

# Low-carbon Built Environment Programme

Appendix: Interim report, template

Table of contents (incl. page numbers)

## **1. Introduction**

## **2. Progress of the project**

- Objectives and their implementation (based on monitoring indicators, if in use)
- Measures implemented
- Concrete results achieved
- Conclusions (positive and negative)

## **3. Risks and needs for change**

- Risks and difficulties that have emerged during implementation
- Needs for changes and proposals for the next period

## **4. Amended work plan**

- Work plan for the next reporting period incl. timetable

## **5. Communication activities and follow-up measures**

- Communication activities so far, implementation of the communication plan, content, quality, volume of the communication including publications that have come out and seminar presentations
- Communication plan, needs for changes that have emerged
- Communication measures to be taken next

## **6. Financial report**

- Comparison of the realised and actual costs with the cost estimate (cost specification form)