



Biannual Progress Reports Template

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Project Funding

Project Full Title: **Developing an Interdisciplinary Minor in Climate Change and Sustainability Policy**

Project Acronym: **CLIMASP**

Project number: **543879 TEMPUS-1-2013-1-GR-TEMPUS-JPCR**

EC Programme: **TEMPUS**

Agreement number: **JPCR (2013-2013-5043/001-001)**

Start date: **1st December, 2013**

Duration: **3 years**

Budget: **1 246 635 €**

Executive Summary

A progress report is a report of work accomplished during a specific time period. We have planned to have biannual reports throughout the period of the three year CLIMASP project. Recording the CLIMASP progress is an indicator of what has been accomplished and what lags behind. Such an information is very critical to the whole process of the project. As we have pointed in our methodology, particular attention is given to the SMART goals because it helps to establish specific, measurable, attainable, realistic, and time-targeted goals. Monitoring the CLIMASP performance should be done daily/weekly/monthly, but it has to be recorded in a longer periods of time. In deciding about the module or template for recording and writing up the biannual progress report the following questions should be asked:

How much of the work is complete

What part of the work is currently in progress

What work remains to be done

What problems or unexpected things, if any, have arisen

How the project is going in general
Accordingly, the following template was prepared to be used for the progress biannual and monitoring report.

Progress Biannual and Monitoring Report

CLIMASP BIENNIAL ACTIVITY REPORT

[Insert Partner Institution Name]

[Insert Period Covered]

Progress Against Milestones

[Insert key milestones achieved to date]

[Insert key activities/outputs undertaken/occurred during the period covered]

Variations

[Insert milestones missed/delayed and likely impact on the project]

[Justify variations occurred]

Current Problems & Risks

[Insert problems and risks occurred during the period covered and any remedial actions taken]

Anticipated Problems & Risks

[Insert any anticipated problems and risks that may hinder the project progress as well as any suggestions to remedy them]

Additional Information of Notable Achievements

[Provide additional information including the impact and value of the work achieved]

Details on Capacity Building

Number of academic staff from the partner country's Higher Education Institutions (professors, assistants with teaching tasks, etc.) trained/retrained <u>to the date of the report submission:</u>	Male	
	Female	
Number of non-academic staff from the partner country's Higher Education Institutions (librarians, staff from the International Office, IT specialists, etc.) trained/retrained <u>to the date of the report submission:</u>	Male	
	Female	
Number of staff from the partner country's non Higher Education Institutions (enterprises, NGOs, Chambers of Commerce, Government, local administration, etc.) trained/retrained <u>to the date of the report submission:</u>	Male	
	Female	
Number of students from the partner countries who have attended programmes/courses developed in the framework of the project <u>to the date of the report submission:</u>	Male	
	Female	

Communication Strategy- Achievements

[Provide information on the dissemination of the project results]

Communication Strategy- Forthcoming

[Provide information on how you intend to communicate the results of the project in the next period]