1. Quantitative details

- **Are location, dates and number of participants provided for meetings?**

- **Are policy learning events counted correctly? Remember that back-to-back meetings are counted as one.**

- **Are any other types of output properly quantified? E.g. progress report, articles, newsletters, etc.**

2. Qualitative details

- **Is the content in section 1.1 Overview rich in detail and interesting? What would you add?**

- **Are content details provided on the learning activities at interregional level and regional level?**

- **Are the lessons learned and/or challenges identified clearly described in section 1.1?**

- **Are the good practices identified named in the report?**

- **Does the storytelling section bring the project to life and capture the attention of the reader? If not, what type of information would you add?**

3. Relevant information in the right section

Is the information included in the right section? Here are some common pitfalls:

- Confusion about what to report in the 3 subsections Involvement of partners / exchange of experience / stakeholders of the section 1.1 'Overview'.

- Avoid repeating the same information in section 1.1 'Overview' and section 1.3.2 'Reporting per semester'.

- Confusion about what should be reported in parts a), b) and c) of the section 1.3.2 'Reporting per semester'.

- Confusion between programme activities (annual event, reporting seminar) and Policy Learning Platform activities (organisation of thematic workshops, publication of policy briefs, organisation of peer reviews).

- Did all activities mentioned in the PR take place in the current reporting period?

4. Consistency

- **Is the information provided in different parts of the progress report consistent? The various output indicators should be coherent with what is described in the report.**

- **Information in section 1.1 Overview should not contradict what is described in section 1.3.2 Reporting per semester.**

- **Does the report mention all the planned activities and outputs? If not, does the section 'changes from the original plans' include:**
  - **A description of the change and the reason for the change**
  - **Clarification about if there are any consequences on project implementation (e.g. on finance)**
  - **Proposed solutions to face any problems or delays**