(Info – for M18 and M36 reporting).

For M9 reporting – read everything below for reference/background, and in particular point 3 , which is the level for simplified M1-M9 reporting.

**EXPLANATION OF THE WORK CARRIED OUT PER WP AND OVERVIEW OF THE PROGRESS**

## Aim/General requirement:

To provide an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones.

Report /Explanation of the work carried out per WP

* Points 1), 2) and 3) will need to be done at **M18 and M36** .
* **For M9**: reporting is to be done for point 3) only
1. Overview of Progress = overall WP view= to be completed by WP
2. WP Objectives = overall WP view= to be completed by WP

*Refer to specific objectives for the project as described in section 1.1 of the DoA* (see Annex - Attachment 2).

As applicable to your WP:

* Provide a short description, how your WP has achieved or contributes to each objective of the period.
	+ Highlight significant activities in support of these achievements.
	+ Provide clear and measurable details; report on objectives not fully achieved or not on schedule.
1. Explanation of the Work Carried out per Task (to be completed by each Task Leader)

For each task explain the work carried out during M1-M9 (Guideline 100-150 words / 8-10 lines max per task)

*Guidelines and things to refer to where applicable :*

* Provide brief details of the work carried out by each beneficiary involved, including pointers to Milestones achieved and Deliverables submitted in line with what was written (i.e., contracted to be done) in the Annex 1 to the GA.
* Results are expected to found in the deliverables and/or otherwise clearly indicate where they can be located. Summarise why these results and the related key milestones passed are important (summarizing the value of the work carried out, i.e. the scientific or technical merit of the results achieved) as well as the difficulties encountered and overtaken, if any.
* Coordination within the WP.
* Interactions with other WPs.
* Interactions with external projects, organisations, etc.
* Involvement of potential users and stakeholders (from outside the consortium), as relevant.
* If there are any deviations, provide a brief explanation and remedies proposed in the next period. Alternatively (or optionally) write something on the lines of “Work is progressing according to plan”/”There are no (significant) deviations in this reporting period”.

Fictitious example for point 3):

Task N.N. xxxxxxxxxxxxxxxxxxxxxxxxx

Description of the work carried out: Partner ‘x’ and ‘y’ collaborated to develop [……………………………………………………………………………………………………………………….] (see Dx.x). This provided the basis for further work in task tx.x

The results were published in ‘z’ (Pxxxx and Pxxxx – with hyperlinks) and further disseminated in Conference ‘x’ (Exxxx; poster Exxxx, talk Exxxx – with hyperlinks).

Status of Deliverables and Milestones due at M9: Dx.x submitted, MSx.x achieved.

Deviations and Corrective Actions: Work is progressing as planned with no deviations.