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***African, Caribbean and Pacific Group of States***

**“Project Title”**

**“ACP-EU TradeCom II PROGRAMME”**

**(REG/FED/022-667)**

*Project code: xxxxx*

**INCEPTION REPORT**

Date

*Company Logo*

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**Annex 1:** People and organisations met during the mission

Annex xx: (any other annex, i.e. selection of trainees, specific requests from the beneficiaries, etc.)

# INTRODUCTION

* Brief description of the mission carried out, the people met, any specific request received from the beneficiary, , etc.

# APPROACH TO THE IMPLEMENTATION

* Any update to the terms of reference in terms of methodology, sequence of activities, working days, phases, logical frameowrk,. etc.
* Project ownership of the beneficiary

# ACTIVITY SCHEDULE AND TIME ALLOCATION

* Update of the Project timetable with actual dates.
* Update of the table with outputs / reports to be submitted with expected dates.

**ANNEXES**