



CALL FOR PROPOSALS
EAC-S16-2014
ANNEX VI
MODEL TECHNICAL REPORT

According to the Call for Proposals Guidelines¹ :

- an interim technical implementation report must be delivered by 31st December 2015.
- 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.

¹ Section 11.6.

Templates for interim/final technical Implementation Report

1. INTERIM TECHNICAL IMPLEMENTATION REPORT

An interim technical implementation report must be submitted by 31st December 2015. 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, the status of project management 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.

Pilot Project

"Fostering European integration through culture by providing new subtitled versions of selected TV programmes across all Europe"

Call for proposals EAC/S16/2014

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 1.2.2 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 – INTERIM PAYMENT <i>(if applicable)</i>	
EU CONTRIBUTION REQUESTED – FINAL PAYMENT	
TOTAL EU CONTRIBUTION	
AMENDMENT(S) TO THE GRANT AGREEMENT	YES: NO: <i>Specify type (i.e. 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 Pilot Project are the following:

- Strengthening the availability of on-line provision and cross border audience for European factual cultural audiovisual content via the provision of a minimum of 600 hours of on-line factual content in different official languages of the European Union;
- providing analysis through evaluation to inform policy development on the impact of the provision of non-national subtitled online factual content with a view to extending the existing audience in the European Union.

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

DETAILED DESCRIPTION OF THE SERVICE PUT IN PLACE

Please provide details of how the existing service was selected; provide details of the existing audience in the country of origin; and provide information on availability and baseline audience in the countries which were targeted by the new linguistic offer.

Provide details of the service offered under the action:

- Detail the number of hours of newly subtitled material provided;
- list the programmes subtitled under this action; and provide details of their online availability.

Marketing strategy

Please describe the promotion and marketing strategies used to reach out to the target audience and target territories.

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 Pilot Project "Fostering European integration through Culture by providing new subtitled versions of selected TV programmes across all Europe"?

Objectives of the Pilot Project:

- to try out innovative strategies for the provision of subtitled versions of European cultural programming to facilitate cross border on-line dissemination of cultural content;
- to test the added value of subtitling on the on-line circulation and out-reach of European cultural audiovisual programming in the European Union. Concretely, the pilot project should support the provision of a minimum of 600 hours of diverse European subtitled factual audiovisual content on-line in a number of territories and to assess the impact of this provision.

Considering the results of the project, what was the impact of the action on the audience, in particular the outreach of the activity, the user profile and the user behaviour?

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? What evidence have you collected that enables you to draw such conclusions? If the project has had a positive impact, how should it be followed up?

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.

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

Table 1. List of participants to the workshop

Mr/ Ms	Surnam e	Name	National ity	Age	Compan y	Professi on	Contact details	e-mail

Add rows if necessary

Table 2. List of speakers

Mr/ Ms	Surnam e	Name	National ity	Age	Compan y	Professi on	Contact details	e-mail

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Add rows if necessary