

Priloga F:

Obrazec končnega poročila LdV projekta z nekaterimi obrazložitvami, s komentarji in predlogi

LdV project Final Report Form with some explanatory notes, comments and suggestions

B. OVERVIEW OF THE ACTIVITIES AND ACHIEVEMENTS

B.1 - Outcomes and results

Please describe the concrete outcomes and results, including products, surveys, analysis, etc. of the project, the dissemination activities undertaken and the impact in the specific target group(s). (max 1 page, no more than 2000 characters).

Here you should provide a summary of ALL project outcomes and results (including products) in the total project lifetime - what was done in the whole lifetime?

The summary should also comment upon any dissemination, which has taken place, and upon any impact so far with regard to the target sectors and/or target groups.

B.2 - Project achievements

B.2.1 - Did the project meet its targets in terms of outcomes (as given in the application form, particularly in the work programme). Please comment on any under or over achievements of targets? (max 1 page, no more than 2000 characters).

Where the targets met (more than YES/NO answer!)?

What were the achievements, what not and why?

B.2.2 - What was the value added by the innovative aspects of the project? (max 1 page, no more than 2000 characters).

Details to be provided of any innovative aspects of the project and upon the related added value that the project results provide.

What is good and about this what can be moved forward?

Is this due to your work, is the innovation lost but results still important?

What changes are now apparent and/or what benefits are there for the sector?

B.2.3 - What was the overall contribution of the transnational work? Please comment on the value of transnational activities to the achievements of your project objectives at national and transnational level. Include any unanticipated benefits. (max 1 page, no more than 2000 characters).

What was the benefit in working in partnership or wasn't? Why?

What are its transnational benefits? How difficult were they, how were they done?

Add some comments also on the contribution at national level and/or European level.

(Whilst each partner had a national perspective in the development of end materials, a system of evaluation was put in place to allow the other partner countries to review and influence all product development.)

NOTE: This answers are particular important to LdV!

B.2.4 - How do you consider the project partnership and project activities/results to be sustainable beyond the Leonardo project? (max 1 page, no more than 2000 characters).

Are the project partnership and/or products/outputs/results expected to be sustained beyond the project funding?

Who is going to update it and when?

What about funding in the future? Are you going to seek for other ones? Are you going to continue?

C. PARTNERSHIP

C – Please mention if there are any modifications to the initial partnership or in the distribution of tasks and budget amongst partners. Yes [] No [] If you have answered « Yes », please fill in the following tables with the final composition of the partnership.

Table C.1 – Partnership Changes

Note! This part is extremely important!

How did the partnership develop (withdraw, replacement and/or introduction of promoter or partner organisations)? Were the changes approved by National agency? If not, than it is too late, any amendments that were not approved in advance of the final month of the project lifetime will NOT be considered.

D. WORK PROGRAMME

D.1 – Please describe clearly and briefly the activities undertaken from the work programme

Work packages ¹				Organisations involved in the activities undertaken
N°	Title of Work package	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	
WP				
Work packages	Aims and objectives of activities undertaken (1/2 page maximum, per package)			
WP				
Work packages	Activities undertaken (1/2 page maximum, per package)			
WP				
Work packages	Divergences from the initial activities and reasons why (1/2 page maximum, per package)			
WP				
Work packages	Impact in the project's operational objectives (1/2 page maximum, per package)			
WP				

Here you should provide details on actual project activities undertaken throughout the lifetime of the project specific to each work package and as contractually agreed. Describe also their contribution to the overall project objectives. Refer back to the original application and contract and comment upon each work package. If there were any changes or underachievement provide further explanation (what changes and why?). Describe which partners were involved in which activities or work packages.

D.2 – Partnership meetings

Each meeting should be listed according to its venue, date and purpose.

Describe which partners attended which meeting. If someone could not come it is a good thing to write why, because the Leonardo programme gave money for partner meetings and partners should be co-operative. Therefore NOT coming is seen as a minus if not justified. It is good to say in this case that they were for example attended through video meeting or give explanation what was the justified reason.

N°	Place		Date (dd/mm/yyyy)	Purpose of the meeting
	Country code ²	Town		
1				
N°	Partners attending			
1				
N°	Key results (summary of the minutes) (1/2 page maximum, per case)			
1	<i>Provide a summary of the outcomes of the meeting (where appropriate you could also send a copy of the minutes of the meetings).</i>			

D.4- Please provide information on the partners that participated in dissemination activities in the whole project duration, in alphabetical order of country code using the table below.

N°	Country code ³	Name of organisation/institution in national language ⁴	Name of organisation/institution in EN, FR or DE	Place Where it took place? Region code ⁵	What sectors were targeted by these dissemination activities? Sector code ⁵
P1					

In this table you should provide a list of activities undertaken by individual partners relating to dissemination of the concept of the project and to the achieved project products/outputs/results. The table requires that you use the codes provided in the original application (country code, region code, sector code).

E. RESULTS / PRODUCTS

NOTE! At the end of the project the Leonardo Agency is going to make a separate assessment (0-10) for all final products, and a total mark (averaged) is again obtained (0-10). They also hire external experts to give their opinion whether it is really something new, innovative and in accordance to the planned results in your application form.

E.1 – Please describe the project final results (e.g. products, materials, surveys, analysis, etc.) and indicate the languages in which they are available.

NB: An original and one copy of all results and/or products must be sent to the National Agency or the Commission (Procedure C), together with this report.

Products/Outputs/Results ⁵					
N°	Full title	Languages ⁶	Types of support		
			Web site ⁷	CD ROM	Printed
1					
N°	Dissemination of these results / products - by whom and where ⁸ (1/2 page maximum, per case)				
1					

Each product, output or result should be listed along with the percentage of the level of its achievement. Language and type of support (CD-ROM, paper-based material) are also to be specified. If there are CDs in different languages, include all of them.

E.2 – Please indicate the type, when, where and how « evaluation and testing » of results have been carried out.

N°	Title of result / product	Type of evaluation and testing	Results
1			

Each product, output or result is to be listed where testing or evaluation has taken place (either internally or externally) and the results of this exercise should be provided.

N°	Partners involved	When	
		Start date (dd/mm/yyyy)	End (dd/mm/yyyy)
1			

N°	How was the evaluation and testing carried out
1	

Further details to be provided as regards: start date, end date, involved partners and methodology of testing/evaluation.

¹ Please indicate the effective dates of the activity undertaken in each work package.

² Please use the codes which are in the application form

³ Please use the codes which are in the application form

⁴ Please provide this information also in EN, FR or DE, if available

⁵ Results as contractually agreed (taking into account all agreed contractual amendments).

⁶ Please indicate for each type of support the code of languages available.

⁷ Please provide the address (URL) of the Internet site

⁸ Enterprise, training organisation, university, etc.

E.2.1 - Has the project led to exploitable results / products? Yes [] / No []

Are the products, outputs or results you have developed now prepared and available to be exploited by the specific target group/target sector?

E.2.2 - If Yes, does the partnership intend to commercialise these results / products? Yes [] / No []
If you have answered "Yes" to the previous question, please fill in E.3 and E.4.

Are the products, outputs or results expected to be commercialised by the partnership? Certain products have to be founded in the future. Is the software/hardware like this, new versions? Are you going to do that?

E.3 – Please describe the impact of the project (maximum 2 pages):

- **What is the project impact on existing employment & vocational educational & training (VET) systems/strategies?**
- **Which activities were carried out in order to transfer the project results/products in terms of partner countries and target groups/target sectors? Please also specify the results of this activity.**
- **What activities are planned by the partnership to further develop the project results?**

Details to be provided on impact on existing VET systems and on the approaches already made towards the target groups/sectors.

Are there any plans for further development of the project results?

Describe whether the systems have been influenced or changed, whether relevant authorities were approached or even being able to make decisions?

Could they be used in other fields with a small adaptation?

E.4 – Please describe the marketing strategy

Describe project products, outputs or results along with available languages and identified target groups-specific details to be provided on the distribution channels for each result.

N°	Title of result and / or product	Languages in which they are available	Target group
1			

N°	Distribution channels
1	

N°	Results and / or products	Agreements ⁹	Partners involved
1			

Establish and describe intellectual property rights and agreements.

E.6 - Please provide a clear description of the products developed by the project (max. 2 pages)

Summary to be provided detailing all products/outputs/results achieved throughout the project lifetime.

Are there any chances to sell project? Not only as: project was, we did it or we were successful, the results are excellent...

Note: It is necessary to complete this section!

G. FINANCIAL ASPECTS

It is particularly important that all sums match in all tables.

⁹ntellectual property rights, right to reproduce parts, licences, royalties, patents, etc