Ohjeet raportin palauttamiselle

* Täydennä väliraporttilomakepohja yhdessä kumppaneiden kanssa ja tallenna lomake pdf-muotoon.
* Raporttilomakkeessa olevaa Declaration on Honour-lomaketta ei tarvitse erikseen allekirjoittaa. Tarkemmat ohjeet raportin allekirjoittamiseen ja lähettämiseen löytyy alla olevilta VISMA Sign -lomakkeilta.

**HUOM! Lomakkeen lähettämiseksi valitse oman sektorisi lomake:**

* Aikuiskoulutus: [Visma Sign Forms - Verkkolomake](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vismasignforms.com%2Fform%2Fbb5d522d-96cb-4af6-8441-9280e2162650&data=05%7C01%7CHannele.Nevalampi%40oph.fi%7C8d5ed1ff21ed412160cf08daa07c6e53%7C7c14dfa4c0fc47259f0476a443deb095%7C0%7C0%7C637998753520334546%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5MdA4vtrc7ZmttDJUKv71qsfJcOGDSQigZz%2FUHmbUcg%3D&reserved=0)
* Ammatillinen: [Visma Sign Forms - Verkkolomake](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vismasignforms.com%2Fform%2Fbb48faed-c962-425c-a9b5-22f97f322897&data=05%7C01%7CHannele.Nevalampi%40oph.fi%7C8d5ed1ff21ed412160cf08daa07c6e53%7C7c14dfa4c0fc47259f0476a443deb095%7C0%7C0%7C637998753520334546%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=x2WKoMlS1xADucg7KafIw9r0C%2FqfqabHWM9Rwpbxu2A%3D&reserved=0)
* Korkeakoulutus: [Visma Sign Forms - Verkkolomake](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vismasignforms.com%2Fform%2F1ddbcc95-fd5a-405c-9227-ee264fc1d1b8&data=05%7C01%7CHannele.Nevalampi%40oph.fi%7C8d5ed1ff21ed412160cf08daa07c6e53%7C7c14dfa4c0fc47259f0476a443deb095%7C0%7C0%7C637998753520490760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t622jtK1QdUaeCy0zP%2FzHI72%2F3UbH7vZChLrTrGJj7Q%3D&reserved=0)
* Nuoriso: [Visma Sign Forms - Verkkolomake](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vismasignforms.com%2Fform%2Fd2a7aaf0-a49e-4543-a80c-da0985352cea&data=05%7C01%7CHannele.Nevalampi%40oph.fi%7C8d5ed1ff21ed412160cf08daa07c6e53%7C7c14dfa4c0fc47259f0476a443deb095%7C0%7C0%7C637998753520490760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zauRm8ve9QfGAn1EMZ5T8QPEFIO18OrcqLEyvUxvA0k%3D&reserved=0)
* Yleissivistävä: [Visma Sign Forms - Verkkolomake](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vismasignforms.com%2Fform%2F1e92117d-4f92-4556-8eda-aa7aaadea7d6&data=05%7C01%7CHannele.Nevalampi%40oph.fi%7C8d5ed1ff21ed412160cf08daa07c6e53%7C7c14dfa4c0fc47259f0476a443deb095%7C0%7C0%7C637998753520490760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u7ToFLZ%2Ft%2BoPhXD0KKVJgDIs90Nx8ou%2FC33o647uQJM%3D&reserved=0)

Lisätietoja hankehallinnosta:

<https://www.oph.fi/KA2hallinto>

Context

This report form consists of the following main sections:

* Project Details: this section resumes some general information about your project; Project Identification
* Project Management: including cooperation and communication with partners and associated partners
* Implementation: details on progress and results of Workpackages
* Follow-up: Impact and Promotion
* Project Expenditure: confirmation of expenditure to date
* Declaration of Honour: section with the beneficiary’s signature

Project details

Please complete the following fields

|  |  |
| --- | --- |
| Applicant organisation |  |
| Project code: |  |
| Reporting Period | [DD/MM/YYYY] - [DD/MM/YYYY] |
| Name and Position of the Legal Representative |  |

Project Management (WP 1)

How are the project partners contributing to the project? Please outline overall contributions being made by the partner organisations.

|  |
| --- |
|  |

[Max 3000]

How are you ensuring time management in your project? How are you communicating and cooperating with your partners? Please include any details of project meetings which have taken place.

|  |
| --- |
|  |

[Max 3000]

If relevant, please describe any difficulties you have encountered to date in managing the implementation of the project and how you and your partners handled them. How are you addressing project risks (e.g. conflict resolution processes, unforeseen events, etc.)?

|  |
| --- |
|  |

[Max 3000]

Associated Partners

In addition to the formally participating organisations, are you involving associated partners in your project? If yes, please identify those organisations in the table below:

|  |  |  |
| --- | --- | --- |
| Name of the Organisation | Country of the Organisation | City |
|  |  |  |
|  |  |  |
|  |  |  |

[IF YES]

Please explain the involvement of those organisations and how they are contributing to the achievement of the project objectives.

|  |
| --- |
|  |

[Max3000]

Implementation

What are the concrete outcomes and achievements of your project at this stage, and how do they link back to the project objectives and chosen priorities?

|  |
| --- |
|  |

[Max3000]

Work package 2 – [Please complete title]

Description of the work package and its activities. Please outline what has been completed to date, how this has been achieved and outline **any changes** compared with the application.

|  |
| --- |
|  |

[Max 3000]

Describe the target group for those activities and results and explain how they were beneficial for them.

|  |
| --- |
|  |

[Max 3000]

Provide information on the level of achievement of the qualitative and quantitative indicators identified at application stage. Outline how the progress, quality and achievement of this work package was monitored. In case the targets of the qualitative and/or quantitative indicators are not met, please elaborate.

|  |
| --- |
|  |

[Max 3000]

How satisfied were you with the results of the implemented work package? (if relevant at this stage). Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

|  |
| --- |
|  |

[Max 3000]

Work package 3 – [Please complete title]

Description of the work package and its activities. Please outline what has been completed to date, how this has been achieved and outline **any changes** compared with the application.

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[Max 3000]

Describe the target group for those activities and results and explain how they were beneficial for them.

|  |
| --- |
|  |

[Max 3000]

Provide information on the level of achievement of the qualitative and quantitative indicators identified at application stage. Outline how the progress, quality and achievement of this work package was monitored. In case the targets of the qualitative and/or quantitative indicators are not met, please elaborate.

|  |
| --- |
|  |

[Max 3000]

How satisfied were you with the results of the implemented work package? (if relevant at this stage). Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

|  |
| --- |
|  |

[Max 3000]

Work package 4 – [Please complete title]

Description of the work package and its activities. Please outline what has been completed to date, how this has been achieved and outline **any changes** compared with the application.

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| --- |
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[Max 3000]

Describe the target group for those activities and results and explain how they were beneficial for them.

|  |
| --- |
|  |

[Max 3000]

Provide information on the level of achievement of the qualitative and quantitative indicators identified at application stage. Outline how the progress, quality and achievement of this work package was monitored. In case the targets of the qualitative and/or quantitative indicators are not met, please elaborate.

|  |
| --- |
|  |

[Max 3000]

How satisfied were you with the results of the implemented work package? (if relevant at this stage). Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

|  |
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|  |

[Max 3000]

Work package 5 – [Please complete title]

Description of the work package and its activities. Please outline what has been completed to date, how this has been achieved and outline **any changes** compared with the application.

|  |
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|  |

[Max 3000]

Describe the target group for those activities and results and explain how they were beneficial for them.

|  |
| --- |
|  |

[Max 3000]

Provide information on the level of achievement of the qualitative and quantitative indicators identified at application stage. Outline how the progress, quality and achievement of this work package was monitored. In case the targets of the qualitative and/or quantitative indicators are not met, please elaborate.

|  |
| --- |
|  |

[Max 3000]

How satisfied were you with the results of the implemented work package? (if relevant at this stage). Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

|  |
| --- |
|  |

[Max 3000]

Follow-up

Impact

Please describe the project’s impact to date on the participants, participating organisations, target groups and other relevant stakeholders?

|  |
| --- |
|  |

[Max 5000]

Sharing, Promotion and Use of Project Results

To whom did you share and promote the project results inside and outside your partnership? Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

|  |
| --- |
|  |

[Max 5000]

What kind of promotional activities did your partnership carry out to date and through which channels? Please also provide information on feedback received if any, address to the project website etc.

|  |
| --- |
|  |

[Max 5000]

Project Expenditure

Budget Summary

|  |  |
| --- | --- |
| **Work package** | **Total Expenditure in €** |
| WP1 |  |
| WP2 |  |
| WP3 |  |
| WP4 |  |
| WP5 |  |
| Total | € |

Are you requesting a further pre-financing payment\*?

Yes  No

If you please confirm the Project Expenditure to date: €0.00

\*Select Yes only if you are submitting Interim Report.

Beneficiary Declaration on Honour and Signature

I, undersigned, certify that the information contained in this report and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the funds actually paid.

**Date:**

**Grant Agreement Number:**

**Name of the beneficiary organisation:**

**Name of the legal representative:**

**Signature:**

**Stamp of the beneficiary organisation (if applicable):**