Partner: UBA

Reporting period: 1 & 2 (01.06. 2012 - 31.05.2013)

**Reporting of activities**

1. **Summary of activities**

Work package 1. Project management and coordination

|  |
| --- |
| *Extend this box as much as you need…* |

Work package 2. Project communication

|  |
| --- |
|  |

Work package 3. Exploiting the potential on the enterprise level

|  |
| --- |
|  |

Work package 4. Economic incentives & recommendations for funding frameworks

|  |
| --- |
|  |

Work package 5. Transnational exchange to prepare for EU2020

|  |
| --- |
|  |

1. **General project progress**

|  |
| --- |
|  |

1. **Cooperation with partners**

|  |
| --- |
|  |

1. **Problems encountered**

|  |
| --- |
|   |

1. **Annexes**
* agenda, minutes, list of participants of all events reported
* promotional material produced during the reporting period
* relevant deliverables produced during the reporting period (e.g. reports)

**Reporting of indicators**

**B) Outreach to selected target group**

The selected indicators need to

* Reflect active involvement of target groups
* Avoid multiple counting of the same entity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indicator | Planned in AF | ReachedIn PR | Calculation method | Reference to project activity |
| B1 | No. of entities of the public sector/administration addressed | 50 |  |  |  |
| B2 | No. of entities of the private sector and related services addressed | 210 |  |  |  |
| B3 | No. of research/technology development entities addressed | 20 |  |  |  |
| B4 | No. of entities providing intermediary services and training addressed | 20 |  |  |  |
| B5 | No. of interest groups addressed | 10 |  |  |  |

**C) Media Contacts**

For media contacts pay attention to

* The difference between press releases and press articles
* Ensure that copies of all reported press releases and articles are included as an annex

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indicator | Reached in PR | Attachment(y / n) | Description:1. Title of media
2. Date of publication
 | No. of people potentially reached  |
| C1 | No. of press releases in general |  |   |  |  |
| C2 | No. of press articles, incl. online media. Count each language version. |  |  |  |  |
| C3 | No. of incidences of TV or radio coverage  |  |  |  |  |

**E) Publications and PR materials**

Please ensure that

* a proof of publications & PR materials is included as an annex (e.g. electronic copies / links)

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | Reached in PR | Description | Attachment |
| E1 | No. of publications produced (folders, brochures, newsletters, etc.); please refer to the number of edition created and NOT to the copies printed or disseminated  |  |  |  |
| E2 | No. of PR tools (other than publications) produced (e.g., multimedia tools); please refer to the number of tools created and NOT to the number of copies disseminated |  |  |  |

**F) Events**

For events, please note that

* “Transnational” events have to include participants from at least 3 different countries

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | Description:1. Date
2. Place
3. No. of participants
4. Participating countries
 | Attachments: 1. Agenda
2. Signed part list
3. Minutes

(y / n) | Please provide numbers |
| F1 | No. of internal transnational events organized within the project partnership (SC meetings, working group meetings, etc.) |  |  |  |
| F2 | No. of open transnational events organised (conferences, trainings, etc.) with participation beyond the partnership |  |  |  |
| F2.1 | No. of participants at the open transnational events organised by the partnership |  |  |  |
| F2.2 | No. of journalists participating in these open transnational events |  |  |  |
| F2.3 | No. of press articles published on these open transnational events |  |  |  |
| F3 | No. of visible participation at transnational events (presentation and/or stands) organised by institution/s outside the partnership |  |  |  |
| F4 | No. of open national /regional events organised with participation beyond the partnership |  |  |  |
| F4.1 | No. of participants at these open national / regional events organised by the partnership |  |  |  |
| F4.2 | No. of journalists participating in the open national/regional events |  |  |  |
| F4.3 | No. of press articles on the open national / regional events |  |  |  |
| F5 | No of visible participation at national/regional events (presentation and/or stands) organised by institution/s outside the partnership |  |  |  |