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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

**European Policy Experimentations in the field of Education and Training led by high-level public authorities**

(Call for proposals EACEA/38/2019)

**Technical Progress Report**

**Questions can be sent to:**

**E- mail:** **EACEA-Policy-Support@ec.europa.eu**

December 2021

**I. INFORMATION RELATED TO THE IMPLEMENTED ACTIVITIES**

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

**1. Relevance of the project**

Please explain concretely how, during the reporting period, the project has addressed the European/national priorities identified in the original proposal and the main results achieved in addressing these priorities. Describe how the high level expertise of public authorities on the evaluation of policy impact is/or will be ensured.

Enter your text here

**2. Quality of the project design and implementation**

**2.1 Experimentation methodology and protocol:** Please describe the elements of the experimentation methodology and the steps of the experimentation protocol implemented during the reporting period. Please comment any change (target groups, methodology, roles and responsibilities, roadmap, monitoring and reporting, typology and timing of field trials, assessment criteria and benchmarks, evaluation plans) which occurred in the protocol in comparison with the original work plan and describe measures taken to address these changes. Also describe how ethical challenges have been addressed by the partnership.

Enter your text here

**2.2 Implemented activities**. Please describe schematically and chronologically the main phases of the project, highlighting the key deliverables/outputs/results achieved up to date.

Enter your text here

In case of deviation or changes, please explain clearly which activity was not implemented in line with the initial work plan, which activity foreseen in the description of the project has been modified. You are also invited to provide here details of problems encountered and the solutions that have either been implemented or are proposed. Please use the work package titles, types and references that you used in annex I of your grant agreement.

*\* Specify whether, in case of an amendment, you notified and received the approval from EACEA or not.*

| **Workpackage****Title** | **Workpackage Type and Reference** | **Planned Starting Date** | **Actual Starting Date** | **Planned duration** | **Actual duration** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Deviation and the reason for it**  |
| **Proposed or Implemented Solution** |

Copy table as required

**2.3 Update of the work plan (only if changes are planned).** Please describe the planned activities until the end of the project. (Max. 2000 characters)

|  |  |  |  |
| --- | --- | --- | --- |
| **Workpackage Title** |  | **Workpackage Type and Reference** |  |
|  |

Copy table as required

**2.4 Involvement of public authorities.** Please explain how the responsible public authorities have contributed to steer the implementation.

Enter your text here

**2.5 Quality assurance measures**: 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. Please describe the strategy applied for internal and external evaluation of project results and include measurable quality indicators for progress.

Enter your text here

**2.6 Overall project management.** Please explain how day-to-day project activities have been managed; indicating what kind of administrative support or other support you have received from the partners. If you encountered difficulties related to the management of the project, please indicate the type of problems and the solutions found to address them.

Enter your text here

**2.7 Financial management:** Please comment on the cost-effectiveness of the implementation of your activities 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.

Enter your text here

**3. Quality of the partnership and cooperation arrangements**

Please describe how the division of tasks is managed between the various beneficiaries, for both co-ordination and administrative management. Particular attention should be paid to the description of how this division of tasks is managed in the decision-making process. Describe how the political leadership and direct involvement of the high level public authorities in the project is ensured in practice. Are there changes in the partnership or division of tasks compared to the application? If so, explain their impact on the partnership and the implementation of the project. Provide information on the communication strategy and tools used to reach the various stakeholders in the project.

Enter your text here

**4. Impact, dissemination, and sustainability**

**4.1 Dissemination and communication.** Please describe the awareness-raising, dissemination and communication strategy carried out to date, both within the framework of the project and outside the project which ensure the achievement of results. In particular, please describe the upscaling approach, strategy and/or methodology of the chosen good practice(s)/action (s) at the chosen level(s) (e.g. institutional, local, regional, national and/or EU and the dissemination channels used. 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.

Enter your text here

**4.2 Impact**. Please explain how the dissemination and upscaling have the potential to generate impact at system and or policy level. Is there already any visible impact on the EU level? Furthermore what activities have you initiated at this stage in order to ensure **exploitation** of the project results?

Enter your text here

**4.3** **Involved partners/ stakeholders.** Please describe the involvement of relevant stakeholders and specify activities they were contributing to sustainability of results.

Enter your text here

**4.4** **Open access.** Please describe how the results achieved are available to the public. If there are any limitations please provide more details about it.

|  |
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| Enter your text here  |

**4.5 Other information.** This point could cover e.g. lessons learned, best practices and success stories identified, measures taken related to the sustainability of the project results and any other information you would like to communicate to the Agency.

|  |
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| Enter your text here |

**II. Challenges faced and key messages**

Please describe any challenges experienced during the period covered by the report and the measures taken to address them. Please do also 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 (ie. success in bridging analysis, practice and policy, indications about the up-scaling of preliminary results, external factors of influence, re-direction of initial activities because of a better suitability to the target group needs, recognition of the project innovative approach, mainstreaming efforts made, etc.).

Enter your text here

**III. List of Products/Outputs/Deliverables**

III.1 Project web presence & online working space/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 Report) in a structured way.

Finally include presence (or mention) of you project in Social Media (Facebook, LinkIn, Instagram etc).

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

Please split your results in the 2 tables below in 2 categories: the ones related to in the first the project aims and objectives table and the ones related to project management in the second table without duplication between those two tables.

III.2 Project outputs related to the project objectives, its aims, the best practise(s)

(Provide a list of all deliverables of the project objectives & aims using the table below).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No of Work package*(as in your application)* | Deliverable Nr. *(as in part 3 of your application)* andtitle | Delivery date  | % Achieved *(at the end of the reporting period)* | Type of Output[[1]](#footnote-1) *(Please choose the right choice-see footnote)* | Quantity | **E**lectronic, **P**aper, **O**nline or **Ev**ent*(****E, P, O, EV****)* | Language versions *(enter 2 initials for each language version)* | Number of issues disseminated | Comment(optional) |
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III.3 Project Management outputs

Provide a list of the **main deliverables** related to the project operational and financial management using the table below (e.g. project handbook(s), quality control procedure, partnership agreements etc.). Full access to all management deliverables has to be granted through access to your online working platform as specified in **table III.1** above.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No of Work package(as in your application) | Deliverable Nr. & name/title (as in part 3 of your application)  |  Delivery date  | % Achieved *(at the end of the reporting period)* | Type of Output[[2]](#footnote-2) (Please choose the right choice-see footnote) | Quantity | **E**lectronic, **P**aper, **O**nline or **Ev**ent*(****E, P, O, EV****)* | Language versions (enter 2 initials for each language version) | Comments (optional) |
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**IV - STATISTICS and INDICATORS (if available at this stage)**

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

Quantitative indicators at different phases of the project:

* Implementation (IV.1)
* Dissemination (IV.2)

**IV.1 Implementation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| In this section, please indicate the statistical data about **development** and **testing**. Choose as appropriate all items which are applicable to your project and to the reporting period. Remove tables or sub-items (lines, columns..) which are not appropriate for your project and reporting period and add missing lines or columns in the same format as the initial one if needed. Please indicate the area of work, type of target groups and numbers / crosses (X) in the columns, and per country if required[[3]](#footnote-3) in the several phases of implementation. Purely management items should not be listed in this Part as required in Part IV.1.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation phases** | **Area / Target group** | **Total number** | **Main countries involved** *(Please enter the country initials**Example: DE – SK - IT* | **International**  |
| **V.1.1 DEVELOPMENT** |   |   |   |   |
| Desk research | **WP nr: \_\_\_** |  Comments (if any):   |
|   | Academic books |   |   |   |
|   | Articles |   |   |   |
|   | External studies - surveys |   |   |   |
|   | Good practice examples within the partnership |   |   |   |
|   | Good practice examples outside the partnership |   |   |   |
|   | Other: (please specify) |   |   |   |
|  | **TOTAL NUMBER** |  |  |  |
|  |  |  |  |  |
| Survey / Questionnaire | **WP nr: \_\_\_** |  Comments (if any):  |
|   | School students |   |   |   |
|   | HE students |   |   |   |
|   | VET learners |   |   |   |
|   | Adult learners |   |   |   |
|   | Youth/ 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 stakeholder: (please specify) |   |   |   |
|  | **TOTAL NUMBER** |  |  |  |
|  |  |  |  |  |
| Field study visits / interviews | **WP nr: \_\_\_** |  Comments (if any):  |
|   | Schools |   |   |   |
|   | HE institutions |   |   |   |
|   | VET institutions |   |   |   |
|   | Adult institutions |   |   |   |
|   | Youth actors |   |   |   |
|   | NGO's |   |   |   |
|   | Private companies |   |   |   |
|   | Local /regional/ national/ European authorities (please select as appropriate) |   |   |   |
|   | Other stakeholders: (please specify) |   |   |   |
|  | **TOTAL NUMBER** |  |  |  |
|  |  |  |  |  |
| Workshops | **WP nr: \_\_\_** |  Comments (if any):  |
|  | School students |   |   |   |
|   | HE students |   |   |   |
|   | VET learners |   |   |   |
|   | Adult learners |   |   |   |
|   | Youth/ 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 stakeholder: (please specify) |   |   |   |
|  | **TOTAL NUMBER** |  |  |  |
|  |  |  |  |  |
| Other: (please specify) | **WP nr: \_\_\_** |  Comments (if any):   |
|   | (Please specify the area / Target groups as above) |   |   |   |

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| **IV.1.2 TESTING** |   |   |   |   |
| Pilot/focus groups | **WP nr: \_\_\_** |  Comments (if any):  |
|   | School students |   |   |   |
|   | HE students |   |   |   |
|   | VET learners |   |   |   |
|   | Adult learners |   |   |   |
|   | Youth/ 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** |  |  |  |
|  |  |  |  |  |
| Workshops / seminars | **WP nr: \_\_\_** |     |
|   | School students |   |   |   |
|   | HE students |   |   |   |
|   | VET learners |   |   |   |
|   | Adult learners |   |   |   |
|   | Youth/ 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 stakeholder: (please specify) |   |   |   |
|  | **TOTAL NUMBER** |  |  |  |
|  |  |  |  |  |
| Webinars | **WP nr: \_\_\_** | Comments (if any):    |
|   | School students |   |   |   |
|   | HE students |   |   |   |
|   | VET learners |   |   |   |
|   | Adult learners |   |   |   |
|   | Youth/ 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 stakeholder: (please specify) |   |   |   |
|  | **TOTAL NUMBER** |  |  |  |
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| Other: (please specify) | **WP nr: \_\_\_** |  Comments (if any):   |
|   | (Please specify the area / Target groups as above) |   |   |   |

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**IV. 2 Dissemination**

IV.2.1. Number and type of events

Indicate the number of people targeted per dissemination event

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | International  |
| Workshop / Seminar |   |   |   |   |   |
| Bilateral meeting with people outside the partnership |   |   |   |   |   |
| Webinar  |   |   |   |   |   |
| Thematic / Cluster conference |   |   |   |   |   |
| Other: enter your text here |   |   |   |   |   |
| **TOTAL NUMBER** |   |   |   |   |   |
| Comments (if any):    |

IV.2.2. Paper dissemination

Indicate the number of people targeted by the dissemination of the project results/products/outputs through flyers, brochures and paper dissemination

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | Country code: \_\_\_\_*(Please enter the 2 country initials here)* | Country code: \_\_\_\_*(Please enter the 2 country initials here)* |
| Within the partnership |   |   |   |   |   |
| Outside the partnership |  |  |  |  |  |
| **TOTAL NUMBER** |  |  |  |  |  |
| Comments (if any): |

IV.2.3. Website

Indicate the activity of the project website

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total number** | **Main countries involved** (Please enter the 2 country initials *Example: DE – SK - IT* | **International**  |
| Amount of monthly visits |   |   |   |
| Most visited pages:(please specify) |   |   |   |
| Number of unique visitors |   |   |   |
| Other relevant data:(Please specify) |  |  |  |
| Comments (if any):   |

IV.2.4. Social media

Indicate the social media coverage of the project

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total number** | **Main countries involved** (Please enter the 2 country initials *Example: DE – SK - IT* | **International**  |
| Number of Facebook followers |   |   |   |
| Number of Tweets |   |   |   |
| Other:(Please specify) |   |   |   |
| Comments (if any):   |

**V – ANNEXES**

V.1 Financial reporting table

V.2 Checklist

**Annex V.1 Financial reporting table**

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

The template can be found on the European Policy Experimentation Projects Agency's 'Beneficiaries' Space', under the tab “Reporting”.

**Please find the link** [**here**](https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/european-policy-experimentations-field-education-and-training-led-high-level-public-authorities_en#ecl-inpage-564)**.**

**European Policy Experimentation projects 2020**

**V.2 Check-list for coordinators for completeness of reports**

*To be enclosed in the Progress Report*

|  |
| --- |
| **Grant Agreement nr. 2020-626xxx** |
| Yes |
| 1. The **Agency's template** for the progress report is respected.  |  |
| 2. The report is written in **English**.  |  |
| 3. **All parts** of the report are **completed**.  |  |
| 4. The **Declaration on honour** (Section II of the form) is signed by the legal representative of Partner 1 as indicated in the Grant Agreement or in a subsequent amendment. If this Declaration has not been signed by the legal representative, a power of attorney to grant authorisation of signature to the signatory has been attached to the Report. |  |
| 5. The Financial reporting table **in excel format** has been completed and is enclosed with the Report. |  |
| 6. The final costs are eligible and presented in line with the **budget** breakdown and possible adjustments as agreed in the **Grant Agreement** (Annex III) or subsequent amendments.  |  |
| 7. **Access to all products** and supporting documents as well as a numbered list of all the documents is provided in the report through a **specific link to the project website including login and password (if applicable)**. |  |

1. **Guidelines, Book, Desk research, eBook, MOOC, Webinar, Conference, Workshop, Pilot session/focus group, Field study visit, Report, Seminar, Tool, Training session, Survey, Questionnaire, Platform, Portal, Other: *(specify if other in the comment box).***  [↑](#footnote-ref-1)
2. **Agenda, Meeting Minutes, Partnership meeting, Guidelines, Internal training session, Questionnaire, Template, Platform, portal, Internal part of the website, Other: *(specify which other).***  [↑](#footnote-ref-2)
3. No crosses nor tick-boxes except if explicitly requested [↑](#footnote-ref-3)