

Monthly Activity Report
for all Time & Means Contracts¹
Framework Contract ITS 17

Contractor/Consortium	<i>(Complete full name)</i>
Awarding Authority	European Parliament DG ITEC
Specific Contract	ITS17- <i>(Complete full SC reference)</i>
Reporting period covered by this report	<i>(Complete DD-MM-YY to DD-MM-YY)</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. Work executed during the reporting period

(Provide a detailed report of all results realised)

2.2. Meetings held during the reporting period

(Provide list of dates of all meetings held)

2.3. Output during the reporting period

(Provide list of output)

¹ This report must be duly completed, signed and dated by both parties for all Time & Means Specific Contracts, and submitted with the original timesheets for payment of the monthly invoice.

3. Actions planned for the following period

(To be completed)

4. Time & Means Quality Indicators

(ITS17 Framework Contract- Annex II.5.- SLA §4.2)

(Table to be completed and updated monthly, Annex 1)

5. Risk and problem management

(See ITS 17- Annex II.5. - SLA § 4.4.)

Identified Risk/Problem	Proposed Solution

6. Approval of this Monthly Activity Report

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

Annex 1: Time & Means Quality Indicators