Swiss program for Erasmus+
Call 2022

Interim Report

Cooperation partnerships

Please fill in the interim report in the same language as the project application. Forward the report with all annexes per e-mail till the date specified in Art. I.4.2 of the Agreement to the concerned program (see E-Mail addresses on the last page).

1. Project Identification

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| --- | --- |
| Action Type | [ ]  Cooperation partnerships in the field of School  Education[ ]  Cooperation partnerships in the field of Vocational  Education[ ]  Cooperation partnerships in the field of Higher  Education[ ]  Cooperation partnerships in the field of Adult  Education[ ]  Cooperation partnerships in the field of Youth |
| Project Number | \_\_\_\_ |
| Project Title | \_\_\_\_ |
| Beneficiary Organisation (Full Legal Name) | \_\_\_\_ |
| Contact Person (Title, first name, last name) | \_\_\_\_ |
| E-mail address | \_\_\_\_ |
| Telephone | \_\_\_\_ |
| Person authorised to sign for the organisation (Title, first name, last name) | \_\_\_\_ |
| E-mail address | \_\_\_\_ |
| Telephone | \_\_\_\_ |
| Project duration | DD/MM/YYYY - DD/MM/YYYY |
| Reporting Period | DD/MM/YYYY - DD/MM/YYYY |

1. Project Implementation

Please summarise the main developments in the project at this interim stage. Describe the activities already completed, the activities currently in progress and the activities to be organised for the remaining project duration.

You might take into account the following aspects when answering this section:

* Are the initial objectives being pursued and reached as initially planned?
* Are the defined activities carried out as initially planned?
* Are the expected results being produced as initially planned?
* Please provide any relevant information considered necessary for a comprehensive overview of the current and further implementation of the project.

→ Please attach the official European Interim Report submitted to the respective National Agency by the coordinator.

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So far, have you encountered challenges or problems in implementing the project goals as planned? If so, what challenges or problems have you encountered?

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1. Project Management

What are your main responsibilities and tasks within the project? Which concrete activities have you carried out so far? How does collaboration work with your European partners, especially with the project coordinator?

→ If available, please provide a login to the protected workspace of the partnership.

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How are you measuring the level of success of your project and the quality of the outcomes? Which monitoring and evaluation activities have you carried out so far in Switzerland in order to assess the extent to which your project is reaching its objectives and producing its results? If relevant, which Swiss institutions do you involve and how do you collaborate with them?

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1. Transnational Project Meetings

Please provide useful information relating to the Transnational Project Meetings (Transnational mobility)

organised so far (number of meetings, topics covered, participants in the meetings, etc.).

→ Please attach agenda, minutes and proof of attendance.

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1. Short term joint staff training events

Please provide useful information relating to Short term joint staff training events organised so far, if such take place (number of meetings, dates and places of the meetings, names of the participants, agenda, results etc.).

→ Please attach proof of attendance.

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1. Project results

If you have included Project results in your project, please describe what you have achieved so far.

Are these Project results being realised in line with the initial expectations and plans? If not, please describe why and what you will do to achieve your goals.

Please attach any supporting documents (work plans, charts, etc.) to illustrate in detail the progress made in the realisation of the Project results so far.

→ Please attach timesheets of your staff involved.

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1. Dissemination and Use of Projects' Results in Switzerland

Which activities have you put in order to disseminate project results in the future in Switzerland?

If your project has already achieved some of the expected results, have you started disseminating these results? If so, in what way?

→ Please feel free to proof dissemination activities by forwarding e.g. press articles, newsletter, brochures or leaflets.

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1. Other useful information

If relevant, please provide any other relevant information deemed necessary to give a comprehensive overview of the current implementation of the project.

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1. Budget
	1. Financial statement on the Swiss grant

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| Total amount in CHF |
| Grant awarded from Movetia (as in your Grant Agreement) | \_\_\_\_ |
| 1st Pre-financing payment: grant already received  | \_\_\_\_ |
| Grant already used up (refer to the Financial Overview “TOTAL expenditure to date according to grant table”  | \_\_\_\_ |
| 2nd pre-financing payment claimed by the beneficiary to Movetia (You can claim a 2nd pre-financing payment only in case of three payments (40% - 40% - 20%) and if 70% of the 1st pre-financing has been used up.) YES / NO | YES/NO |

→ Please attach the financial overview duly filled in and signed by the person authorised to sign for the organisation.

Checklist

Before submitting your report form to Movetia, please check that:

[ ]  All parts of the interim report that are relevant to your project are filled-in.

[ ]  The report is signed.

[ ]  The financial overview is duly completed.

[ ]  The financial overview is signed.

[ ]  If relevant, a login to the protected workspace of the partnership is provided.

[ ]  All relevant annexes are attached:

 [ ]  Minutes

 [ ]  Proof of attendance originally signed (digital scans are accepted)

 [ ]  Results of the Swiss partner

 [ ]  Timesheets

 [ ]  Financial overview (scanned version AND electronic Excel-file)

 [ ]  European Interim Report submitted version

Beneficiary Signature

I, the undersigned, certify that the information contained in this interim report form is accurate and in accordance with the facts.

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| --- | --- |
| Place:  | Date (dd-mm-yyyy): DD/MM/YYYY |
| Name of the beneficiary organisation: |   |
| Name of legal representative:  |   |
| Signature: |   |
| Stamp of the beneficiary organisation (if applicable): |   |

Please forward the signed version of the interim report and the financial statement together with all annexes as digital scan per mail to Movetia in due time.

E-mail to one of the programs involved (see addresses below)

[ ]  Cooperation partnerships in the field of School Education

 E-mail to school.education@movetia.ch

[ ]  Cooperation partnerships in the field of Vocational Education

 E-mail to vocational.education@movetia.ch

[ ]  Cooperation partnerships in the field of Higher Education

 E-mail to highereducation@movetia.ch

[ ]  Cooperation partnerships in the field of Adult Education

 E-mail to adult.education@movetia.ch

[ ]  Cooperation partnerships in the field of Youth

 E-mail to youth@movetia.ch