Annex 4

**Inception report**

Project number:

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| 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).* |
| |  |  |  |  | | --- | --- | --- | --- | | *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 |  |  |  | |

Project number:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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.* |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *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. | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **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: