



FRAISE

PRAISE PROJEC - AGREEMENT NUMBER – 2003 – 4724 / 001 -001

- **CONSORTIUM AGREEMENT**
- **INTERIM REPORT**

MEETING OF BIELEFELD: 11-13 November 2004



CONSORTIUM AGREEMENT

- **All Partners have delivered the signature pages of Consortium Agreement.**
- **A original copy with all signed sheets will be send to EC; the other original copy will be available for consultation at the Comune di Torino – Divisione Servizi Sociali - SFEP premises.**
- **Upon request to the Comune di Torino – Divisione Servizi Sociali - SFEP a certified copy will be made available to the partners.**



INTERIM REPORT

- **The interim report on the project's implementation must be submitted to Commission within 01-01-2005.**
- **It is needed to collect all information relevant to human effort and expenses from 01/01/2004 to 30/11/2004 (including personnel in November and expenses for the Bielefeld meeting).**



Financial documents

Time sheets

- **Staff expenditure must be identified and checked. Where no analytic accounts are supplied, you may use this instrument.**
- **It is needed fill and sign one sheet per person per month.**
- **Send documentation by mail.**



Financial documents

Cost Statements

- **To report all the expenses (travel, staff, etc.) relevant to each Institution, it is needed to fill the excel sheet “CostStatements_praise.xls” (cells in YELLOW).**
- **Send the filled file by e-mail.**



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Financial documents

Copies of invoices

- **Send all documentation by mail or fax.**



Technical documents

- **Fill the tables contained in the file “IR_partners.doc” with the information concerning your Institution, in particular:**
SECTION 2A, the first two tables
SECTION 2B
SECTION 2D
Table 3.2.
- **Send the filled file by e-mail.**



Section 2A - Summary of the Activities

1) Project Activities undertaken during the reporting period.

Stage of the project (start-end dates)	Activities undertaken. Indicate also any major divergence from the original workplan	Lead partner, other partners involved in the activities undertaken	Products and results
Task 1 (01.01.04 – 30.06.04)	Virtuous circles definition	UdB	
Task 2 (01.07.04 – 30.06-05)	Virtuous circles activation	INFOP	
Task 3 (01.07.04 – 30.06.05)	Virtuous circles experimentation	UoA	
Task 4 (01.01.05 – 30.06.05)	Preparation of formative plans	Bethel	
Task 5 (01.01.05 – 30.06.05)	Interaction with semantic network	PdT	
Task 6 (01.01.04 – 30.06.05)	Diffusion	THC	
Task 7 (01.01.04 – 30.06.05)	Monitoring	UHI	
Task 7 (01.01.04 – 30.06.05)	Management	SFEP	



Section 2A - Summary of the Activities

2) Project Activities to be undertaken during the rest of the project duration.

Stage of the project (start-end dates)	Activities to be undertaken. Indicate also any major divergence from the original workplan foreseen	Lead partner, other partners to be involved in the activities undertaken	Anticipated products and results
Task 1 (01.01.04 – 30.0.04)	Virtuous circles definition	UdB	
Task 2 (01.07.04 – 30.06-05)	Virtuous circles activation	INFOP	
Task 3 (01.07.04 – 30.06.05)	Virtuous circles experimentation	UoA	
Task 4 (01.01.05 – 30.06.05)	Preparation of formative plans	Bethel	
Task 5 (01.01.05 – 30.06.05)	Interaction with semantic network	PdT	
Task 6 (01.01.04 – 30.06.05)	Diffusion	THC	
Task 7 (01.01.04 – 30.06.05)	Monitoring	UHI	
Task 7 (01.01.04 – 30.06.05)	Management	SFEP	



Section 2B – Overall Description of the Project

Description of Activities (maximum 4 pages)

Please provide a short description, which gives an account of the project's work during the reporting period and summarises the activities scheduled for the rest of the project period. This document should provide a synthetic overview of the main activities and outcomes achieved so far by all the partners.

It should cover, inter alia, the following:

Organisational aspects

The organisational approach and structure developed within the partnership to manage the project: describe the role(s) of individual partners, organisation of the work and the way transnational cooperation has taken place (e.g. steering groups). Please comment on the appropriateness and effectiveness of this organisational approach in fulfilling the project's objectives. Also, please indicate any other organisations/contacts involved / to be involved in the project.

Methodology, tools and technology used / to be used

The educational and teaching approaches promoted within the project: give details about their nature and impact on the end-users / participants / target group. Provide a description of the teaching/learning structure and approach and comment on their impact on the end-users.

Tools and technology: where applicable, describe and comment upon the appropriateness and effectiveness of the tools and technology used to fulfil the tasks originally envisaged.

Products and results, their dissemination

A description of the project products. Please list all products in section 2D of the Report.

Intellectual property rights, copyrights. Where applicable, please describe the approach taken / foreseen.

Dissemination: provide an overall description of the dissemination strategy, target groups and provide an estimate of the number of people and institutions to be reached.

Commercialisation: if the product has been or will be commercialised, please describe the pricing strategy, and actions taken / foreseen.

Evaluation

What tools and criteria have been / will be used to evaluate the appropriateness and effectiveness of your work (process and results)? Who did the evaluation / will be doing the evaluation. What is the evaluation process?

Feedback on the project

Please detail the strengths and weaknesses of the project.

Please describe any divergence from the initial project plan (aims and objectives, work programme, products, partnership, and budget). Give the reasons for the changes.

Please provide an overview of any difficulties encountered during the reporting period and of major challenges for the future.

Comments in free form

Please make any further comment and/or recommendation in connection with your eLearning project.



Section 2D – List of Products and Results

Summary table relating to project products and results

Summary table: Materials, publications, modules, courses, conferences, reports, studies etc.

N°	Type of product A codes *	Title of the product	% of realisati on	Comments
1				
2				
3				
4				
5				
6				



FRAISE

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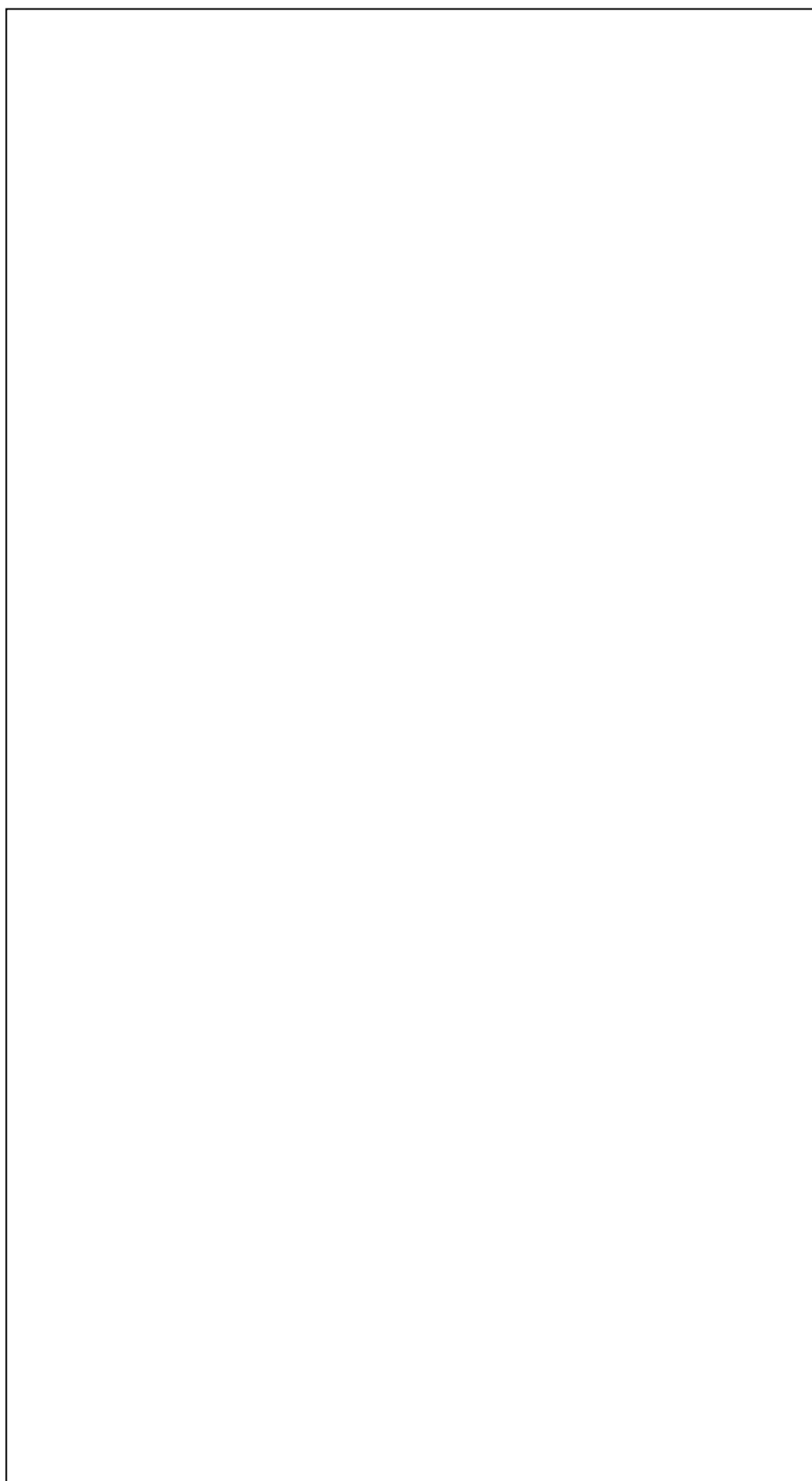
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