1. This report must be completed and signed by the project coordinator.
2. Please complete the report using a computer.
3. Please expand the paragraphs as necessary.
4. All questions must be answered.
5. **Description**
   1. Name of the project coordinator: [your full official name]
   2. Title of the project: [as it is in the contract]
   3. Project code: [as it is in the contract]
   4. Start date and end date of the project implementation period: dd/mm/yy to dd/mm/yy
   5. Start date and end date of the reporting period: dd/mm/yy to dd/mm/yy

**2 Status of the project**

* 1. **Status of planned activities**

Please give a summary of activities undertaken so far related to preparation and/or implementation, including time periods.

Please give an overview of the remaining upcoming activities, including the timeline.

If there have been unforeseen challenges, do mention them.

* 1. **Status of Budget**

What is the status of project expenditure at this stage of project implementation (give total costs in Euros)?

Do you expect to make changes within the different budget headings of the contracted budget, and are the changes likely to be higher than 15% of the total contracted budget? If yes, please share the updated budget with ESAA Projects Team, in order to get approval of the said changes.

* 1. **Visibility**

Did you produce any promotional materials (leaflets, social media posts etc.)? If yes, what has been your outreach so far?

Signature  
Name of the project coordinator:

Date: