



Where to Look Briefing Sheet

In this briefing sheet, we consider aspects of the final report form that need to be considered for a KA220 Cooperation Partnership.

Section:	Final Report Content:	WP1: PROJECT MANAGEMENT	WP2 ONWARDS
Context	Applicant Organisation, OID Project Code, Project Title, Action Type, Call, Field, Start and End Dates, Grant Awarded, NA, Language of the Form.	<input checked="" type="checkbox"/>	
Project Summary	Background (why did you apply; what were the needs you addressed); Objectives (what did you want to achieve); Implementation (what activities did you implement); Results (what were the concrete outputs and results).		<input checked="" type="checkbox"/>
Project Description	Priorities and Topics Addressed; Project Outcomes and Achievement of Objectives (plus deviations), Innovation and Complementarity; Target Group Needs Addressed; Benefits of Transnational Cooperation.		<input checked="" type="checkbox"/>
Participating Organisations	Participating Organisations (prefilled data); Associated Partners (name; country; involvement and contributions).	<input checked="" type="checkbox"/>	
WP1: Project Management	Management and Partner Contributions; Time Management; Communication and Cooperation (and areas for improvement); Difficulties, Risks and Conflict Resolution; Use of Erasmus+ Online Platforms; Satisfaction with WP (self-rating from 1-10 plus supporting comments).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overview of Remaining WPs	Prefilled WP data (title, lead organisation, venue, start/end dates, duration, grant); Project Lump Sum		<input checked="" type="checkbox"/>
Work Package 2 et al	WP and Partner Contributions; Differences (planning versus implementation); Planned Results (prefilled data from application stage); Achievement of Results; Supporting Documents; Target Groups and Benefits; Indicators (achievement level); Progress/Quality/Achievement Measures; Satisfaction with WP (self-rating from 1-10 plus supporting comments).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Participants' Recognition	Use of European Instruments for Learning Recognition, such as ECTS, Europass or Youthpass (yes/no; list of instruments used).		<input checked="" type="checkbox"/>
Follow-up	Impact (multiple audiences and levels); Dissemination and Use of Project Results (audiences; activities; open access arrangements; exploitation potential); Satisfaction with Dissemination (self-rating from 1-10 plus comments); Sustainability (activities and results that will be maintained; activities; financing).		<input checked="" type="checkbox"/>
Annexes	Declaration on Honour; Related Outputs and Deliverables.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>