



MONITORING PLAN

Template

Version 1
02.2023

1. Project identification

Project ID	<i>[pre-filled]</i>
Acronym	<i>[pre-filled]</i>
Lead partner organisation (in English)	<i>[pre-filled]</i>
Programme specific objective	<i>[pre-filled]</i>
Project start date	<i>[pre-filled]</i>
Project end date	<i>[pre-filled]</i>
Duration	<i>[pre-filled]</i>

2. Joint progress reports

JOINT FINANCE REPORTS (JFR)	Delivery date	JOINT ACTIVITY REPORTS (JAR)	Delivery date
JFR 1	<i>[pre-filled]</i>		
JFR 2	<i>[pre-filled]</i>	JAR 1	<i>[pre-filled]</i>
JFR 3	<i>[pre-filled]</i>		
JFR 4	<i>[pre-filled]</i>	JAR 2	<i>[pre-filled]</i>
JFR 5	<i>[pre-filled]</i>		
JFR 6	<i>[pre-filled]</i>	JAR 2	<i>[pre-filled]</i>



3. Project milestones

Please define 3-4 milestones of the project. For a definition of milestone please refer to the Interreg CE Programme manual annex 1 - glossary). Milestone(s) might be also linked to project review(s) - see section 5 below.

Project milestones	Title	Brief explanation	Date
M1	<i>to be completed</i>	<i>to be completed</i>	<i>month.year</i>
M2	<i>to be completed</i>	<i>to be completed</i>	<i>month.year</i>
M3	<i>to be completed</i>	<i>to be completed</i>	<i>month.year</i>
..	<i>to be completed</i>	<i>to be completed</i>	<i>month.year</i>

Comments, if applicable: *xxx*

4. Continuous reporting - selected outputs and deliverables

Please identify and include the key outputs and related final deliverables (not intermediary steps) in the table below. Those will be subject to continuous reporting and monitoring.

Selected outputs number	Output title	Delivery date
O.xx	<i>To be completed</i>	<i>month.year</i>
O.xx	<i>To be completed</i>	<i>month.year</i>
..	<i>To be completed</i>	<i>month.year</i>
Selected deliverables number	Deliverable title	Delivery date
D.xx	<i>To be completed</i>	<i>month.year</i>
..	<i>To be completed</i>	<i>month.year</i>

Comments, if applicable: *xxx*

5. Project review(s)

Indicative timing of project review: *month year*

Please note that the project review should take place in the first half of the project duration, preferably after the submission of the first activity report. It could also be combined with a project milestone (see section 3 above).



Indicative timing of second project review (optional): month year

Comments, if applicable: xxx

6. Indirect State aid obligations (if applicable)

Please list activities and deliverables affected by indirect State aid, as included in § 11.17 of your project subsidy contract. Prior to the implementation of respective project activities, amount of prospective indirect aid to be granted to each final beneficiary has to be determined by the concerned partner(s) and an approval by the MA/JS is to be sought.

Activity number	Activity title	Activity start date	Deliverable(s) number and title
Activity <u>x.x</u>	<u>To be completed</u>	<u>month.year</u>	<u>To be completed</u>
Activity <u>x.x</u>	<u>To be completed</u>	<u>month.year</u>	<u>To be completed</u>
Activity <u>x.x</u>	<u>To be completed</u>	<u>month.year</u>	<u>To be completed</u>
Activity <u>x.x</u>	<u>To be completed</u>	<u>month.year</u>	<u>To be completed</u>

Comments, if applicable: xxx