MOBILITY SCHEME FOR ARTISTS AND/OR CULTURAL PROFESSIONALS

TECHNICAL REPORTS

The beneficiary shall submit technical reports: Each report will be submitted in English to the Commission in printed form and by e-mail. Electronic files must be in Microsoft® Word for Windows format.

Short paper on the next steps concerning the planned activities: 2 weeks after start of project or as agreed with Commission

At the beginning of the project, a short paper (2-5 pages) concerning the planned activities should be provided, together with a tentative timetable (with months and dates) for the upcoming activities of the first 6 months will be submitted to the Commission.

The paper should also include a short description of how the project will coordinate its upcoming activities.

Interim operational report: 4 months after start of project or as agreed with the Commission

The interim report shall include at least the following:

- information on the activities carried out and progress achieved
- problems encountered, solutions found or proposed
- short description of how the project will coordinate its upcoming
- timetable and methodology for completion of project
- Sustainability plan;

Final implementation report

The final report shall include at least:

- Comprehensive information on all the activities carried out
- Problems encountered, solutions found and their impact on the outcomes achieved
- short description of how the project coordinated its upcoming activities
- Sustainability of the action.
Short Paper on Next Steps

Information on the next steps towards the planned activities (2-5 pages)

Tentative timetable (with months and dates) for upcoming activities

Short description of how the project will coordinate its upcoming activities
Interim operational report

Information on the activities carried out and progress achieved

Detailed description (activities carried out, number of participants, targeted audience, people who benefit directly and indirectly of the action…), dissemination (communication and information plan), published material etc.

Problems encountered, solutions found or proposed

Short description of how the project coordinates its activities

Timetable and methodology for implementation

Sustainability Plan
Final implementation report

Achievement of objectives

Detailed description: Comprehensive information on all the activities carried out (all the different activities carried out, overall assessment of the results of the action (number of participants, targeted audience, people who benefit directly and indirectly of the action…) and proof of their dissemination (communication and information plan), published material (CD, DVD publication, photographs, press releases…)

Problems encountered, solutions found and their impact on the outcomes achieved

Short description of how the project coordinated and exploited synergies with relevant other EU projects

Sustainability of the action
European added value / Relevance towards the strategic issues related to the EU Programme
(describe how the project contributed to the development and/or implementation of the European policy)