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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 | | | |

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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*](mailto: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** |  |  |