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| http://eacea.ec.europa.eu/about/logos/erasmus_plus/eu_flag-erasmus+_vect_pos.jpg |  |

KA3 - Support for policy reform – Initiatives for Policy Innovation

Social Inclusion through Education, Training and Youth
Call for proposals EACEA/10/2018

Progress Report Template

**Please note**: this is a template to be used for your progress reporting. The Agency is currently in the process of introducing **e-Reporting**. If the new system becomes available for the calls on Social Inclusion still this year you will be asked to use the eForm based Progress Report (with its annexes) that will be submitted **online**. All coordinators will be informed by December 2018 at the latest about the state of play.

To get an impression of the e-Reporting process you can consult the [User Guide](http://eacea.ec.europa.eu/sites/eacea-site/files/submission_user_guide_0.pdf).

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| Questions related to reporting can be sent to: EACEA-Policy-Support@ec.europa.eu |
| **I - General Information**  |
| Project title: | *Enter your text here* |
| Grant Agreement number: | *2018-XXXX* |
| Application reference: | XXXXXX-EPP-1-2018-1-XX-EPPKA3-IPI-SOC-IN |
|  |  |  |  |
| Reporting period: | From | *Enter dd/mm/yy* |  |
|  | To | *Enter dd/mm/yy* |  |
|  |  |
| Beneficiary organisation: | *Enter your text here* |
| Project coordinator (contact person): | *Enter your text here* |
| Project coordinator email address: | *Enter your text here* |
| Project partnership: |  |

Organisation City Country Current contact person

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Add lines as required.

**II -Declaration on Honour by the Beneficiary**

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| Grant Agreement number: | *2018-XXXX* |

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular, I certify that the Financial Statement, provided as an Excel spread sheet (Financial reporting Table) with this report, properly reflects the financial transactions made for the project in accordance with the provisions of the Agreement and its Annexes signed with the Education, Audiovisual and Culture Executive Agency and that full supporting documentation to justify the costs and revenues is available for checks and audits.

This information has been checked and approved by the partners involved in the activities set out in this report.

I herewith request payment of further pre-financing payment in accordance with article 1.4.1 of the Agreement.

The beneficiary allows the European Commission and the Education, Audiovisual and Culture Executive Agency to make available and use all data provided in this report for the purposes of managing and evaluating the Erasmus+ Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Education, Audiovisual and Culture Executive Agency. Data subjects may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

Signed in:       On    /    /

Signature of the beneficiary's legal representative

 Stamp of the organisation

Name and function in capital letters

**III - Information Related to the Implemented Activities**

Please provide an overview on **implementation of the project**, by following the instructions below.

**III.1 project's summary and update**

Please provide a succinct summary of the project **as implemented to date**. Outline the main activities carried out and explain to what extent the results achieved are contributing to the aims of the project and the objectives of the call. (Do not copy the description of the application into this section).

|  |
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| *Note that for this text box a limitation of 2000 characters (including spaces) applies. Possible elements to address are:* * *Project Objectives (general & specific)*
* *Project Good Practice(s)*
* *Upscaling strategy & implementation thereof*
* *Project approach/methodology/evaluation*
* *Project outputs/ outcomes*
* *Partnership/target group/stakeholders*
* *Activities and plans contributing to EU policies*
 |

This section will be published on the [**Erasmus+ Project Results Platform**](file:///Users/nikekpokorn/Downloads/Erasmus%2B%20Project%20Results%20Platform)

Please take into account that the text box is limited to 2000 characters (spaces included). Please be informed that you can already up-load finalised project results & outcomes into the portal now. At the final report stage it will be obligatory to up-load all project results. Please consult the information on [how to use](http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-help/) the portal:

<http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-help/>.

**III.1.1 Good Practice(s) and their upscaling**

Please describe/define the good practice(s) which is/are being upscaled through your project. If the good practice(s) is/are recorded on the Internet please provide the links; see table list IV.1 below. Please also provide links to information about the good practice(s), such as impact evaluation reports, press or media coverage, publications or videos.

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**III.2.1 Relevance**

Please explain concretely how the activities performed so far lead to outputs which are pertinent to the general and specific objectives of the [Call](https://eacea.ec.europa.eu/erasmus-plus/funding_en) (reference: EACEA/10/2018). Please also describe the good practices chosen and how they have been implemented/up-scaled/disseminated up to this time. What actions will be undertaken in the second half of the project to ensure the upscaling/dissemination of these practices? Are there any synergies with other actions/sectors which have had a positive impact on the project until now?

**III.2.2 Project Design and Implementation**

Please describe schematically and chronologically the main implementation phases of the project, highlighting the key deliverables/outputs/results achieved up to date. Explain how the different activities have addressed the specific target groups and involved them. Outline any difficulties in reaching or engaging these groups in the project. Has there been any deviation from the needs analysis? Please explain the relevance of the project in relation to the target group(s). Please describe how the project activities were implemented at the grass roots level, in particular in disadvantaged areas and/or institutions.

Please comment on any change (adaptation of the methodology, good practices selection, roles and responsibilities, monitoring and reporting, evaluation plans) which occurred in comparison with the original work plan and describe measures taken to address these changes. Please outline the challenges encountered and the solutions applied. Describe how the key stakeholders have been/will be involved and contribute to the exploitation of the project results.

**III.2.3 Partnership and Cooperation Arrangements**

Have all project partners carried out the planned activities? Have there been any changes in the partnership and if yes how did these changes affect the project and its outcomes? Have there been any difficulties within the partnership and if yes how were they resolved? Please outline the main cooperation arrangements of the partnership, highlighting good practice.

Please explain (by means of pertinent examples) how day-to-day project activities have been managed; indicate what kind of administrative or other support you provided to the partners and which support you received from the partners. If you encountered difficulties related to the management of the project, please describe the difficulties and how they have been resolved. Please explain what monitoring activities (including risk identification and risk mitigation) within the quality assurance plan have been carried out during the reporting period in order to assess whether the project proceeds according to the work plan and include measurable quality indicators for progress (See section IV about the indicators and link your answer with those indicators). Please describe the strategy applied for internal and external evaluation of project results. Please describe the evaluation methodology implemented by the project, with a specific reference to how the outcomes will feed into your policy recommendations.

How has each partner analysed and defined the needs of their target group(s)? Have those needs changed since the beginning of the project and if yes how does the project manage these changes? Have all partners successfully involved the target groups as foreseen and are measurable results of this available? Have there been any predicted or unpredicted difficulties in reaching the set number of participants?

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**III.2.4 Products, Outputs and Results**

Please describe which of the products/outputs/deliverables have been realised so far (see table III.2). What has the impact been, for example on target group(s), institution(s); locally, regionally, nationally, at EU-level? Have the outputs supported the project in achieving the main objectives?

Please describe the awareness-raising, dissemination and communication strategy carried out to date, which ensures the achievement of results. Please describe how it links into your upscaling approach at the levels chosen (e.g. institutional, local, regional, national, EU). Please explain how the dissemination and upscaling have the potential to generate impact at system and/or policy level. Have you formulated any policy recommendations so far? What are your concrete plans regarding this aspect for the second half of your project? Is there any visible impact following the project's recommendation(s)? Please indicate any change which occurred in comparison with the original plans for dissemination and the activities you plan to carry out before the end of the project to disseminate the project results.

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**III.2.5 Challenges and key messages**

Please describe any challenges experienced during the period covered by the report and the measures taken to address them. Please provide any relevant information you think might be useful for the assessment of your project's implementation but also particular key messages coming out of the project (i.e. success in bridging analysis, practice and policy, indications about the preliminary results related to the up-scaling of the good practise, external factors of influence, re-direction of initial activities to better suit the target group's needs, recognition of the project innovative approach, mainstreaming efforts made, etc.).

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**III.2.6 Financial management**

Please comment on the **cost-effectiveness** of the implementation of your work plan so far, summarising it for each budgetary heading of direct costs. Please describe how the proof of cost has been managed between the partners and outline the consistency of the application with the real costs. If there are any deviations please explain. Describe how the financial management arrangements were organised. Please argue how the project guaranteed good value for money.

**Note: Financial reporting table**

The financial cost reporting for your project must be carried out using the Excel template that has been provided by the Agency for that purpose.

The template can be found on the Agency's ***Beneficiary Space***, under the tab *Reporting:*

<https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en> (the Call reference is: EACEA/10/2018).

**IVI.1 - List of Products/Outputs/Deliverables**

Project web presence & online working space(s)/platform(s).

Please provide the **login and password** for the confidential part of the project website (and if applicable other platforms or communities). Please also provide links to web pages which showcase project results (online courses, learning materials, online newsletters, etc.) You are encouraged to include links to partner organisations or public sites if they showcase important/relevant information on your project.

Please note that your deliverables (available online) should be arranged by deliverable number and/or work package number (e.g. WP4 Stakeholder Group, Del. 4.2 Policy Recommendation Report) in a structured way and have to be uploaded into the [Erasmus+ Project Results Portal](http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-help/).

Finally include instances of presence (or key mentions) of your project in Social Media (Facebook, LinkedIn, Instagram; Twitter, etc.).

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| **www – web link** | **Login** | **Password** | **Comment/Description**(key words suffice) |
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Add rows as required.

**IV.2 Project outputs**

Please list the outputs and results related to the project objectives, its aims, the best practise(s) and if available your policy recommendations. Please provide a list of all deliverables as foreseen in your application. Please note that your deliverables (available online) should be arranged by deliverable number and/or work package number (e.g. WP4 Stakeholder Group, Del. 4.2 Policy Recommendation Report) in a structured way and have to be uploaded into the Erasmus+ Project Results Portal.

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| Work package & Deliverable Nr.*(as in your application)* | Type of Output | Delivery month | % Achieved *(at the end of the reporting period)* | Number of issues/items disseminated  | **P**aper, **O**nline, **Ev**ent, **Ot**her (please specify)*(****E, P, O, EV; Ot****)* | Language versions *(Use the language ISO codes)* | Available to public - how? | Comment |
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Add rows as required.

**IV.3 Project Management**

Provide a list of the key deliverables related to the project operational and financial management. (For example: partnership agreements, project handbook(s), quality control procedure, manuals for IT tools, evaluation methods or data collection, internal trainings). Full access to all management deliverables has to be granted through access to your online working platform as specified in **Table III.1** above.

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| Work package & Deliverable Nr.*(as in your application)* | Type of Output | Delivery month | % Achieved *(at the end of the reporting period)* | For which partner(s)  | **P**aper, **O**nline, **Ev**ent, **Ot**her (please specify)*(****E, P, O, EV; Ot****)* | Language versions *(Use the language ISO codes)* | Available to your partners - how? | Comment |
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Add rows as required.

**IV.4 – Statistical Data and Indicators**

This section aims to gather **statistical data and indicators** for the period covered by this Report:

**1 Target groups**

Please comment on or refer to the strategy of the partnership (and the one of each partner if there are contextual differences) to involve participants. How many people were intended to be involved, how many got involved so far, how were these people reached? You should list all major activities that involved the target groups (e.g.: trainings, field trials, good practise implementation, conferences and other dissemination events).

**2 Logical Framework**

For the logical framework please refer to your application and up-date the matrix of the report where necessary. We are interested to learn how you use the matrix and to what effect. Please comment under *section III.2.5 Challenges and key messages* above.

Please note:

Should items be missing which are relevant for your project your are free to add rows in the table. For items which are not relevant for your project you can delete rows. Columns, however, cannot be deleted to guarantee coherency of reported data across all projects. With the exception of the comments sections, all columns are mandatory.

You can use abbreviations but they should be explained so that anyone can understand what they refer to. For country denomination you can use the official ISO-country codes.

* European Union (EU)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Belgium | (BE) | Greece | (EL)  | Lithuania | (LT) | Portugal | (PT) |
| Bulgaria | (BG) | Spain | (ES)  | Luxembourg | (LU) | Romania | (RO) |
| Czech Republic | (CZ) | France | (FR)  | Hungary | (HU) | Slovenia | (SI) |
| Denmark | (DK) | Croatia | (HR)  | Malta | (MT) | Slovakia | (SK) |
| Germany | (DE) | Italy | (IT)  | Netherlands | (NL) | Finland | (FI) |
| Estonia | (EE) | Cyprus | (CY)  | Austria | (AT) | Sweden | (SE) |
| Ireland | (IE) | Latvia | (LV)  | Poland | (PL) | United Kingdom | (UK) |

* European Free Trade Association (EFTA)

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| Iceland | (IS) | Norway | (NO) |
| Liechtenstein | (LI) | Switzerland | (CH) |

Note: Full details on the ISO codes are available under the EuroStat [Glossary for Country Codes](http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary%3ACountry_codes).

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| **1. Target groups** |
| Target group | Work package n°. as in your application | Type of activity as named & identified in your application | № of people targeted (at application stage) | № of people reached by activity | № of people involved in the activities | County/ies of the activities/eventsUse ISO-Country-Codes | Comments |
| Refugees |  |  |  |  |  |  |  |
| Migrants |  |  |  |  |  |  |  |
| Children |  |  |  |  |  |  |  |
| School students |  |  |  |  |  |  |  |
| HE students |  |  |   |  |  |  |  |
| VET learners |  |  |   |  |  |  |  |
| Adult learners |  |  |   |  |  |  |  |
| Disadvantaged learners |  |  |   |  |  |  |  |
| Volunteers |  |  |   |  |  |  |  |
| Other learners: (please specify) |  |  |   |  |  |  |  |
| Teachers / educators - sector: (please specify) |  |  |   |  |  |  |  |
| Educational institutions - sector: (please specify) |  |  |   |  |  |  |  |
| NGO's |  |  |   |  |  |  |  |
| Private companies |  |  |   |  |  |  |  |
| Local /regional/ national/ European authorities (please select as appropriate) |  |  |   |  |  |  |  |
| Other stakeholders: (please specify) |  |  |   |  |  |  |  |
| TOTAL NUMBER |  |  |  |  |  |  |  |  |

This table can be filled-in for all partners or it can be duplicated for each partner. Please add or remove any information which is relevant or irrelevant for your project.

Please provide an up-dated version of your matrix.

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| **2. Logical Framework** |
|  | Intervention logic/project summary | Objectively verifiable indicators of achievement | How indicators will be measured | Assumptions & risks |
| Project's general objective(s)(GO) | What is the general objective the project aims to achieve?Title of the GO  | What are the key indicators related to the general objective including Quantity, Quality, Time?GO. Indicator 1  | What are the sources of information on these indicators? |  |
| Project's specific objective (SO) | What is (are) the specific objective(s) the projects intends to achieve?SO1 – Title of the specific objective | What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objectives are achieved? SO1. Indicator 1 SO1. Indicator 2  | What are the sources of information that exist or can be collected? What are the methods required to get this information?  | Which factors and conditions outside the partners' responsibility are necessary to achieve that objective? (external conditions) Which risks should be taken into consideration?  |
| Results (R) | What are the outputs (tangible) and outcomes (intangible) contributing to the specific objectives(s)?R1 – Title of result 1 R2 – Title of result 2  | What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects? R1 Indicator 1R1 Indicator 2 | What are the sources of information for these indicators? Indicator 1.1: source 1Indicator 1.2: source 1 | What external conditions must be met to obtain the expected results on schedule? |
| Activities(A) | What are the key activities (grouped in Work Packages) that lead to achieving the expected results? Group the activities by result and number them as follows:A1.1 – Title of activity 1 (R1)A1.2 – Title of activity 2 (R1) | What inputs are required to implement these activities? |  | What preconditions must be met before the action starts? What conditions outside the partner’s direct control have to be met for the implementation of the planned activities? |