



CONTINUOUS REPORTING - SCOPE AND SCHEDULE

What is the Interim Report about?

The **Interim Report (IR)**:

- shall provide an update on the status of the implementation of the whole Action regardless of ECHO's contribution, and **shall cover up to one month before its submission**. However, ECHO may always request additional information, which needs to be provided within 30 calendar days.
- provides **full information on the progress of the action** in order to allow ECHO to monitor its implementation, to make sure it is compliant with the grant agreement (GA), and if problems are detected, decide on possible action.

When the interim report is required, the Partner will find the timing for its submission in the table in **Point 4.1 - Continuous reporting (Art.21)** of the Data Sheet of the [Grant Agreement](#).

4. Reporting, payments and recoveries

4.1 Continuous reporting (art 21)

Deliverables:

| type | deadlines |
|------|-----------|
| | |
| | |

When needs to be submitted an Interim Report ?

As a general rule, the interim report is not required for Actions with a duration of less than 10 months, unless it is operationally justified (e.g. no possibility for ECHO to monitor the implementation of the action or in case of remote management of the Project).

For longer Actions, the **indicative reporting schedule** is the following:

| Duration of the action in months | IR after month | IR after month | IR after month |
|----------------------------------|----------------|----------------|----------------|
| < 10 | - | - | - |
| 11 and 12 | 8 or 9 | - | - |
| 18 | 9 | - | - |
| 24 | 9 | 18 | - |
| 36 | 9 | 18 | 30 |

Changes in the reporting schedule

When the Partner requests an **extension of the Project duration** (e.g. from 12 to 24 months), DG ECHO may deem necessary (an) extra IR(s) as per the table above. This should be confirmed with the Desk Officer at modification request stage and will be reflected in the Commission letter accepting the amendment - should this entail both a change in the submission date of the IR or the addition of new IR(s).

Being this a consequential change linked to the upstream request submitted by the Partner (extension of the duration of the action), please consider that the **agreement of the Partner** on the new reporting schedule, **will not be explicitly requested** - as it was the case under the FPA2014.

! If the partner **fails to submit** the interim report within the agreed deadline and without any valid justification, ECHO may terminate the agreement with advance notice (Art. 21.5 MGA).