

NOTE: This form should be filled in at the middle of the year. The deadline is the 30th June. First of all the General Information have to be filled in. Afterwards, you have to give some information in the Table B about the realisation of the means/activities and the problems which came up. At the end, you should respond to several short questions. In addition to the short report (PM08), the financial status has to be submitted (PM09).

A. General Information

Project number		Reception Date	
Remarks of Weltnotwerk			
Project Title			
Start of the project			
Period of reporting			
	Project executing organisation	Project partner	
Name of the organisation			
Address			
Country			
	First elected Chairperson		
Name			
Address			
E-Mail			
Phone/Mobile			
	Project Manager (Responsible of the Project)	Contact person in Germany	
Name			
Address			
E-Mail			
Phone/Mobile			

B. Short information about the MEANS/ACTIVITIES

Please take the content of the grey fields from the Application for Project Funding (PM02, B 18) or from the Project Contract (PM05). Take the numbering from these documents. Eventually, you can add other lines to the table.

No.	Objective	No.	Planned mean/activities	Executed until now	Challenges and Problems	Strategy for the handling of these challenges and for the further project work	Justification for non-executed means
1		1a					
		1b					
		1c					
2		2a					
		2b					
3		3a					
4		4a					

C. Further questions

	Question	Response
1	Do you think that you are on the right way with your project work?	
2	Were there or will there be changes in your organisation or concerning the project, you would like to/need to inform us?	
3	Are there problems or conflicts which you would like to describe or tell us?	

D. Signatures

Position	Name	Place, Date	Signature
Elected Chairperson			
Treasurer			
Project Manager			

*Thank you very much for the information and good luck for your further Project Work!
Yours Weltnotwerk of the KAB!*