

9.9 INTERIM REPORT

The interim report⁸⁴ provides full information to ECHO on the progress of the action, so as to allow it to take an opinion on whether the action is implemented in accordance with the grant agreement and, if problems are detected, decide on possible action.

By default the Interim Report is not required in case of

- urgent actions, or
- short actions with a duration of less than 10 months.

However, an interim report might be required for actions of less than 10 months for well justified reasons, such as:


- No possibility for ECHO to do monitoring;
- Remote management.

Alternatively, the partner may be requested to provide information on the implementation of the action through more regular dialogue with ECHO.

Partners should avoid including in the Interim Report changes which requires ECHO consent. The modification request is to be used for this purpose.

When the Interim Report is required the partner will find the timing for its submission in the Article 4 of the Specific Grant Agreement. This report should cover the whole action regardless of the ECHO contribution, and shall cover up to one month before its submission. ECHO may always request additional information, to be provided within 30 calendar days.

The Interim Report shall be drafted on the standard format provided in the Pdf Single Form, filling only the fields marked with INT.

 The Interim Report is mainly an **operational tool**. The partner has to indicate the overall amount that has been incurred at the time of the interim report (section 10.1 of the SF), but does not have to submit an updated financial statement (section 10.2 of SF). No updates should be provided on the amounts per result.

If the partner fails to submit the IR within the agreed deadline and without any valid justification, ECHO may terminate the agreement with advance notice.



Consult the Single Form Guidelines for more information on the structure of the interim report. http://dgecho-partners-helpdesk.eu/reference_documents/start

⁸⁴ Article 16.2 of the General Conditions FPA NGO