ID

CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 5

Part 2

**REPORT MODEL**



**IDENTIFICATION**

|  |  |
| --- | --- |
| **Project Number** | (to be filled by CBSC) |
| **Project Name** |  |

**FINANCIAL REPORT**

|  |  |  |
| --- | --- | --- |
|  | **Resources** | **Comments** |
|  | **requested** | **allocated** | **spent** |
| Contribution by countries involved  |  |  |  |  |
| Contribution by other parties |  |  |  |  |
| Contribution from CBSC Fund |  |  |  |  |
| Total Cost (Euros) |  |  |  |  |
| Breakdown of CBSC Fund expenditure (i.e. travel expenses, per diem, venue hire, etc.) |  |  |  |  |

**RESULTS**

|  |  |
| --- | --- |
| **Results** | Just one text, possible topics listed  |
|  | Assessment and Comments |
| Date of start |  |
| Date of finish |  |
| Changes in scope or focus |  |
| Results achieved (output, product, etc.) |  |
| Comparison with the Achievements and benefits awaited |  |
| Problems experienced |  |
| Suggestion for improvement for similar projects |  |
| Suggestion for follow-up projects  |  |
| Valuation | Results achieved in % according to the assessment criteria |

|  |  |
| --- | --- |
| CBSC Secretary | Project Leader |