Project Number:

**Project Acronym:**

Project title:

Periodic Technical Report

Part B

Period covered by the report: from dd/mm/year to dd/mm/year

Periodic report: 1st ✓ 2nd ☐ 3rd ☐ 4th ☐

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# Glossary of terms abbreviations

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| --- | --- |
| **Abbreviation** | **Description** |
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# Explanation of the work carried out by the beneficiaries and overview of the progress

## Objectives and progress achieved during the reporting period

***List the specific objectives for the project*** *as included in section 1.1 of the DoA and summarise* ***the work carried out during the reporting period towards the achievement of each objective****. Provide clear and measurable details. Please* ***indicate which objectives have been achieved, partially or delayed****.*

***Please integrate here a short summary of the project results*** *for the covered period:*

* *Providing an* ***overview of the main results of the covered period towards the objective(s) described in Annex 1 to the Grant Agreement by*** *adding a reference to the TRL achieved during the period, at the level of the WP and/or task, if applicable.*
* *Explaining* ***how the work is contributing to the specific TD(s)/WA(s)****, as described in the S2R MAAP*
* ***Explaining how the work is linked to previous activities/deliverables*** *(if applicable) and* ***how it will provide a basis for future work.***

*The length of this section should be of* ***maximum one page****. Any duplication of the DoA should be avoided*

## Explanation of the work carried out per WP

### WP1: *name of the WP*

#### Involved Beneficiaries

* *Include beneficiaries’ short name and underline the name of the lead beneficiary.*

#### Objectives for the reporting period X (dd/mm/year – dd/mm/year)

* *Objective 1: name of objective and related to task(s) x.x*
* *Objective 2: …*
* *Objective 3: …*
* Etc.

#### Summary of progress towards objectives and details for each task for the reporting period X (dd/mm/year – dd/mm/year) -

Task 1: *Name of the task* (MX-MY)

Contributors: *Include beneficiaries’ short name and underline the name of the lead beneficiary.*

* **Overall Work progress for the task:** percentage estimation and short explanation of the progress achieved…………………………………….
* **Specific contribution from Beneficiary 1**: ………………………..
* **Specific contribution from Beneficiary 2**:
* **Specific contribution from Beneficiary…:**

Task 2: *Name of the task* (MX-MY)

#### Use the same structure as for Task 1 for the following tasks.

……………………………………………………………………………………

#### Deliverables and milestones planned for the period

|  |  |  |
| --- | --- | --- |
| **Deliverable number/name** | **S2R TD/WA addressed** | **Link to Exploitation Plan** |
| *DX.X “deliverable name”* | *TDX.X - Task X.X* | *Please explain how the deliverable has been/can/will be exploited (e.g. if applicable, how the deliverable contributes to future deliverables, input to complementary/future projects, standardisation or regulation etc.)* |

|  |  |  |
| --- | --- | --- |
| **Milestone number/name** | **Submission date vs planned** | **2 lines Milestone description / and reasons for delay (if applicable)** |
| *MX.X “Milestone name”* | *Submitted MX*  *Planned MX* | *…..* |

### WP2: *name of the WP*

#### Use the same structure as for WP1 for the following WPs.

## Status Collaboration Agreement/s

*Include an update of the Collaboration Agreement/s with complementary project/s, describing the areas where the collaboration has taken place.*

## Impact

*Include in this section whether the information on section 2.1 of the DoA (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case.*

# Update of the plan for exploitation and dissemination of result (if applicable)

*Include in this section whether the plan for exploitation and dissemination of results as described in the DoA needs to be updated and give details.*

# Update of the Data Management Plan (if applicable)

*Include in this section whether the data management plan as described in the DoA is being properly executed and give details in case it needs to be updated.*

# Follow-up of recommendations and comments from previous review(s) (if applicable)

*Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up and taken into account.*

# Deviations from DoA (if applicable)

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

## Tasks

*Deviations from Annex I and their impact on other tasks, resources and planning for WP.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deviation ref. number** | **WP & Task Nb** | **Description** | **Reason** | **Impact on the use of resources, allocation of PM etc.** | **Impact on the planning** | **Impact on other tasks** | **Impact on S2R TD/WA addressed** | **Mitigation action and deadline** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |

## Use of resources

*Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package. Include explanations on transfer of costs categories (if applicable). .*

### Unforeseen subcontracting (if applicable)

*Please refer to article 13 of the Annotated Grant Agreement. If applicable, please specify in this section:*

*a) the work (the tasks) performed by a subcontractor which may cover only a limited part of the project;*

*b) explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project;*

*c) 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.*

### Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable)

*Please refer to article 14 of the Annotated Grant Agreement. If applicable, please specify in this section:*

*d) the identity of the third party;*

*e) the resources made available by the third party respectively against payment or free of charges*

*f) explanation of the circumstances which caused the need for using these resources for carrying out the work.*

# Meetings organised and attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting category/Title** | **Linked WP / Activity** | **Date** | **Location** | **Participants (beneficiaries short name)** |
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