# APPEAR Half-Year Report

## Project

|  |  |
| --- | --- |
| Project number: |       |
| Project title: |       |
| Acronym if applicable: |       |
| Project start | dd.mm.yyyy |
| Project end | dd.mm.yyyy |

## Coordinating institution

|  |  |
| --- | --- |
| Name of organization:  |       |
| Name of responsible coordinator: |       |

## Reporting period

|  |  |
| --- | --- |
| Half-year report (1st, 2nd, 3rd or 4th) |       |
| Reporting period start | dd.mm.yyyy |
| Reporting period end | dd.mm.yyyy |
| Due date | dd.mm.yyyy |
| Report submitted | dd.mm.yyyy |

**(3-4 pages for entire report)**

1. **Project progress**
* Which key activities took place in the reporting period (based on activities according to the Project Framework Matrix and further activities)?
* Are there any particular highlights to report about?
* Choose/Identify (up to) 8 immediate key project outputs (= ‘immediate project results’ - see Project Framework Matrix) which are key/most important for the success of your project. Please describe the current status of achievement during the reporting period by referring to your defined indicators in the second column (status of results). If applicable, please also report on the short-term use of results (as stated in the Project Framework Matrix) by referring to your defined indicators.

|  |  |  |
| --- | --- | --- |
| **Immediate project result (Outputs) (refer to matrix)[[1]](#footnote-1)** | **Status of result (refer to Indicators in matrix)**  | **Short term use of results (refer to indicators in matrix), if applicable** |
| Result 1:  |  |  |
| Result 2:  |  |  |
| Result 3: |  |  |
| Result 4: |  |  |
| Result 5:  |  |  |
| Result 6: |  |  |
| Result 7:  |  |  |
| Result 8:  |  |  |

* + Are there any unforeseen developments or changes of activities (affecting the immediate key project outputs)?
1. **Gender, Diversity and Inclusion perspectives**

Name specific implemented measures to integrate

* *gender* as well as
* *diversity* and *inclusion* perspectives

into the project (see APPEAR [gender strategy](https://appear.at/fileadmin/Dokumente/appear.at/application/guidelines_strategies/APPEAR_Gender_Strategy_01.03.21.pdf), [diversity strategy](https://appear.at/fileadmin/Dokumente/appear.at/APPEAR_documents/APPEAR_Diversity_Strategy_01.03.21.pdf), [disability mainstreaming manual](https://appear.at/fileadmin/Dokumente/appear.at/application/guidelines_strategies/disability_mainstreaming_appear.pdf)).

1. **Difficulties and deviations from plan**

* Please give a brief description of the difficulties encountered and measures to cope with them.
* How did you respond to deviations?

1. Select max. 8 key outputs from your list of results which will be included in the regular reporting (these key outputs **should remain the same during the entire project period**) [↑](#footnote-ref-1)