement of outputs, outcomes and impacts and whether the project has had any unforeseen positive or negative results.

2) In case of underperformance, please explain the reasons and the corrective measures.

B. ACTIVITIES

1) Describe (briefly) activities implemented within the project.

2) Explain any problems (e.g., delay, cancellation, postponement of activities) which have arisen and how they have been addressed.

1. **Beneficiaries, partnership, and other cooperation**
   1. How do you assess the relationship between the partners of the project (if any)?
   2. Where applicable, describe your relationship with any other organisations involved in implementing the action (beneficiaries, target groups, third parties, etc.).
   3. Where applicable, outline any links and synergies you have developed with other ongoing projects.
2. **Visibility**
   1. Did you produce any promotional materials? (leaflets, social media posts etc.)
   2. What are the results of your planned communication actions?
3. **Other**

Your comments (if any) that could help to improve the upcoming rounds of ESAA projects:

Name of contact person of the project:

Signature:

Date: