

**ENGINEERING SERVICES ASSOCIATED WITH DISMANTLING OF IGNALINA
NUCLEAR POWER PLANT REACTOR CORES**

ANNEX F3

Monthly report template

ENGINEERING SERVICES ASSOCIATED WITH DISMANTLING OF
IGNALINA NUCLEAR POWER PLANT REACTOR CORES

Contract No. (Number} of {Date}

{Month}{Year} Monthly Report

Report No. {Number}
Date of issuance {Date}

Organization	Name and Position	Role	Signature	Date

1. Activities in the Reporting Period

1.1. Information received

Identify information received from the client during the reporting period.
Identify any need for additional information to be provided by the Client.

1.2. Works performed

Describe any activities performed in the scope of the ToR.
Describe plans for activities in the upcoming reporting period.

1.3. Deliverables provided

Identify deliverables submitted to the Client during the reporting period
Identify deliverables to be submitted during the upcoming reporting period.

2. Communication register

Identify any communication between the Consultant and the Client

3. Issues register

Identify any issues related to the contract. Issues shall not be limited to the reporting period. They will be collected in the summary table identifying the source of the issue, its impact, resolution measures, body responsible for resolution actions planned and status of the issue. Resolved issues shall be assigned the corresponding status and shall remain in the register.

4. Risks register

Risk register from the proposal updated in the reporting period. All the risks identified during the contract implementation shall remain in the register. Closed or eliminated risks shall be assigned the corresponding status.

5. Actualised schedule

In compliance with requirement provided in the ToR for Main Contract No.1 and in line with Implementation Methodology Document agreed between parties.