Annex 4

**Inception report**

Project number:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q | S | F |  |  |  |  |  |  |  |

Project title:

The QSF Coordinator submits the following inception report, which relates to the period from

 (unconditional approval of the proposal) to

 (submission date of this inception report).

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| *1 Definitive project schedule* |
| Project start date:Estimated project completion date:Estimated submission date of the final report:

|  |  |  |  |
| --- | --- | --- | --- |
| *No.* | *Activity planned (description)* | *Completion date (if done) or estimated completion date* | *Comments, wherever applicable, including non-completion or delay in completion of an activity or task* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

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| *2 Decisions made regarding project implementation, in particular concerning the project team (i.e. names of the people assigned to the project, their title and function in the project team).* |
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| --- | --- | --- | --- |
| *No.* | *Function in the project team* | *Name of person assigned* | *Title within their organization* |
| 1 | E.g. Project Manager | E.g. Ms Maria Garcia | Director of Int’l Affairs/QSF N.C. |
| 2 | E.g. IT Specialist | E.g. Mr John Sample | Head of IT Department |
| 3 | Etc. | Etc. | Etc. |
| 4 |  |  |  |

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Project number:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q | S | F |  |  |  |  |  |  |  |

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| *3 Special events listing: List any incidents or exceptions that may have occurred so far within the frame­work of the project (excluding already approved project change requests), or any other information requested by the QSF Board in its notification of unconditional approval of the project proposal.* |
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| *4 Preliminary budget report, information about the launch/results of the call(s) for tenders, reference to attached pro forma invoices, etc.* |
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| --- | --- | --- | --- | --- | --- | --- |
| *QSF budget item approved (description)* | *Quantity approved* | *Budget approved (USD)* | *Chosen bid costs (currency of offer)* | *Exchange rate* | *Chosen bid costs (USD)* | *Pro forma invoice reference* |
| E.g. Motorbikes | 10 | 35,000 | 30,000 EUR | 1.17 | 35,100 | Annex No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Total** |  | **35,000** |  |  | **35,100** |  |

Exchange rate(s) used in the table above:1 USD = 0.8547 EUR (at DD/MM/YYYY, date of the pro forma invoice)

|  |  |
| --- | --- |
| Final budget (USD) (lower of the total budget approved or chosen bid costs) | E.g. 35,000 |
| Instalment requested: e.g. 80% of 35,000 USD | E.g. 28,000 |

Please find attached to this inception report the request for payment of the instalment. |

Place:

Date:

Name of the QSF Coordinator:

Signature of the QSF Coordinator: