

BTSE INFO DAY 2011

Reporting for contractors

BTSF Contracts - reporting on activities

•To report – BTSF Operational guidelines

*** 2 types of reports:**

- Contract implementation

- Specific reports on training activities

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*** Contract implementation – key tools of project management**

- Inception report**
- Mid-term report**
- Final report**

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* Inception report / driving force for the project monitoring linked to the pre-financing payment

- Description of the detailed programme and format of work related to the training activities
- Shall include contractual obligations, namely the proposed locations, timing and calendar of all training activities, CVs of proposed tutors and speakers, relevant and practical arrangements, distribution of participants
- Once approved by EAHC, IR will serve as a technical schedule for all the activities indicated in the contract
- Changes can only be done by written request and approval from EAHC

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- * **Interim report / Proof of performance linked to the interim payment**

- To describe the work carried out and the results obtained during the covered period

- To state in particular:

- . General information on the development of the activity (observations, evaluation statements, results if any, volume of participants, sessions, ...)
 - . Overall assessment of the activity's ability to meet the targeted objectives as well as the participants' interests and requirements
 - . Strategies for future actions and information dissemination
 - . **Final evaluation of the whole activity covered and work programme for the following period**

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* Final report / Proof of performance linked to the payment of the balance

- To describe the work carried out and the results obtained under the contract

- To give in particular a summary of the main results obtained as follows:

- . Evaluation statements of the participants throughout the contracting period
- . Possible suggestions regarding the execution of tasks
- . Possible observations (tutors, participants, visitors)
- . Numbers and data on participation volumes
- . Evaluation of the subjects, perception and opinion of the participants
- . Training material

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- * Specific reports on training activities

- PAR / information will come from IR and first PAR

- AR / quick information to be obtained after training session providing mainly data for statistics on participation (allocated in the IR- executed in the AR) with list of participants and other relevant information if needed