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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*

**Interim Report (Mid-Term Report)**

*(reference Period)*

Date:

*Project implemented by:*

*Company Logo + Logo of the Beneficairy/ies*

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**Please note that, in terms of content, the template provided at the following page is to be considered as a suggestion and any improvement is always welcomed**.

# ABBREVIATIONS AND ACRONYMS

# EXECUTIVE SUMMARY

# INTRODUCTION

Presentation of the team, the project and the results to be achieved

# RESULTS ACHIEVED AND ACTIVITIES CARRIED OUT TO DATE

Description of the state-of-art tasks/activities produced during the reference period; missions carried out, number of days used; presentation of possible problems encountered and solutions.

Deviations from original planning and reasons

Ownership of the project and involvement of the beneficiary

# SUMMARY OF COMPLETED AND REMAINING WORK

Technical outputs and related activity;

# PROJECT PLANNING FOR THE NEXT REPORTING PERIOD

Updated Timeframe; Including remaining expert working days,

# UPDATE LOGICAL FRAMEWORK

# ANNEXES

Technical Outputs/Pictures etc.