

ANNEX IV

Model quarterly and final technical reports

MODEL QUARTERLY TECHNICAL REPORT <i>(ART. 1.4.1 OF THE GRANT AGREEMENT)</i>

As set out in the Conditions for Application, the beneficiary will provide a quarterly periodic report (**one pager**) starting from the date of entry into force of the Agreement (month 1) until the completion of the implementation of the Action. The periodic report must contain:

1. Indication of the period the quarterly report covers (from.... to)
2. Progress in the implementation of the activities (as described in Annex I of the Grant Agreement) required to achieve the objectives of the Action
3. Information on any delays in implementing the activities of the Action
4. Any mitigation actions undertaken to address any possible issues affecting the planned implementation of the Action
5. Attach the main deliverables produced during the quarter (with a short description in English)
6. Date the quarterly report is finalised

On the basis of the information provided in the quarterly report, the Commission may request a meeting with the beneficiary to discuss the main problems encountered.

The Commission is available to provide input/comments on the main outcomes/deliverables before their finalisation and official submission by the beneficiary.

Single Country Grants for Disaster Risk Management (“Track 1”)

MODEL FINAL TECHNICAL REPORT **(ART. I.4.4 OF THE GRANT AGREEMENT)**

1. Agreement number
2. Duration of the project (in months)
3. Name and contact details of the author of the report
4. Objectives of the action (if applicable, please note any deviation to the achievement of the objectives)
5. How the action was implemented and fulfilled its objectives
6. Information on the contracts awarded for the implementation of the action and on compliance with the requirements set out in Articles II.9 and II.10
7. Information about measures taken to publicise the action
8. Information on other sources of funding (e.g. EU, EIB, World Bank, etc.) that have been identified for the global project (e.g. previous or subsequent phases not covered by this Agreement)
9. Outcomes generated by the action (please refer to section 6.2 of the “Conditions for Application” document)
10. Summary in English of the project’s main deliverables
11. Summary of the project’s main results for publication on the DG ECHO website (maximum 300 words)
12. Date the report is finalised