

Příloha 2 – Doporučená struktura Zprávy o realizaci v anglickém jazyce

Core Structure¹ of the progress reports to be prepared for each OP MC meeting

recommended length of approx. 30 – 40 pages (plus additional tables in annex)

1. Progress in implementing the programme

1.1 Overall progress table for OP

1.1.1 Cumulative progress up to the current MC;

1.1.2 Progress from the last MC;

1.2 Indicators on the OP level - a table including targets from the OP with up-to-date progress;

1.3 Main activities since last MC;

1.4 Main bottlenecks and difficulties in OP implementation and actions to remedy;

1.5 Follow up of the conclusions/recommendations/actions points raised at the last MC;

1.6 Risk analysis of N+3 / N+2 rule;

1.7 Brief risk analysis of the future progress with regards to the implementation; progress forecasts;

1.8 Proposed timetable of calls for proposals;

1.9 Reference to the list of approved projects at the MA web page

1.10 Overall progress of Major projects;

2. Progress at priority axis and intervention area level

2.1 Overview of priority axis/intervention area objectives

- List of the specific objectives of the axis and of the intervention areas linked to each axis;

- Short overview of (approved) typical projects/activities; a short description of the technical assistance projects;

- List of the groups of beneficiaries;

2.2 Progress table by intervention areas;

2.3 Info on progress of result and output indicators;

2.4 Specific bottlenecks or positive features, short feedback of actions to remedy;

2.5 Characteristic/successful projects.

3. Administrative organisation of programme

3.1 Description of audits/controls and follow-up actions;

3.2 Info on implementation of communication action plan, publicity measures;

3.3 Evaluations/studies planned and brief summary of the conclusions of the realised studies/evaluations; follow-up actions to implement their results;

3.4 Other activities of the MA of the OP;

3.5 Human resources involved in the OP implementation.

4. Main conclusions and action points

5. List of abbreviations

6. List of annexes (if any)

¹ According to the specificity of each OP, additional chapters could be included in the progress report