

Interim Report Proforma

It was agreed at the Equal Transnational Management Group of the Virtual Sauna that there should be a mid-project report on how the work was proceeding within each country across the thematic groups. To enable this to be in a format that would enable the theme leaders to combine the reports and to enable easy comparisons it was agreed we should have a standard format that everyone could follow.

When the reports are collated they will be put on the KOA website with links to enable people to read the papers that support the consolidated Interim report. You will need to remember this when writing the report so that you include any links to more detailed papers in the report and also supply electronic formats of the detailed papers.

The deadline for the country reports to be with the Transnational thematic leaders is **November 14th**.

Headings for the Report

Aims and objectives of the Thematic group

Include in this part the projects that are contributing to the themes and what their aims and objectives are as well as the aims and objectives of the thematic groups

Work plans

This should include some information behind the thinking and ideas that went into developing the work plan.

It should also include the barriers and difficulties that have been faced in setting up the projects / activities and thematic groups.

Achievements and outcomes to date

This should include work that has been achieved in individual projects / activities that are examples of the work being carried out within the Theme.

Case studies

This should include more detailed information on the projects and activities that have been identified in the achievements and outcomes.

Evaluation and recommendations

This should include details of the evaluation plans that have been put in place in the projects, and nationally that will help the theme to evaluate its work.

This heading should also bring out any learning that has occurred to date identifying the learning that could be transferred across the Transnational partners.