

**Performance Report**  
**for Quoted Time & Means Contracts<sup>1</sup>**  
**Framework Contract ITS 17**

<b>Contractor/Consortium</b>	<i>(Complete full name)</i>
<b>Awarding Authority</b>	<b>European Parliament DG ITEC</b>
<b>Specific Contract</b>	<b>ITS17-</b> <i>(Complete full SC reference)</i>
<b>Subtask form reference</b>	<i>(Name of subtask)</i>

**1. Objective of the Specific Contract**

*(Provide a brief description of the main objective and tasks to be carried out during the life-time of the Specific Contract)*

**2. Results of tasks undertaken during the reporting period**

**2.1. Tasks executed during the reporting period**

*(Provide a report of results achieved during the reporting period)*

**2.2. Meetings held during the reporting period**

*(Provide list of dates of the meetings held during the reporting period)*

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<sup>1</sup> This report must be duly completed, signed and dated by both parties for all Quoted Time & Means Specific Contracts, and submitted with each original subtask form for payment of the relevant invoice.

### 3. Quoted Time & Means Key Performance Indicators

(Table to be completed and updated for each subtask, additional sheets may be added if necessary)

Indicator Ref.	Indicator name	Service measured (As defined in the CSOW)	Level achieved	Minimum requirement	Penalty

### 4. Risk and problem management

(See ITS 17- Annex II.5. - SLA § 6.4.)

Identified Risk/Problem	Proposed Solution

### 5. Approval of this Performance Report

For the Contractor/Consortium	For the European Parliament
Date:	Date:
Name:	Name:
Signature:	Signature: