|  |  |
| --- | --- |
| **Reporting period:**  |  |
| **Date of submission of report:** |  |

# MID-YEAR PROGRESS REPORT

* The Mid-Year Progress Report template shall be filled in electronically and submitted together with **the** **second request for funds**. The Palme Center need to receive the report before the second instalment can be transferred.
* The report shall relate to the **project application** approved by the Palme Center, including the **approved** **budget** and **activity plan**.
* The report shall be submitted by the organisation that has a contractual agreement with the Palme Center (the Swedish member organisation or another PAO, or the local partner organisation).

### About the implementing organisation

|  |  |
| --- | --- |
| **Name of organisation:** |  |
| **Project manager:** |  |
| Telephone: |  | E-mail: |  |
| **Financial manager:** |  |
| Telephone: |  | E-mail: |  |

### About the Swedish organisation (MO or PAO)

|  |  |
| --- | --- |
| **Name of organisation:** |  |
| **Project manager:** |  |
| Telephone: |  | E-mail: |  |
| **Financial manager:** |  |
| Telephone: |  | E-mail: |  |

### About the project

|  |  |
| --- | --- |
| **Project title:** |  |
| Project number: |  |
| Project country: |  |

## Activities

**Relate to the approved activity plan 2020. What activities have been implemented this far?**

|  |
| --- |
|  |

**Have there been any deviations regarding activities in relation to the 2020 plan?**
If yes, please describe the deviations. Also describe briefly why the deviations occurred.
*If no deviations occurred – please write that no implementation deviations occurred.*

|  |
| --- |
|  |

**Relate to the approved activity plan 2020. Do you foresee any changes or deviations in relation to the activities during the rest of the year?**
If yes, please shortly describe them below and why the changes are necessary. Also attach an updated activity plan.
*If no deviations will occur – please write that no implementation deviations will occur.*

|  |
| --- |
|  |

## Finance

**How much of the total project budget 2020 has been spent this far?**

|  |  |
| --- | --- |
| **Total budget for the year** | **Funds that have been spent** |
|  |  |

**Are there any deviations from the approved budget this far?**If yes, please describe them below. Also explain why they occurred.
*If no deviations occurred – please write that no budget deviations occurred.*

|  |
| --- |
|  |

**Will the project need all the financial resources stated in the contract of this year**?

|  |
| --- |
|  |

## Other information

**Other information to the Olof Palme International Center.**

|  |
| --- |
|  |

 ***Note!*** Please remember to continuously monitor and document the progress witin the project in relation to the indicators described in the LFA matrix, as well as to register the number of participants in each activity (divided into women and men). This information are part of the Annual Report and will be followed-up on at the end of the year.
  **Thank you!**