

**Federal Policy Research**

**Annual activity report**

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 year-YEAR | PROJECT ACRONYM
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[CONTRACT NR]

PROJECT TITLE

Website of project

Social network #1 of the project

Social network #2 of the project

**[Name SURNAME of coordinator]**

**[Institution]**

**[e-mail]**

**[phone]**

[Name SURNAME of PARTNER 2] – [Institution]

[Name SURNAME of PARTNER 3] – [Institution]

*The Report is drawn up by the Coordinator for the entire network and sent to the address:* *impuls@belspo.be* *on the dates set in article 7.6 of annex I to the contract. It presents the state of progress and achievements of the research, as well as forecasts for the following of the project. This information refers explicitly to the tasks and the project schedule defined in articles 2 and 3 of annex I. It also informs of any modification of the data included in the initial and earlier activity reports and gives the list of publications and missions carried out during the past year. This template must be completed in English.*

# EXECUTIVE SUMMARY OF THE REPORT

|  |
| --- |
| … |

# PROMOTOR(S)

## coordinator (partner 1)

1. Name and Institution: …

## Other partners

1. Name and Institution: …
2. Name and Institution: …
3. Name and Institution: …
4. ………..

# PROJECT WEBSITE, SOCIAL MEDIA …

|  |
| --- |
| [Website][Facebook][Instagram][YouTube]… |

# PROGRESS REPORT

## GENERAL DELAY

*If your project has been delayed in general due to a late start, please indicate it on the table here below and do not take this general delay into account on the tables referring to the tasks (point 3.2.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Has the beginning of your project been delayed? | [ ]  | Yes | [ ]  | No |
| B. How many months has the beginning been delayed from the starting date indicated in the contract? |  | [number of months] |

REASON FOR THE DELAY

|  |
| --- |
| … |

## PROGRESS OF THE PROJECT

*WP= Work Package; T =Task; D =Deliverable*

*List the Work Packages, the Tasks and the Deliverables of your project.*

*Add as many lines as needed to each work package, and as many work packages are required.*

*PROGRESS COLUMN:*

* *Assess each task by indicating: 25% - 50% - 75% or 100% in accordance to its completion.*
* *Indicate the achievement of deliverables by crossing the box it if has been accomplished.*

*DELAY COLUMN:*

* *Indicate when a task has been delayed in relation to the Gantt chart of Annex I of the contract, by crossing the box.*

|  |
| --- |
| WP 1: |

|  |  |  |
| --- | --- | --- |
|  | Progress | Delay |
| T.1.1. |  |  |[ ]
|  | D.1.1.1 |  |[ ]   |
|  | D.1.1.2 |  |[ ]   |
|  | D.1.1.3 |  |[ ]   |
| T.1.2. |  |  |[ ]
|  | D.1.2.1 |  |[ ]   |
|  | D.1.2.2 |  |[ ]   |
|  | D.1.2.3 |  |[ ]   |
| T.1.3 |  |  |  |
|  | D.1.3.1 |  |[ ]   |
|  | D.1.3.2 |  |[ ]   |
|  | D.1.3.3 |  |[ ]   |

|  |
| --- |
| WP 2: |

|  |  |  |
| --- | --- | --- |
|  | Progress | Delay |
| T.2.1. |  |  |[ ]
|  | D.2.1.1 |  |[ ]   |
|  | D.2.1.2 |  |[ ]   |
|  | D.2.1.3 |  |[ ]   |
| T.2.2. |  |  |[ ]
|  | D.2.2.1 |  |[ ]   |
|  | D.2.2.2 |  |[ ]   |
|  | D.2.2.3 |  |[ ]   |
| T.2.3 |  |  |[ ]
|  | D.2.3.1 |  |[ ]   |
|  | D.2.3.2 |  |[ ]   |
|  | D.2.3.3 |  |[ ]   |

|  |
| --- |
| WP 3: |

|  |  |  |
| --- | --- | --- |
|  | Progress | Delay |
| T.3.1. |  |  |[ ]
|  | D.3.1.1 |  |[ ]   |
|  | D.3.1.2 |  |[ ]   |
|  | D.3.1.3 |  |[ ]   |
| T.3.2. |  |  |[ ]
|  | D.3.2.1 |  |[ ]   |
|  | D.3.2.2 |  |[ ]   |
|  | D.3.2.3 |  |[ ]   |
| T.3.3 |  |  |[ ]
|  | D.3.3.1 |  |[ ]   |
|  | D.3.3.2 |  |[ ]   |
|  | D.3.3.3 |  |[ ]   |

|  |
| --- |
| WP 4: |

|  |  |  |
| --- | --- | --- |
|  | Progress | Delay |
| T.4.1. |  |  |[ ]
|  | D.4.1.1 |  |[ ]   |
|  | D.4.1.2 |  |[ ]   |
|  | D.4.1.3 |  |[ ]   |
| T.4.2. |  |  |[ ]
|  | D.4.2.1 |  |[ ]   |
|  | D.4.2.2 |  |[ ]   |
|  | D.4.2.3 |  |[ ]   |
| T.4.3 |  |  |[ ]
|  | D.4.3.1 |  |[ ]   |
|  | D.4.3.2 |  |[ ]   |
|  | D.4.3.3 |  |[ ]   |

# REPORT ON ACHIEVEMENTS

## SPECIFIC OBJECTIVES ACCOMPLISHED

*List the Specific Objectives stated in Annex I and signal which of them have been achieved by putting ‘X’ in the ‘Accomplished’ column.*

|  |  |
| --- | --- |
| List of ALL Specific Objectives (Annex I of the contract) | Accomplished |
| A. |  |[ ]
| B. |  |[ ]
| C. |  |[ ]
| D. |  |[ ]
| E. |  |[ ]

## CONTRIBUTION OF THE SPECIFIC OBJECTIVES TO THE GOAL OF THE PROJECT

*Briefly explain how the accomplished objectives drive the project closer to its goal. Signal which tasks and deliverables have led to their accomplishment. Mention the target groups reached. Duplicate the table as needed.*

|  |
| --- |
| **A. …** |
| Contribution to the project’s goal |  |
| Tasks and deliverables that lead to its accomplishment |  |
| Target groups reached |  |

# REPORT ON INCIDENCES

## OBJECTIVES OF THE PROJECT

*Name any of the Specific Objectives stated in Annex I that have been cancelled or subjected to any changes, explain why and provide alternative(s) if any.*

|  |
| --- |
| **A. …** |
| Cancelled / Changed? |  |
| Reason: |  |
| Alternative: |  |

## COMPLETED TASKS & DELIVERABLES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Have the tasks been completed as they were intended to? | [ ]  | Yes | [ ]  | No |
| B. Do deliverables comply their intended characteristics? | [ ]  | Yes | [ ]  | No |
| C. Have deliverables been handled as described in the DMP? | [ ]  | Yes | [ ]  | No |

*If your answer is 'no', explain why they have been modified, and how this impacts the rest of the project using the table here below. Duplicate the table as needed. Do NOT include tasks and deliverables that have been completed as intended, which fulfil their intended characteristics, and which have been handled as described in the DMP.*

|  |  |
| --- | --- |
| T.X.X. |  |
| D.X.X.X. |  |
| Comments |  |

## DELAYED TASKS & DELIVERABLES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Have any tasks or deliverables been delayed? | [ ]  | Yes | [ ]  | No |

*If your answer is 'yes', explain the reasons for the delay, how this impacts the rest of the project, and it the delay puts at risk the outcome of the project, possible solutions. Include information regarding the compliance of delayed deliverables with their intended characteristics and state if they are being handled as described in the DMP. Duplicate the table below as needed.*

|  |  |
| --- | --- |
| T.X.X. |  |
| D.X.X.X. |  |
| Comments |  |

## ABANDONED TASKS & DELIVERABLES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Have any tasks been abandoned? | [ ]  | Yes | [ ]  | No |
| B. Have any deliverables been abandoned? | [ ]  | Yes | [ ]  | No |

*If your answer is 'yes', explain why, how this impacts the rest of the project, if it puts at risk the outcome of the project and what is planned to do instead, if applicable. Duplicate the table below as needed.*

|  |  |
| --- | --- |
| T.X.X. |  |
| D.X.X.X. |  |
| Comments |  |

# REPORT ON DATA MANAGEMENT PLAN

*If your DMP has been modified, please submit the new DMP together with this report.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Has your DMP been modified? | [ ]  | Yes | [ ]  | No |

# REPORT ON FOLLOW-UP COMMITTEE

## COMPOSITION & ROLE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Has the composition and/or role of the Follow-up Committee changed? | [ ]  | Yes | [ ]  | No |

*If your answer is YES, please fill out following table. Otherwise, delete tables A. COMPOSITION and B. WAY OF WORKING.*

1. COMPOSITION

|  |  |
| --- | --- |
| **[First Name] [LAST NAME]**[Title], [function][Email][Phone][Website] | [Role and contribution to the Follow-up Committee] |
| **[First Name] [LAST NAME]**[Title], [function][Email][Phone][Website] | [Role and contribution to the Follow-up Committee] |
| **[First Name] [LAST NAME]**[Title], [function][Email][Phone][Website] | [Role and contribution to the Follow-up Committee] |
| **[First Name] [LAST NAME]**[Title], [function][Email][Phone][Website] | [Role and contribution to the Follow-up Committee] |

1. WAY OF WORKING AND OBJECTIVE OF THE COMMITTEE

*(Including frequency of the meeting, communication channels, …)*

|  |
| --- |
| … |

## MEETINGS AND DECISIONS TAKEN IN CONCERTATION WITH THE FOLLOW-UP COMMITTEE

*Duplicate the table below as needed.*

|  |  |
| --- | --- |
| Date |  |
| Meeting |  |
| Participants |  |
| Decision(s) |  |

# REPORT ON VALORISATION ACTIVITIES

## PUBLICATIONS

|  |
| --- |
| … |

## PARTICIPATION / ORGANISATION OF (INTER)NATIONAL SEMINARS, CONFERENCES…

*Duplicate table as needed.*

|  |  |
| --- | --- |
| Date |  |
| Name of Event |  |
| Type of Event | [ ]  | National | [ ]  | International |
| Contribution as… | [ ]  | Organizer | [ ]  | Speaker | [ ]   | Attendant |
| Participant(s) |  |
| Institution |  |
| Contribution |  |

## SUPPORT TO DECISION MAKING (IF APPLICABLE)

|  |
| --- |
| … |