Annex 6) Written report form

### Details of participant, organisation, venue

Your name:

Your sending organisation:

Title/position:

Email:

Which organisation did you visit:

Date of the mobility:

### Aims and objectives of the mobility

1. Which were your original aims and objectives of the job shadowing / study visit?
2. Were all original aims and objectives of the job shadowing / study visit?
3. Please comment on any objectives initially pursued- but not achieved in the project.

### Preparation

1. What kind of preparation did you make prior to the mobility (e.g. task-related, intercultural, linguistic, risk prevention etc.)?
2. Please describe the background and profile of the participants that have been involved in the project and how these participants were selected in your organization.
3. How did you cooperate and communicate with your project partners and other relevant stakeholders?

### Description of the mobility

1. Please describe the undertaken main activities?
2. What were the working methods used?
3. How did you cooperate and communicate with your project partners and other relevant stakeholders?

### Impact and effect of the mobility

1. Which new knowledge and new work methods did you gain from this project?
2. How will you be able to use the outcomes of this project in your own organization?
3. What will be the effect of your mobility on a local and/or national level?

### Visibility and dissemination

1. Which results of your mobility would you like to share? Please provide concrete examples.
2. Please describe the activities carried out to share the results of your project inside and outside participating organisations.
3. What were/will be the target groups of your dissemination activities?

### Future cooperation

1. Do you intend to continue cooperating with your partners in future projects?
2. Do you already have ideas for continued projects, please give details?
3. Please describe achievements exceeding the initial expectations, if relevant

### Other comments

1. Please also indicate and explain the reasons for eventual changes between the activities you planned at application stage and those finally realised.
2. Do you have suggestions for improvements of future projects like this?
3. Do you have any addidtional comments?

The report should include photo/film documentation to be showcased on ICY web together with the written report.

To be submitted to KEKS no later than 1 month after completion of the mobility. Email the report and additional documents to [info@keks.se](mailto:info@keks.se)