

IMPLEMENTATION TOOLBOX

List of documents

Document title	Reference to implementation manual
1. Templates: Output factsheets (one per output type)	<i>Chapter B.2 Section B</i>
2. Template: Investment report	<i>Chapter B.2 Section B</i>
3. Offline template: Progress report (available later)	<i>Chapter B.1</i>
4. Template: Payment request form (available later)	<i>Chapter B.3.4</i>
5. Offline templates: Control documents	<i>Chapters A.4.1 and B.3.4</i>
6. Checklist: Lead partner verifications	<i>Chapter B.3.3</i>
7. Template: Mid-term review factsheet (available later)	<i>Chapter B.5</i>
8. Template: Request for modification	<i>Chapter D.3.1</i>
9. Offline template: Partner report (available later)	<i>Chapter B.1</i>
10. Template: Monthly timesheet	<i>Chapter C.2.1.3 a.vi</i>
11. Template: Periodic staff report	<i>Chapter C.2.1.3 a.vi</i>
12. Factsheet: Purchase form for partners not subject to procurement laws	<i>Chapter C.1.5.1</i>
13. Factsheet: Daily rates for hotels and daily allowances	<i>Chapter C.2.3.3</i>
14. Factsheet: Eligible promotional materials	<i>Chapters C.1.5.3 and C.2.4.3</i>
15. Template: Project communication strategy (available later)	<i>Chapter A.3.1</i>