REPORTING IN HORIZON – TECHNICAL PART (PART B) (RIA, IA, CSA)

General examples and recommendations

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Cuprins

REPORTING IN HORIZON EUROPE - TECHNICAL PART (PART B OF THE PROJECT)
(RIA, IA, CSA)
EXAMPLES, RECOMMENDATIONS

During the project implementation, the progress of work is monitored by the EC. Once the proposal is accepted for financing, a dedicated EC project officer is assigned to your project, who will supervise all aspects related to your project, i.e. legal (for instance, grant signature, amendments to the grant), technical (how the actual, scientific, work progresses), and financial. Sometimes, the EC project officer can assign an external monitoring officer, who will revise only the technical part of your project and send the revision report to the EC project officer, who remains in charge of your project throughout its implementation.

The monitoring of the project during its implementation covers two parts:

- Technical
- Financial

The following document presents the reporting (periodical) of the **technical part of the project, i.e. scientific (Part B – objectives, impact, work packages)**. It follows the EC guidelines[1] and the requirements of the Model Grant Agreement (MGA), Art. 21, p. 54[2]

We recommend the following structure for the periodic report of the technical part (Part B), based on our experience as monitoring/reviewing officers with the EC and the template of the EC.

Annex 1 presents a monitoring form used by external EC monitoring officers to review the progress of work of the project.

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[1] https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf
[2] https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2021-2022/wp-13-general-annexes_horizon-2021-2022_en.pdf

1. SUMMARY

1.1. OVERVIEW

We suggest you write here a general overview of the reporting period in question. For example:

For the reporting period # of the project [Acronym] (month # - month #), the work generally progressed according to the DoA (Annex 1 to the Grant Agreement). The objectives foreseen for this period are achieved.

Progress of the activities

The work performed in the project is generally in accordance with the work plan presented in the DoA.

Delays and deviations from the work planned in the DoA for the reporting period #

Deviations are encountered in WP# within task # and task #. These were largely caused by the …. [reason for delays and deviations].

The following measures were put in place by the consortium to counteract these delays and deviations:

- Measure 1….
- Measure 2….
- Etc

Changes in the consortium composition / Amendments to the grant agreement

(if the case)

You can list here the changes you requested via amendment to the grant agreement. For example, one partner left the consortium, and you replaced it with other organization. One team leader has been replaced by another. You request an extension of the duration of the project. Etc.

1.2. SIGNIFICANT RESULTS LINKED TO DISSEMINATION, EXPLOITATION AND IMPACT POTENTIAL

We suggest you write here a summary of your main results for the reporting period in question. For example:

Dissemination:

- Result 1 (e.g. published # articles in peer reviewed international journals)
- Result 2 (e.g. # key note speeches and # posters presented at # international conferences)
- Etc

Exploitation:

- Result 1 (e.g. # demonstrators obtained)
- Result 2 (e.g. # key exploitable results achieved)
- Etc.

Impact potential:

- Result 1 (e.g. results linked to key scientific impact – think Key Impact Pathways, wider impact)
- Result 2 (e.g. results linked to key economic/technological impact – think Key Impact Pathways, wider impact)
- Result 3 (e.g. results linked to key social impact – think Key Impact Pathways, wider impact)
- Etc.

2. OBJECTIVES AND WORKPLAN

EXPLANATION OF THE WORK CARRIED OUT AND OVERVIEW OF THE PROGRESS

Recommendations from the EC reporting template (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf) (p.33)

Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones. In the technical description below, please avoid repeating information that is already present in part A of the report (in continuous reporting). For projects under topics indicating the need for the integration of social sciences and humanities, explain the role of these disciplines in the project so far.

(No page limit per work-package but the report should be concise and readable. Any duplication should be avoided).

2.1. OBJECTIVES

You should provide here an overview of the project results towards the objective of the project in line with the DoA (Annex 1 to the Grant Agreement), including summary of deliverables and milestones.

We suggest the following template:

Progress of objectives

Objectives of the entire project	Specific objectives for the reporting period #	Results (research, innovation results and outcomes) linked to specific objectives of the reporting period # (or KPIs, if they were mentioned for the objectives)	WP where specific objectives and results for the reporting period # were achieved	Deliverables linked to the specific objectives of the reporting period #	Degree of achieving the specific objectives for the reporting period # (in %)
General Objective 1…..	Specific objective 1.1. ……	Result/Outcome 1 Result / outcome 2 Etc	WP # WP# Etc	D # D # Etc	e.g. 95%
	Specific objective 1.2. ……	Result/Outcome 3 Result / outcome 4 Etc	WP # WP# Etc	D # D # Etc	e.g. 100%
General Objective 2…..	Specific objective 1.3. ……	Result/Outcome 5 Result / outcome 6 Etc	WP # WP# Etc	D # D # Etc	e.g. 100%

	Specific objective 1.4. ……	Result/Outcome 7 Result / outcome 8 Etc	WP # WP# Etc	D # D # Etc	e.g. 98%
Etc.					

Milestones for the reporting period

For the reporting period # there were foreseen # milestones:

Milestone 1 ….. (month #)

- Achieved [Write a short description of the way the milestone was achieved or the main result(s) that ensured the achievement of this milestone]
- Partially achieved [Write a short explanation of why the milestone was not fully achieved and the partial result(s) that led to the partial achievement of this milestone]
- Not achieved [Write a short explanation of why the milestone was not achieved, the mitigation measures in place and when it will be achieved, i.e. month of the project]

Milestone 2 ….. (month #)

- Achieved [Write a short description of the way the milestone was achieved or the main result(s) that ensured the achievement of this milestone]
- Partially achieved [Write a short explanation of why the milestone was not fully achieved and the partial result(s) that led to the partial achievement of this milestone]
- Not achieved [Write a short explanation of why the milestone was not achieved, the mitigation measures in place and when it will be achieved, i.e. month of the project]

Etc.

Risks for the reporting period

You should write here any and all foreseen and unforeseen risks that you encountered during the reporting the reporting period #. We suggest the following template (example):

Risk	Foreseen / Unforeseen	Severity (Low/Medium/High)	WP where risk was encountered	Mitigation measures
Risk 1….	Foreseen/Unforeseen	Low/Medium/High	WP #	……
Etc.				

Ethical issues

(if any)

Please write here an overview of all activities and deliverables related to ethics, safety, etc., if the case in your project.

For example:

In WP #, we carried out the following activities related to ethics:

- Ethics Advisory Board # meetings
- Ethics Advisory Board recommendations
- Deliverable(s) # on ethics
- Etc

Gender

We suggest the following template (example):

- Total number of women in the teams: #
- Total number of men in the teams: #
- Number of women as WP leader: # (Partner #, Partner #, etc)

2.2. EXPLANATION OF THE WORK CARRIED OUT PER WP

You should write here an overview of the work carried out in each WP. Please note that this is a progress report, meaning that you should write here an overview of each WP and task, not in many details, which were reported anyhow in the deliverables. You do not need to write extensively all the work carried out in the WP, just an overview to understand the progress of work, main achievements and any delays, if the case.

We suggest starting with a Gantt chart for the reporting period #.

We give below an example of a Gantt chart with delays in some tasks (start – end). It can happen that your project did not encounter any delays and deviations for the reporting period in question, in which case you mark the progress line (red) according to the planned duration (green). The

example below is given for 18 months reporting period (M1-M18), as this is the usual duration for reporting in HEu. It may differ, however, depending on your grant agreement, and you change the Gantt accordingly.

Progress of WPs and Tasks in project [Acronym] for the reporting period #

	M1	M2	M3	M4	M5	M5	M6	M7	M8	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
WP1....																				
Task1.1.																				
Task1.2.																				
Task1.3.																				
Etc																				
WP2....																				
Task 2.1.																				
Task2.2.																				
Task2.3.																				
Etc																				
WP3....																				
WP4....																				
Etc																				

planned duration

actual duration

For the progress of work in each WP in the periodic (progress) report, we suggest the following template (example):

WP #. …… (month # - month #)

Partners involved: Partner #, Partner #, etc

Specific objectives for WP # for the reporting period #:

- Specific objective #
- Specific objective #
- Etc

Main results and achievements linked to WP #:

- Result / outcome #.....
- Result / outcome #.....
- Result / outcome #.....
- Etc.

Deliverables in WP# for the reporting period #:

- D#.... (month #) - Achieved
- D#.... (month #) – Partially achieved (if the case)
- D#.... (month #) – Not achieved (if the case)
- Etc.

Please provide an explanation for the deliverables that were partially or not achieved and give an estimated month when they will be achieved.

Milestones in WP# for the reporting period #:

Milestone # ….. (month #)

- Achieved [Write a short description of the way the milestone was achieved or the main result(s) that ensured the achievement of this milestone]
- Partially achieved [Write a short explanation of why the milestone was not fully achieved and the partial result(s) that led to the partial achievement of this milestone]
- Not achieved [Write a short explanation of why the milestone was not achieved, the mitigation measures in place and when it will be achieved, i.e. month of the project]

Deviations and delays encountered in WP # for the reporting period #

Deviations were encountered in WP# within task # and task #. These were largely caused by the …. [reason for delays and deviations].

The following measures were put in place by the consortium to counteract these delays and deviations:

- Measure 1….
- Measure 2….

- Etc

You continue like this for each WP. If there are WPs that do not start in the reporting period in question, you still need to write something, for example:

WP #. …… (month # - month #)

Partners involved: Partner #, Partner #, etc

The work did not start in this WP during the reporting period #.

***

Self-assessment

At the end of section **2. Objectives and Workplan** of the periodic report, we suggest you answer the following questions (internal self-assessment):

Self-assessment question	Yes / No
Is the progress reported in line with objectives and work plan as specified in the DoA? If there are significant deviations, please comment.	
Are the objectives of the project still scientifically and /or technologically relevant?	
Are the critical implementation risks and mitigation actions described in the DoA still relevant?	
Have the pilots/study cases started to showcase innovative results as described in the DoA? (Question applicable to Innovation Actions)	
Have the ethics specific deliverables and/or requirements due for the current period been properly addressed and approved?	

3. IMPACT

Recommendations from the EC reporting template (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf) (p.33)

Please describe the progress of the project so far towards delivering scientific impact, based on its objectives and towards delivering impact in any of the following fields (if applicable): scientific, economic, societal or industrial production or processes. Report on changes to the expected impacts presented in your DoA (if any) and the effects on the project/need for adaptations.

Where necessary, provide further details of your monitoring and evaluation strategy, including: references to baselines, benchmarks, assumptions used (with justification) as well as calculations performed to quantify the impacts. If necessary, provide this information in a separate deliverable /a dedicated section of a deliverable.

In your proposal, which became DoA (Annex 1 to the grant agreement), you have written impact as expected outcomes (from the call topic) and wider impacts – scientific, economic/technological, societal (from the Destination).

In the progress (periodic) report, you should report on achieving the impact on the same levels, i.e. (1) expected outcomes and (2) wider impacts.

We suggest the following template (example):

Expected outcomes for the reporting period #

Outcome	Planned KPIs	Achieved KPIs
Outcome 1…	KPI #....	[In numbers or %] (for example, we achieved # (number or %) of this expected outcome
Outcome 2…	KPI #....	[In numbers or %] (for example, we achieved # (number or %) of this expected outcome
Outcome 3….	KPI #....	[In numbers or %] (for example, we achieved # (number or %) of this expected outcome
Etc		

Key exploitable results (KERs) for the reporting period #

KER / OER	Developed by	Target audience	Exploitation
KER1……	Partner #, Partner #, etc	…… [who from industry is interested in KER1]	You should provide here a detailed explanation of how the results were actually exploited. For example: [**Partner #** explored exploitation of OER1, OER3, OER4 and OER5 through consultancy services to target users and/or licensing to technology and equipment providers/integrators. OER2 to be licensed to target users. **Partner #** deployed KER1 in their facilities to maximize ….. **Partner #** exploited OER1, OER2 to improve the … process in their facilities.] Etc.
OER1….			
OER2…..			
Etc			
KER2…..			
Etc.			

KER = Key Exploitable Result

OER = Other Exploitable Result

Wider impacts achieved by project [Acronym] during reporting period #

Scientific impacts achieved

- Scientific impact 1
    - Scale achieved (numbers or %)
    - Significance achieved (numbers or %)
- Scientific impact 2
    - Scale achieved (numbers or %)
    - Significance achieved (numbers or %)
- Etc

Economic/technological impacts achieved

- Economic/technological impact 1
    - Scale achieved (numbers or %)
    - Significance achieved (numbers or %)
- Economic/technological impact 2
    - Scale achieved (numbers or %)
    - Significance achieved (numbers or %)
- Etc

Societal impacts achieved

- Societal impact 1
    - Scale achieved (numbers or %)
    - Significance achieved (numbers or %)
- Societal impact 2
    - Scale achieved (numbers or %)
    - Significance achieved (numbers or %)
- Etc

Capability to enhance innovation capacity, create new markets opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society.

You should give here information on the relevant innovation activities carried out (prototypes, testing activities, standards, clinical trials) and/or new product, service, process or method (to be) launched to the market, if any.

Impact on policy making

You should explain here whether your work has any impact on policy. Be specific and detailed.

Impact on SMEs

You should explain here whether your work has any impact on SMEs. Be specific and detailed.

Deliverables linked to impact for the reporting period #

You should list here all deliverables (reports, demonstrators, pilots, etc) that related to your project's expected outcomes and impact.

For example:

- D# …… (month #) – Achieved / Partially achieved / Not achieved
    - (in case of partially or not achieved, you should provide an explanation as to why this deliverable was delayed, together with mitigation measures and an estimated date (month) for its completion)
- D# …… (month #) – Achieved / Partially achieved / Not achieved
- Etc

Barriers to achieving outcomes and impact in the reporting period #

If there were any barriers (regulatory, ethical, standardization, etc) you encountered during reporting period in question, you should mention them here, together with the mitigation measures you put in place.

For example:

Expected outcome / impact	Barrier encountered	Mitigation measures
Outcome #...	…..	…..
Scientific impact # ….	….	…..
Societal impact # ….	……	…..

***

Self-assessment

At the end of section **3. Impact** of the periodic report, we suggest you answer the following questions (internal self-assessment):

Self-assessment question	Yes / No
Does the work carried out contribute to the expected impacts detailed in the DoA?	
Does the work carried out follow the plan detailed in the DoA to enhance innovation capacity, create new markets opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society?	
Does the work carried out have an impact on policy making?	
Does (or will) the work carried out have an impact on SMEs?	

4. FOLLOW-UP OF RECOMMENDATIONS AND COMMENTS FROM PREVIOUS REVIEW(S)

(if applicable)

Recommendations from the EC reporting template (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf) (p.37)

Please include a table explaining if and how each recommendation from previous reviews and/or Project Officer assessment has been addressed.

For the second or third reporting period, you may have recommendations of the Project Officer / Monitoring Officer to consider.

In this section you should indicate how you addressed these recommendations in the current work.

5. EXPLOITATION PRIMARILY IN NON-ASSOCIATED THIRD COUNTRIES (IF APPLICABLE)

Recommendations from the EC reporting template (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf) (p.37)

Please provide a justification how this exploitation is still in the interest of the EU.

In case there are organizations from third countries in your consortium (i.e. countries that are not MS or AC), and they are involved in taking up results from the project (exploitation results), you should explain here how these exploitation is still in the interest of the EU.

For example: long term collaborations for the benefit of the EU, joint patents, joint development of technology/solution, etc.

6. OPEN SCIENCE

Recommendations from the EC reporting template (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf) (p.37)

Describe the Open Science practices related to early and open sharing of research (e.g. through pre-registration, registered reports, pre-prints or crowd-sourcing of solutions to a specific problem).

Describe the concrete measures that ensure the reproducibility of the results obtained during the action i.e., measures to ensure that the same results can be obtained by using the same data and/or methods, etc.

In the proposal you presumably detailed the Open Science practices undertaken by the consortium during the project. Now the proposal became project, i.e. DoA (Annex 1 to the grant agreement), and you must follow through.

There are

- **Mandatory open science practices**, which are required for all projects through the Model Grant Agreement

and

- **Recommended practices** (all open science practices that are not mandatory). Recommended open science practices are incentivised through their the evaluation at the proposal stage.

The Open science practices that are mandatory per the grant agreement concern:

1. open access to scientific publications under the conditions required by the grant agreement
2. (Research Data Management – RDM) responsible management of research data in line with the FAIR principles of 'Findability', 'Accessibility', 'Interoperability' and 'Reusability', notably through the generalised use of data management plans, and open access to research data under the principle 'as open as possible, as closed as necessary', under the conditions required by the grant agreement
3. information about the research outputs/tools/instruments needed to validate the conclusions of scientific publications or to validate/re-use research data

4.   digital or physical access to the results needed to validate the conclusions of scientific publications, unless exceptions apply

We suggest that you explain in the progress (periodic) report how each of these mandatory practices have been carried out.

For example:

Mandatory Open Science practice	Partners involved	Description of the OS practice	Deliverables linked to it
1. Open access	Partner #, Partner #, etc.	….	D# (month#)
2. RDM - FAIR	Partner #, Partner #, etc.	….	D# (month#)
3. Tools, instruments for validation of scientific publications	Partner #, Partner #, etc.	….	D# (month#)
4. Digital/physical access to results to validate scientific publications	Partner #, Partner #, etc.	….	D# (month#)

You can write similarly for additional (recommended) Open Science practices, if you have foreseen any in the project.

7. DEVIATIONS FROM ANNEX 1

(if applicable)

Recommendations from the EC reporting template (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf) (p.37)

Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions.

For a number of reasons, during the reporting period may appear delays and deviations from the DoA. These deviations, if any, should be explained in detail, together with their corresponding corrective measures.

7.1. Deviations in tasks / objectives

You should explain for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule.

You should also explain the effect on other tasks on the available resources and the planning together with the corrective measures taken.

7.2. Deviations in the use of resources

You should explain here deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.

For example:

- explanations on transfer of costs categories (if applicable).
- explanations on adjustments to previous financial statements (if applicable)

Also in this section you should mention any unforeseen subcontracting (if applicable) and unforeseen use of in kind contributions (if the case).

Unforeseen subcontracting (if any)

You should explain:

- the work (the tasks) performed by a subcontractor, which may cover only a limited part of the project
- explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project
- the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests
- include also the name of subcontractor and amount.

<u>Unforeseen use of in kind contributions (if any)</u>

You should explain:

- the identity of the third party
- the resources made available by the third party respectively against payment or free of charges
- explanation of the circumstances which caused the need for using these resources for carrying out the work.

ANNEX - MONITORING ASSESSMENT FOR PERIODIC REPORT (PART B)

EUROPEAN COMMISSION
DG Research & Innovation
Directorate …
Unit ……

Brussels,
[ARES date dd/mm/yyyy]

REVIEW REPORT

Grant Agreement (GA) number:	…..
Project[3] Acronym:	…..
Project title:	…..
Type of Action:	RIA / IA / CSA
Start date of the project:	…..
Duration of the project:	…..
Name of the primary coordination contact and organisation:	…..
Period covered by the report:	[M1-M18]
Periodic report:	RP1
Date of submission of the periodic report:	…..
Date of latest version of Annex 1 to the GA (Description of the Action - DoA) against which the assessment is performed	…..
Date of meeting with consortium (if applicable):	…..
Name of external experts assisting in the project assessment (if applicable)	…..
Name of Project Officer drafting the report:	….

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[3] The term 'project' used in this template equates to an 'action' in certain other Horizon Europe documentation

1. Overall assessment

Overall assessment
Significant results linked to dissemination, exploitation and impact potential
General comments
Recommendations concerning the period covered by the report
Comments:
Recommendations concerning future work
Comments:

2. Objectives and Workplan

Is the progress reported in line with objectives and work plan as specified in the DoA? If there are significant deviations, please comment.	Yes/No/Partially
Comments:	

Are the objectives of the project still scientifically and /or technologically relevant?	Yes/No/Partially
Comments:	

Are the critical implementation risks and mitigation actions described in the DoA still relevant?	Yes/No/Partially
Comments:	

Have the pilots/study cases started to showcase innovative results as described in the DoA? *(Question applicable to Innovation Actions)*	Yes/No/Partially
Comments:	

Have the ethics specific deliverables and/or requirements due for the current period been properly addressed and approved?	Yes/No/Partially
Comments:	

Have the comments and recommendations from previous assessments been taken into account?	Yes/No/Partially
Comments:	

2. **Impact**

Does the work carried out contribute to the expected impacts detailed in the DoA?	Yes/No/Partially
Comments:	

Does the work carried out follow the plan detailed in the DoA to enhance innovation capacity, create new markets opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society? Give information on the relevant innovation activities carried out (prototypes, testing activities, standards, clinical trials) and/or new product, service, process or method (to be) launched to the market, if any.	Yes/No/Partially
Comments:	

Does the work carried out have an impact on policy making?	Yes/No/Partially
Comments:	

Does (or will) the work carried out have an impact on SMEs?	Yes/No/Partially
Comments:	

4. Implementation

Has the project been efficiently and effectively managed?	Yes/No/Partially
Comments:	

Is the management of the project in line with the obligations of beneficiaries (including ethics and security requirements, risk and innovation management if applicable)?	Yes/No/Partially
Comments:	

Is the contribution of each beneficiary in line with the work committed in the DoA? (applicable only to multibeneficiary projects)	Yes/No/Partially
Comments:	

Have the beneficiaries disseminated project results (foreground) in scientific publications as planned in the DoA, including the deposition of publications in open access repositories? Has the dissemination plan been updated? Do they include a reference to EU funding?	Yes/No/Partially
Comments:	

Have the beneficiaries disseminated and communicated project activities and results by other means than scientific publications (social media, press-release, the project web site, video/film…) as planned in the DoA? Do they include a reference to EU funding?	Yes/No/Partially
Comments:	

Has the plan for exploitation of results, in particular with regards intellectual property rights, been appropriately planned and executed, as described in the DoA?	Yes/No/Partially

Comments:	
Has the dissemination and exploitation plan been appropriately executed and updated? Give details if an update of the D&E plan is needed.	Yes/No/Partially
Comments:	
Has the Data Management Plan (DMP) been appropriately executed? Give details if an update of the DMP is needed.	Yes/No/Partially
Comments:	

5. **Resources**

Are the resources used as described in the DoA and are they necessary to achieve its objectives? Have they been used in a manner consistent with the principle of sound financial management, in particular regarding economy, efficiency and effectiveness?	Yes/No/Partially
Comments:	

[Option for PO assessment (internal) report : If applicable, have the subcontracting costs declared in the financial statements been satisfactorily explained? Are they planned in the DoA? If unforeseen subcontracting costs are declared, do you agree with them? *]*	
[Option for PO assessment (internal) report If applicable, have the costs related to the use of in-kind contribution provided by third parties declared in the financial statements been satisfactorily explained? Are they planned in the DoA? If unforeseen use of in-kind contribution from third parties is declared, do you agree with it?	

Option for PO Assessment report <u>Commission</u>

Opinion
OPTION for final period
Recommendations
Any other comment relevant for the AO (for internal report only)

In the case of experts annexes 1 and 2 will include the expert's opinion on deliverables and milestones. Final decision on those will be shown in the continuous reporting module of SyGMa. If no experts, the report will not contain annexes 1 and 2 since the assessment is performed in the continuous reporting module of SyGMa. If PO is not in agreement with expert's opinion, it should be clearly stated in the recommendations field of the PO assessment report.

Annex 1 – Expert's opinion on deliverables

…….

Annex 2 – Expert's opinion on milestones

……