

ANNEX V

Model technical report

According to the grant agreement and its general conditions (annex II):

- an interim technical implementation report must be delivered by September 2014.
- a final technical implementation report including deliverables, must be delivered within 2 months following the closing date of the action.

The interim technical implementation report and final technical implementation report must be submitted by the project coordinator in 1 original signed paper copy and 1 electronic copy in English or French.

The details of the technical implementation reports and deliverables are given in this guide. The deadlines should be respected.

Templates for interim/final technical Implementation Report

1. INTERIM TECHNICAL IMPLEMENTATION REPORT

An interim technical implementation report must be submitted by September 2014. A template is available for this report (see below). You will be asked to provide brief information on key project actions. The report includes information on the project objectives and major achievements, progress towards meeting your objectives for each work package, the status of project management and the activities of the beneficiaries, including any problems and how they were solved and any changes to responsibilities, and dissemination activities. You will also be asked to provide a short publishable executive summary of the project. The Financial Statement (Annex VI) needs to be provided together with the interim report.

2. FINAL TECHNICAL IMPLEMENTATION REPORT

A template is available for the final technical implementation report (see below). You will be asked to provide brief information on key project actions. The report includes information on the project objectives and major achievements, the status of project management and the activities of the beneficiaries, including any problems and how they were solved and any changes to responsibilities, and dissemination activities. You will also be asked to provide a detailed publishable executive summary. This publishable executive summary will normally not be more than two pages and of suitable quality to enable direct publication by the Commission. It should include a summary description of project objectives, beneficiaries involved, project coordinator contact details, work done, intentions for use and impact. While not excluding technical language, it should be broadly comprehensible to an interested general reader.

3. DELIVERABLES

A project deliverable represents a verifiable output of the project which is subject to review by the Commission. In principle, each project will produce one or more deliverables during its lifetime.

Any deliverable (report or any other information) which is considered as "public", "publishable" or "for publication" shall be submitted to the Commission in a publishable format (electronically and on paper as for project reports) together with the final technical implementation report.

Preparatory Action

"Circulation of European films in the digital era"

Call for proposals EAC/S08/2013

TECHNICAL IMPLEMENTATION REPORT

Grant Agreement n°xxxxx

STATUS (Tick the relevant option)	<input type="checkbox"/> Interim technical implementation report <input type="checkbox"/> Final technical implementation report
PROJECT TITLE	
DURATION OF THE PROJECT <i>(as mentioned in the Article I.2.2 of the grant agreement)</i>	
NAME OF THE CO-ORDINATOR	
NAME OF THE CO-BENEFICIARY (IES)	1.
TOTAL ESTIMATED COSTS	
TOTAL DECLARED COSTS	
EU CONTRIBUTION – PRE FINANCING	
EU CONTRIBUTION – FURTHER PRE FINANCING <i>(if applicable)</i>	
EU CONTRIBUTION REQUESTED – FINAL PAYMENT	
TOTAL EU CONTRIBUTION	
AMENDMENT(S) TO THE GRANT AGREEMENT	YES: NO: <i>Specify type (ie. dates, budget, change of co-beneficiary, bank account, co-ordinator's address, name legal representative/project manager):</i>

PART ONE (to be filled in by the co-ordinator)

EXECUTIVE SUMMARY - MAIN PROJECT RESULTS

(between 0,5 and 2 pages)

Please write here

OVERVIEW - MAIN PROJECT RESULTS

(between 5 and 10 pages)

You must provide an overview of the project results as compared to the initial objectives.

Please write here

Reminder:

As mentioned in the Work programme, the expected results of the Preparatory Action are the following:

- Enabling the emergence of new models based on a more efficient relationship between the various sectors of the cinematographic industry (producers, distributors, sales agents, festivals, cinemas, VOD platforms, television channels);
- Making legal VOD services more attractive;
- Strengthening complementarity between distribution platforms and territories in order to improve the global audience for European films within the European Union;
- Renewing promotion and marketing methods and tools and strengthening the efficiency of investment at this level;
- Strengthening the availability of and global audience for European films on all distribution platforms within the European Union;
- Specifying the nature of any worthwhile changes which could be made in terms of "media chronology";
- Providing a typology of films and countries for which such planning would be potentially appropriate.

PART TWO (to be filled in by the *co-ordinator*)

DETAILED DESCRIPTION OF FILMS DISTRIBUTION

I. Information regarding the film

For each film covered by the action, please provide the following details.

Original Title:

Local Title:

Genre:

Fiction

Documentary

Animation

Length (in minutes): **Format:**

Shooting language:

Year of copyright:

Cost of production: local currencyin EURO (€).....

Marketing strategy

Please describe the promotion and marketing strategies in order to reach the target audience and target territories, as well as the techniques and tools deployed for the transnational marketing/distribution (Max: 1,5 pages).

Please describe the strategy in order to achieve a higher degree of complementarity between territories on the one hand and distribution platforms on the other hand (festivals, cinemas, VOD platforms, TV, etc.), (Max: 1,5 pages).

Cast and crew list:

Director:

Name: Nationality / Residence:

This film is the director's

1st feature film 2nd feature film Other

Script Writer:

Name: Nationality / Residence:

Main cast (official credits order):

Name: Nationality / Residence:

Name: Nationality / Residence:

Name: Nationality / Residence:

Composer:

Name: Nationality / Residence:

Production design (art direction) :

Name: Nationality / Residence:

Director of photography:

Name: Nationality / Residence:

Editor:

Name: Nationality / Residence:

Sound:

Name: Nationality / Residence:

Shooting location:

Country:

Laboratory:	Country:
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<p>Date of beginning of principal photography:</p> <p>Date of completion of principal photography:</p>
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<p><u>Financing Plan of the film</u></p> <p>Please enclose the Financing Plan, including the Total Production Cost, certified by the lead producer. The Financing Plan should identify the (co)producer(s) of the film (as officially credited) and their share in the (co)production.</p> <p><i>Statement of confidentiality: the above requested document is strictly for the internal use of the Preparatory Action and for qualification purposes only.</i></p>
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Producer (or Lead producer in case of international co-productions):			
Name of the Company	Town	Country	% in the co-production
.....
Co-producers:			
Name of the Company	Town	Country	% in the co-production
.....
.....
.....
.....
TOTAL		

World sales agent:

Name of the Company:	
Street:	Tel:
Town:	Fax:
Country:	E-mail.....

II. Information regarding the distribution of the film

For each film released in a given territory, please provide the following details (for a given film provide 1 fiche per territory)

Original Title:
Local Title:
Number and list of territories covered:

Distribution territory:
Duration of rights ownership of the distributor:
Contract type: <input type="checkbox"/> Minimum guarantee <input type="checkbox"/> Percentage remuneration <input type="checkbox"/> Flat fee
Date of contract signature:
Amount of MG in currency of the contract:
Other rights to the film held by the distributor for those territories:
Video: <input type="checkbox"/> rental <input type="checkbox"/> sell-through
Television: <input type="checkbox"/> Pay-TV <input type="checkbox"/> Free TV <input type="checkbox"/> Other (please specify):

Enclose one copy of the distribution contract or agreement with the producers **and/or** sales agent (complete copy, with annexes and without any deletion) with the hand written statement "Copy certified as conforming to the original" signed by the statutory legal representative of the company.

Publicity campaign for the film:

Television:	local	<input type="checkbox"/>	national	<input type="checkbox"/>	European	<input type="checkbox"/>
Radio:	local	<input type="checkbox"/>	national	<input type="checkbox"/>	European	<input type="checkbox"/>
Press:	local	<input type="checkbox"/>	national	<input type="checkbox"/>	European	<input type="checkbox"/>
Poster:	local	<input type="checkbox"/>	national	<input type="checkbox"/>	European	<input type="checkbox"/>
Other:	local	<input type="checkbox"/>	national	<input type="checkbox"/>	European	<input type="checkbox"/>

(Please specify)

Distribution platforms

Festivals

Please provide the list of European festivals where the film under consideration was screened (for each festival, please indicate the name, the town/city and country of location and the date(s) of screening(s)).

Cinemas

Please provide the list of cinemas from the territory where the film under consideration was screened (for each cinema, please indicate the name, the town/city of location, date of release, number of running weeks, number of screenings of the considered film, number of admissions and gross-box office for the film).

Video On Demand services

Please provide the list of Video On Demand services from the territory where the film was made available: for each service, please describe briefly the main characteristics of the service, the date of release of the considered film, the conditions of the availability of the film on the considered VOD services (rental/purchase, pricing, period of availability), the number of transactions concerning the considered film number of running weeks (if possible, please distinguish rentals from purchases), the gross box-office (if possible, please distinguish rentals from purchases).

TV channels

Please provide the list of TV channels from the territory under consideration where the film was broadcasted: for each channel, please describe briefly the main characteristics of the channel (free/pay TV, public/private, generalist/thematic, mode of delivery, audience market share/number of subscribers...), the date(s) of programming of the film, the film audience for each broadcast.

Others

Please describe

III. Summary

Table 1. List of films distributed in cinemas

Title of the film/audiovisual work	Budget (M€)	Nationality	Territories covered	Name of the distributor	Release date	Total number of running weeks	Number of prints (first week)	Number of prints (best week)
<u>Original Title 1</u>	X M€	C	PM	XX	dd.mm.yy		X	
			NB	ZZ	dd.mm.yy		Y	
<u>Original Title 2</u>								
<i>Add rows if necessary</i>								

Table 2. List of films released on Video On Demand Platforms

Title of the film/audiovisual work	Budget (M€)	Nationality	Territories covered	Name of the distributor	Release date	Timing (1)	Number of VOD services	MG (€), (2)	P Cos
<u>Original Title 1</u>	X M€	C	PM	XX	dd.mm.yy		X		
			NB	ZZ	dd.mm.yy		Y		
<u>Original Title 2</u>									
<i>Add rows if necessary</i>									

(1). Timing: please indicate the number of days/weeks between the release on vod and the one in theatres.

(2). MG: only if not included in the MG mentioned in the table 1

PART THREE (to be filled in by the co-ordinator) – **Only for the final technical implementation report**

EVALUATION OF PROJECT ACTIVITIES

(between 2 and 5 pages)

Based on the information presented above, please provide an evaluation of the development, progress and achievements of the project. Where appropriate, interaction with other projects should be included.

How did the project contribute to the objectives of the Preparatory Action "Circulation of European films in the digital era" ?

Objectives of the Preparatory Action:

- improving conditions for the circulation of European films within the European Union
- Increasing and expanding the global audience for European films
- Informing market players and local authorities of changes likely to improve complementarity between distribution platforms.

Considering the results of the project, what are the conditions under which distribution platforms may more readily complement each other, so that European films can circulate more easily and reach a wider audience within the European Union ?

How were the project activities communicated/disseminated? (Please attach a copy of press releases, banners, posters or other type of communication material used.)

What will be the impact of the project on a long term basis? What are the lessons to be learned? Do you think that a simultaneous or quasi simultaneous release of films in cinema and VOD in several countries is appropriate and increases the audience for European films and the revenues derived from their exploitation? What evidence have you collected that enables you to draw such conclusions? If the project has had a positive impact, for which type of films is such a model of distribution the most suitable? How should contractual and release practices be changed in order to adapt to these models of distribution?

What problems have you encountered during the implementation of the project? Please describe shortly how you have solved them and what conclusions you would draw or recommendations you would have in order to better tackle these problems in future, possibly over the next edition (s).

Please explain any modification between the initial project (as described in the annex 1 to the grant agreement) and the final result.

EVALUATION OF COOPERATION AMONG BENEFICIARIES

(between 2 and 4 pages)

Please provide a detailed description and a qualitative evaluation of the overall cooperation between the co-ordinator and the co-beneficiary (ies) of the project.

PART FOUR (to be filled in by the *co-ordinator*)
Only for the final technical implementation report

THE FINAL WORKSHOP

DETAILED DESCRIPTION

Place/Dates:

Description:

Agenda: please provide a detailed agenda of the workshop

Participants: number, geographical origins, split between the various categories of professionals. Please provide the full list of participants who attended the event (use the table 3 provided below)

Speakers (if applicable): final number, geographical origins, split between the various categories of professionals. Please provide the full list of speakers (use the table 4 provided below)

Minutes: please provide the minutes of the workshop

How were the workshop communicated/disseminated? (Please attach a copy of type of communication material used.)

Table 3. List of participants to the workshop

Mr/ Ms	Surname	Name	Nationality	Age	Company	Profession	Contact details	e-mail

Add rows if necessary

Table 4. List of speakers

Mr/ Ms	Surname	Name	Nationality	Age	Company	Profession	Contact details	e-mail

Add rows if necessary

