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

**ERASMUS+ PROGRAMME**

**EPALE National Support Services (NSS)**

**EACEA/02/2018**

**Enter the project country here**

**Select Progress or Final Report**

|  |  |
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| **GENERAL INFORMATION**  |  |
|  |  |
| Project title: | Enter your text here |
| Agreement/Decision number: | Enter your text here |
| Project website: | Enter your text here |
|  |  |  |  |
| Reporting period |  |
| Final report: | From | 01/01/2019 |  |
|  | To | 31/03/2022 |  |
| Date of submission: | Enter date |
|  |  |
| Beneficiary organisation: | Enter your text here |
| Project coordinator (contact person): | Enter your text here |
| Project coordinator email address: | Enter your text here |

This project has been funded with support from the European Commission.

This publication reflects the views only of the author and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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| **Please note that for the submission of the Progress and Final reports, *e-reporting* should be used.****All beneficiaries will receive timely information including all the necessary technicalities on how to proceed with the e-reporting.**For questions, please contact us via the functional mailbox: *EACEA-EPLUS-EPALE@ec.europa.eu* |

*The following information refers to the reporting period depending on whether the present document is a Progress or a Final Report*

**1. Summary of the implemented project***Please ensure that your text gives a concrete overview of the implemented work plan including:
- a brief outline of the project's objectives, priorities and target groups;
- a brief overview of the main implemented activities;
- a concise description of the project's main outputs, results and/or products.*

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| ***Please enter your text here*** |

**2. Implementation**

**2.1 Work Package 1: Promotion of the platform, recruitment and engagement of users**

*Please describe the implemented national communication and engagement strategy aimed at:*

*1. Promoting the EPALE platform;*

*2. Engaging as many users as possible;*

*3. Encouraging users in your country to become fully active.*

*In particular, the following information should be provided:*

*− the stakeholders with whom you cooperated;*

*− the quantitative and qualitative indicators reached during the reporting period;*

*− the implemented activities and the measures taken for reaching these indicators.*

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| *Please enter your text here* |

*Please complete the following table with the implemented activities related to the national communication strategy of the NSS (leave a blank space if not relevant)*

|  |  |
| --- | --- |
| **Type of activity** | **Results of the activity (number of networks, events, new users, number of participants etc.)** |
| Calls for content by users  |  |
| Publications in media  |  |
| Online or offline communication activities  |  |
| Identifying, training and encouraging volunteers to promote the use of EPALE and to animate discussions etc. |  |
| Organisation of events, courses and webinars to inform users/stakeholders |  |
| Participation of NSS staff in local, regional and national events for adult learning and continuing vocational training professionals |  |
| Performing regular and periodic quality checks of the content |  |
| Setting up of an network of Ambassadors and multipliers |  |
| Encouraging and assisting organisations to sign up the Partner Search Tool, also for activities other than application for EU funding |  |
| Disseminating results of projects, also projects other than Erasmus+ |  |

**2.2 Work package 2: Content of EPALE**

*Please describe the implemented strategy and activities aimed at:*

*- encouraging an increasing number of users to create and/or share content on the platform;*

*- contributing in particular to reaching the KPT of 15% of content being uploaded by the users themselves;*

*- identifying and contributing content;*

*- ensuring the quality of all content from your country.*

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| *Please enter your text here* |

*Please complete the table in Section 5 below with detailed quantitative indicators referring to the KPIs (Annex II of the Invitation) showing the outcome of your project in terms of contribution to the content of EPALE.*

**2.3 Work Package 3: General support to the development of the platform**

*Please describe the implemented activities related to the following tasks:*

*- pro-actively encouraging users to interact with others on the platform;*

*- being a pro-active participant in the EPALE community;*

*- working in close relationship with the CSS;*

*- participating actively in exchanging information and experiences on the NSS closed group on EPALE;*

*- participating actively in collecting and sharing best practices for attracting and engaging users;*

*- participating actively in the implementation and continuous improvement of the platform;*

*- helping the CSS to answer queries concerning your country and providing support to users who have difficulty using / understanding the platform when the CSS cannot answer the query;*

*- participating in usability tests organised by the CSS and making suggestions for / giving feedback on the development of the platform*

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| *Please enter your text here* |

**2.4 Work Package 4: Animation of the platform and the online community**

*Please describe the implemented activities for the animation and the online community including:*

*– creation of specific collaborative spaces;*

*– proposition of new topics for online events and discussion, including proposition of national experts;*

*– actively comment on blogs, resources, as well as facilitate discussions, etc.*

*– deliver / participate in public webinars or other online activities;*

*– the promotion of EPALE through social media.*

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| *Please enter your text here* |

**2.5 Work Package 5: Maintenance of NSS pages**

*Please briefly describe the implemented activities aimed at reviewing and updating your national page. In particular, the following information should be provided:*

*- examples of published content;*

*- activities for regular quality checks of relevance and quality of the NSS pages.*

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| *Please enter your text here* |

**2.6 Work Package 6: Support for multilingualism**

*Please briefly describe the implemented activities encouraging the multilingualism of EPALE.*

*Was the minimum requirement to translate each month at least the following elements met by the NSS?*

*- blog posts published by the CSS and/or blog posts or articles published by other NSSs/users that could be of interest for a larger public;*

*- the monthly newsletter;*

*- the landing page of the monthly theme;*

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| *Please enter your text here* |

**2.7 Work Package 7: Participation in EPALE events**

Please list the meetings proposed by the CSS on behalf by the European Commission that you attended during the reporting period.

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| *Please enter your text here* |

**3. Deviations from the initial work plan**

*Please mention the main deviations (if any) from the initial work plan (activities/deliverables) and the relevant solutions implemented or proposed. Please mention also any possible delays in the implementation of activities and the reasons for them.
Only in case of progress report: please explain how you plan to reach the expected results by the end of the contract period*

|  |  |
| --- | --- |
| **Deviations from the initial work plan**  | **Work Package number** |
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**4. Subcontracted tasks**

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| --- | --- | --- |
| **Brief description of the task** | **N° days (where appropriate)** | **Name and address of subcontractor** |
|  |  |  |
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**5. Summary of Key Performance Indicators (KPI)**

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| --- | --- | --- |
| **KPI Description** | **Planned** | **Achieved** |
| **Number of Visitors** |  |  |
| **Number of Regular Browsers / Returning visitors** |  |  |
| **Number of Registered users** |  |  |
| **Number of Engaged users** |  |  |

|  |  |  |
| --- | --- | --- |
| **Uploaded content** |  **Planned** | **Achieved** |
| **Number of resources in the resource centre**  |  |  |
| **Number of events in the calendar** |  |  |
| **Number of blog posts in the general blog**  |  |  |
| **Number of articles/news items in the news corner**  |  |  |