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Context

Project details

Applicant organisation:	EUROPEAN CONFEDERATION OF OUTDOOR EMPLOYERS IVZW
Applicant organisation OID:	E10044579
Project code:	2021-2-BE02-KA210-VET-000049672
Project title:	Recommendations based on analysing the implementation of the Outdoor Sector's certifications across the EU
Action type:	KA210-VET
Call:	2021
Field:	Vocational Education and Training
Project start date:	01-04-2022
Project end date:	31-03-2023
Accreditation code:	-
Grant awarded:	60 000,00 €
National Agency receiving the report:	BE02 - EPOS vzw
Language used to fill in the form:	EN

Project summary

Please summarise the information about your project in form of short answers to the following questions.

Please use full sentences and clear language. The provided summary will be made public by the European Commission and the National Agencies.

Background: Why did you apply for this project? What were the needs you have addressed?*

The partnership's key motivation was the improvement of the quality of outdoor certifications, to the benefit of both the sector and the consumers, by the development of good practice and recommendations. Another major motivation, especially of the four participating organisations, has been their need for capacity building, focused in European project coordination and management, learning through the collaboration with HEI with vast project experience. In return, HEI partners were interested in the results of the project to improve their courses, reassure the quality of the existing ones and increase the validity and applicability of their qualifications across different member states. The following needs were addressed through the project: a) the need of an overview of the current implementation of professional standards b) the need for a set of recommendations for the future implementation of professional standards c) the need of the sector to develop their competences in a self-directed way and for their qualifications and certifications becoming increasingly recognised and accepted at European level d) the need of customers for participating in activities organised as safely as possible by well-trained professionals

Objectives: What did you want to achieve by implementing the project?*

In line with our motivation and needs for applying for the project, the concrete objectives were: 1) producing recommendations based on the analysis and the overview of the outdoor certifications implementation in various member states 2) contributing to the development/improvement of VET curricula which are adaptable to labour market needs at EU level, fostering mutual recognition of qualifications, promoting access to training for those with less opportunities and overcoming skills mismatch among national realities 3) building a transnational network based in a balanced win-win

partnership: fostering, rekindling and extending existing relationships between stakeholders and organisations, both from the sector and the training providers 4) increasing the organisations' capacity to work in a transnational European environment, in a cross-sectoral cooperation 5) setting concrete milestones for the future strategic planning of the network which will reinforce the overall aim of the field's recognition and qualitative implementation of outdoor certification across EU

Implementation: What activities did you implement in your project?*

We implemented fully all activities, as suggested in the application, respecting the flow, the order, the duration, and the objectives of each activity. The flow was divided in the following stages: - The initiation phase where the entire project including organisation matters and communication protocols was set up - The desk research phase where interviews and survey were conducted. - The data analysis phase where the data gained in the previous phase was reviewed, sorted, analysed, interpreted and summarised. - The reporting phase where the insights from the data analysis were worked into the outputs and the reports were written. - The dissemination phase where several events were held (at least one per partner country), some digital, some in person, some hybrid, in order to spread our results. - Throughout the project we conducted three transnational meetings in person, as well as numerous online Zoom s for exchange, discussion and collaboration, while working online through Google drive folders and files.

Results: What were the concrete outputs and other results of your project?*

The main outputs and results of the ROC project are: 1) An overview of 11 countries' national realities concerning the level of implementation of existing certifications for the qualifications in the Outdoor Sector by VET curricula (desk research + analysis > research report) 2) Recommendations for improving existing and developing future Outdoors' qualifications offered by European VET providers, thus increasing the number of well-trained employees needed by the SMEs of the Outdoor Sector and enhancing the job opportunities for less academically inclined younger employees 3) Countries' factsheets summarising the main facts of different countries 4) Dissemination of ROC's outputs to a wider audience (possible partners, policy making and decision-making structure, professionals of the Sector etc) through well organised events, with the great aim of overall recognition of the Outdoor Sector and the valorisation of VET-providers-HEI and what they provide 5) Improvement of the partners' capacity in European level project management and learning through collaboration and exchange of experience 6) Strengthening the partners' network and future expansion of it 7) Plans and strategic steps designed to enhance the network and its future

Please translate your replies to English.

Project Description

In this section you are asked to give information about the objectives and topics addressed by your project;

What was the most relevant horizontal or sectoral priority according to the objectives of your project?*

What were the other relevant horizontal or sectoral priorities addressed by your project?*

- VET: Adapting vocational education and training to labour market needs
- VET: Increasing the flexibility of opportunities in vocational education and training

In case the above selected priorities are different from the ones in the application, please explain why.

What were the most relevant topics addressed by your project?*

- Cooperation between educational institutions and business
- Recognition, transparency, certification
- Overcoming skills mismatch and addressing the needs of the labour market

In case the selected topics are different from the ones in the application, please explain why.

What are the concrete outcomes and achievements of your project, and how do they link back to the project objectives? Were all original objectives of the project met? Please comment on any objectives initially pursued but not achieved and describe any achievements exceeding the initial expectations.*

All ROC project's objectives have been met, mostly in total fulfilment: 1 The desk research and analysis, with an overview of the level of implementation of existing certifications for the qualifications in of 11 countries, contributed to almost all the objectives of the project, since the partnership developed stronger bonds, collaborated effectively, enhanced the partners' capacity, created the background for generating the set of recommendations and made the basis of the future planning. 2 The formulation of the recommendations was one of the main objectives of the project. Jointly working on this strengthened the partnership, enhanced the organisations' capacities, developed the elements needed for the future development of the network and will contribute to the improvement of the professional training standards of the sector. The final set was even better than what was initially hoped for. 3 Mapping the sector in different national realities was part of the achieved desk research but some challenges appeared in the process and thus this proved harder than anticipated. While it was always clear that this small-scale project could only ever provide a snapshot of information for selected countries, even this was hampered by the lack of suitable contacts and interviewees, by lack of organisation and lack of understanding within the national sectors. However, the main outcomes, 9 country factsheets, have nicely combined with the rest of the research's outcomes. 5 Strengthening the partners' network and its future expansion were achieved. Partners were enthused to get together, to exchange ideas and develop arguments. It became very clear that the Covid practice of online meetings will never be able to achieve the same results in relationship and network building as in-person meetings. Trust, understanding and mutual respect are hard to gain online, even more so across different cultures and languages. On a very concrete level, the project has resulted in several new members for the EC-OE. 6 Dissemination of ROC's outputs to a wider audience (possible partners, policy and decision making structure, professionals etc) though events worked out well. Some events went better than others but all managed to convey our results to a wider audience. Only the discussions we hoped for did not materialise in all cases - some participants proved to be more passive than others. 7 Future plans and strategic steps designed to enhance the network were developed. Based on the recommendations in particular, several topics were identified and processes for working on them in a strategic, structured and planned fashion have already been implemented. 8 Improvement of the associations' capacity in EU level project management and learning through collaboration was met fully, making the participating organisations more capable and more confident to go on with more strategic and structured projects, making the appropriate efforts to fulfil their missions and aims.

In what way was the project innovative and/or complementary to other projects already carried out? Please describe how the needs of the identified target groups were addressed and what were the benefits of cooperating with transnational partners.*

In 2015, the ELESA project came to an end (European LEarning Syllabus for outdoor Animators ELESA Project - Project N° 539073-LLP-1-2013-1-BE-ERASMUS-EQR) and delivered the "ELESA curriculum" for the training of outdoor animators. To some extent, the ROC project was tied into this project, checking on the level of implementation of and experiences with the ELESA curriculum. However, ROC project was an innovative one since it was the first time of the mapping of the national realities concerning the qualifications of the sector and also the first time this kind of the set of recommendations produced, based on a realistic mapping and setting the basis for future developments and recognition of the sector. In the application we identified 4 target groups: 1. Training providers and Higher Education Institutions - their needs were identified within the partnership with three leading HEI in the field of outdoor animation and education being partners at the table. In addition, interviews with further HEI stakeholders were conducted as part of the research process. 2. The Outdoor economic sector - we would not have been able to directly address or contact this very diverse and fragmented sector. Instead, where existing, national sector organisations representing many SMEs from within their country were contacted and interviewed. Where such national organisations did not exist, efforts were made to identify key stakeholders who might also in the future be in the position to organise sector representations in their member states. 3. The Outdoors employees and 4. Consumers - while those were not directly addressed through the ROC project, their needs nevertheless informed the entire project, the objectives and all the work of the project. For the partners it is very clear that the outdoor sector can only be successful if it tailors all its activities to the consumer having safe and enjoyable outdoor experiences - only then will they become loyal customers driving the sector. In order to achieve and facilitate safe and enjoyable experiences, the outdoor animators and thus the employees are the sector's single most important resource: Only a well-trained and entertaining animator/guide will facilitate safe and enjoyable experiences. As such, this entire project was developed also around the needs of these two target groups.

How was the progress, quality and achievement of the project activities monitored and by whom?*

The monitoring of the progress, quality and achievements were organised very early on. It was clear that the overall responsibility was spread equally among the partners and all decisions of this importance were always made by the entire



partnership. EC-OE as the applicant organisation had to play a leading role in administration issues, since reports, financial statements and outputs were to be delivered through them to the Belgian Erasmus+ NA. As such, during the initiation phase it was jointly decided to set up a steering committee, with Katrin Blumberg as EC-OE board member & representation, external expert Evi Koutsospiro as well as administrative & logistics coordinator Helene Prablanc. Those roles were already planned for in the application as well as the budget. Communication within the steering committee was via Whatsapp chat, emails and Zoom meetings. Initiated and led by the steering committee the partnership set up organisation and communication protocols for defining and monitoring all tasks and activities. In particular, at the first transnational meeting, the overall project structure with the separate phases and corresponding deadlines was agreed upon. In addition, at every transnational meeting, a detailed task list was devised that would include every single step to be taken within the coming phase. Progress was monitored at most online meetings and by the steering committee. Those timelines with tasks divisions and deadlines are all filled up in the common file folder of the project, accessible to all partners and to auditors if needed. The tool that was used as the main platform of collaboration and filing was finally decided to be the Google drive folders & files. All partners had access to all files, and whenever needed the collaboration was done through the interaction in Google docs. The choice was made based on the familiarity all representors from organisations had in using Google folder & files that could guarantee the time management of the project and also the qualitative delivery of their tasks. In some of the activities and tasks -whenever needed- Gantt charts were used and supported the overall quality project management, and also the monitoring. In addition, feedback on the satisfaction and quality was asked from the partners mid-way and at the end of the project, complemented with evaluations of each transnational meeting. Feedback and oral evaluation among the representors of partners took place in every online meeting, based on human mutual communication and trusty cooperation. By this process, both the different activities as well as their progress and their quality were monitored routinely and carefully. While it would have been desirable to have an external auditor, the scope of the project and its finances did not allow this; for future long term projects this needs to be considered.

How did you evaluate the extent to which the project reached its objectives and planned results? Which activities did you carry out to assess the overall success of your project?*

An evaluation of a project at the very end of this project will necessarily only give a snapshot impression of the partners and stakeholders involved - the future will be the ultimate test as to whether the results have the desired impact and lead to sustained changes and improvements. However, for the sake of the project, within the partnership and particularly during the transnational meetings we reviewed the initial applications in order to make sure to be "on track". In addition, evaluations rounds were done after each transnational meeting, mid-way and at the end of the project. The last evaluation in particular asked about the participants' impression and satisfaction of each outcome proposed in the application. In addition, all documents were available to all partners at all times via a shared google drive. After completing any given task, important documents were shared and emailed for all partners for comments and improvements. As mentioned before, the use of Google drive platform was a common decision of the partners since it guaranteed the easy effective use, the time management and qualitative delivery of tasks. The cooperation and communication was based on the values of human interaction, inclusion, honesty and respect, which led to a successful implementation of the project and to efficient and smooth communication throughout the project.

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them. How did you handle project risks (e.g. conflict resolution processes, unforeseen events, etc.)?

Challenges have taken place during the project, mainly having to do with outside the partnership factors, which the partnership faced, discussed, and found ways to overcome and develop in parallel their way of working together. Luckily, we did not have any conflicts. While discussions sometimes were lively and involved they remained friendly and professional. With all partners being used to working internationally, we brought to the table respect for the different work ethics, cultures and English language abilities. Having said that, externally, in some cases we found it hard to find interview partners/participants that would both have the right roles in their organisations, enough knowledge of our topics to be helpful AND speak enough English in order to be able to give meaningful and useful interviews. In some cases we then tried to do more of the communication in a written format which allowed for the use of translation software. However, in some cases, our concepts and topics still proved to be too complicated for useful exchange. In addition, within the partnership we noticed very different levels of "digital literacy". While some partners were extremely knowledgeable about different helpful software programmes, others struggled to log into the joint google drive. We took this into account and also emailed all important documents to all partners both for filing and for checking / proofreading. Another problem was timing. We had initially and purposefully planned to do the research over summer because we thought the HEI interview partners would be less occupied with teaching work. However, it turned out they were on holidays instead and even less available while the sector interview partners were in the middle of their high season. So finding times for 30 min interviews in some cases ended up much more complicated than we had hoped for. Clearly this was a miscalculation on our side and

will need to be kept in mind in the future. One last difficulty concerned time and resource constraints versus workload. At the start, our passion and enthusiasm for the project led us to plan too much research. During the project it became clear that we had been over-enthusiastic for a small-scale project and needed to scale down our own expectations without compromising the approved goals. E.g., we would have liked to do the mapping of the sector way more extensively but with the difficulties of finding knowledgeable and language capable interview partners and interview times we had to be satisfied with a pilot study. This was aggravated by the fact that all project partners ended up being way busier with their "normal jobs" than anticipated. The previous years were influenced by Corona but now travelling came back in full force and most of us were busier than we had thought. However, lessons learnt, tasks were completed based on the trust among partners, a redesigned equitable division of roles and tasks and the teamwork, which was further improved.

Summary of participating organisations

Role of the Organisation	OID of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation	Accreditation of organisation (if applicable)	Partnership Entry Date	Partnership Withdrawal Date
Other	E10283860	BFNO	Belgium	Other type of organisation		01-04-2022	31-03-2023
Other	E10250040	France Plein Air	France	Other type of organisation		01-04-2022	31-03-2023
Other	E10250227	Hellenic Association of Tourism Enterprises in Outdoor Activities	Greece	Other type of organisation		01-04-2022	31-03-2023
Other	E10265246	Munster Technological University	Ireland	Other type of organisation		01-04-2022	31-03-2023
Beneficiary	E10044579	EUROPEAN CONFEDERATION OF OUTDOOR EMPLOYERS IVZW	Belgium	Other type of organisation		01-04-2022	31-03-2023
Other	E10174358	PANEPISTIMIO THESSALIAS	Greece	Other type of organisation		01-04-2022	31-03-2023
Other	E10188469	MAGYAR TESTNEVELÉSI ÉS SPORTTUDOMÁNYI EGYETEM	Hungary	Other type of organisation		01-04-2022	31-03-2023

Total number of participating organisations

7

Cooperation arrangements

What were the strengths that each partner brought to the project? Please describe how the tasks and responsibilities were distributed among the partner organisations.*

The partnership of the ROC project managed to bring together partners with very different strengths and capabilities - which in itself proved to be one strength of the project. With a balanced representation of both higher training providers and national sectoral representation bodies there were both sides of the same coin in attendance. The applicant organisation of the project was EC-OE, the European level sectoral organisation, and as such had the role of coordination of a cross-sectorial project and brought together partners who can work on the needs of the sector. Not surprisingly, the sectoral partners (EC-OE, BFNO, France Plein Air and HATEOA) brought to the table detailed knowledge of the sector, the day-to-day work, the needs and frustrations. Their insights informed many of the discussions. Those capabilities were complimented by the knowledge and expertise of the HEI partners. Not surprisingly, they were well versed in the participation in EU projects, helping the entire project to be fulfilled in a structured, organised and thoughtful process. Together with our external expert they also helped with the suggestion of helpful software and did a large part of both the research planning and proofreading. The conduction of the research itself as well as the discussion of the findings and the writing of the reports were shared comparatively evenly between the two groups. The allocation of the responsibilities and tasks were done, as mentioned above, through three task lists, one per main phase, and agreed upon jointly during the transnational meetings. Very naturally, tasks were allocated somewhat in relation to the personal strength of each partner. Partners managed to run a cohesive consortium with active involvement in all project's stages and went further from their comfort zone to interact and develop their capacities. All of them participated in all stages and activities, with more or less balanced distribution but best suited, so as to produce the outputs that respond to the project's objectives and needs.

How did you ensure sound management of the project and good cooperation and communication between partners during project implementation?*

The management of the project was based on the mutual respect and trustful cooperation among the representatives of partners, the well-designed flow of tasks and activities which were commonly decided and also the work that already took place while working on the application of the project. The monitoring steering 3-person committee that was decided to coordinate the process of implementation played an important role in the qualitative management. The three persons in that committee also brought very different strengths to their collaboration, thereby complementing each other very well. However, their work was also greatly helped by the more experienced members of the partnership who were always available for input and help. For the entire partnership we early on decided on to supplement the three transnational meetings with a schedule of ZOOM meetings with given agendas, Whatsapp chats, an email distribution list as well as a joint google drive with access for all partners and various documents including the detailed task lists available to everyone. The steering committee oversaw the entire process, organised the meetings, planned the agendas, sent out any documents, wrote the minutes, collected the invoices, set up, distributed and collected the reimbursements forms etc. Anything in need of a decision was either discussed in the meetings or decided via email inquiry or Whatsapp chat. Efficient communication between partners based also on the established way the partners had already because of their preparation and their previous cooperation in the past, and that was enhanced and further developed during the project. Human values on positive communication and interaction, honesty, trust and respect to different levels of skills and competences were the basis of the successful smooth communication achieved throughout the whole project.

Implementation

Overview of Activities

Activity title	Venue of the activity	Activity start date	Activity end date	Activity duration(days)	Grant amount allocated to the activity (EUR)
Desk research: data collection	online	07/05/2022	06/09/2022	123	11 600
Conclusions, report data collection, evaluation & future commitments	online	15/01/2023	31/03/2023	76	2 350
Dissemination	Base s of all participating organisations (naitonal events)	14/01/2023	28/02/2023	46	7 450
Transnational meeting #2	Athens, Greece	07/09/2022	09/09/2022	3	7 770
Project initiation	online	01/04/2022	03/05/2022	33	2 350
Data analysis & development of recommendations	online	10/09/2022	10/01/2023	123	11 600
Transnational meeting #1	Brussels, Belgium	04/05/2022	06/05/2022	3	8 530
Transnational meeting #3	Mijoux, France	11/01/2023	13/01/2023	3	8 350
Total					60 000

Project Lump Sum

Desk research: data collection

Describe the content of the proposed activity.

This phase of the project is the core phase of the project and this is why 4 months are dedicated. During this phase desk research will be carried out, aiming at compiling an overview of the level of implementation of existing certifications for the qualifications in the Outdoor Sector by VET curricula following professional training standards. This desk research will be based on a questionnaire, which will include the pillars of questions the partners agreed on at their 1st transnational meeting, and will be addressed to the national realities that already implement those standards. Each partner will be responsible for delivering the questionnaires to the appropriate audience, gathering the answers and cooperating with a researcher (or team of researchers) who will sum up the results for the related national realities. Each partner will be responsible for mapping the situation in their countries but also 1 or 2 more, sharing the work that needs to be done. Based on the above mentioned, France Plein Air will be responsible for France's and Finland's reality, BFNO for Belgium's and the Netherlands', HATEOA for Greece's and Portugal's, MTU for Ireland's. UPE for Hungary's and UTH for Bulgaria's. EC-OE So EC-OE will be looking at the examples of Spain and Switzerland. EC-OE will coordinate the whole process, be responsible for Spain's and Switzerland's mapping of reality and of course compile the final outcomes to a complete overview of the real status in a total of 11 countries. The desk research will be implemented in parallel by the partners but the smooth process will be guaranteed by regular video-conferences and constant interaction through email correspondence.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The target groups for this core activity can be divided to the ones with direct impact and to the ones with long term impact. The direct ones are the target groups of the whole project, meaning the VET training providers, the Outdoor Sector's service providers (employers and employees) and the young professionals who are eager to activate themselves in this economic sector, who will take part more or less in the desk research and who for sure will be get benefits when this research will be concluded. The long term impact, so long term target groups, are the people receiving the services of the Outdoor Sector by taking part in activities implemented by well-trained professionals under a common European qualitative standards framework and furthermore the local communities where the sector organises activities and well-trained professionals decide to stay and activate themselves.

Explain how is this activity going to help to reach the project objectives.

The activity of the desk research will contribute to the achievement of almost all concrete objectives of the project: the transnational network will get mature and will be strengthened through the process of a cooperative activity aiming to a common goal completing such a research with international european scope, great audience and qualitative standards, organisations' capacities will be enhanced the desk research will conclude with an overview that is important for the next phase of generating the recommendations which will contribute to development and/or improvement of VET Curricula which are adaptable to labour market needs at EU level, fostering mutual recognition of qualifications, promoting access to training for those with less opportunities. this phase will reveal the dynamics of the network and create the possibilities of future strategic planning.

Describe the expected results of the activity.

A complete overview of 11 countries' national realities concerning the level of implementation of existing certifications for the qualifications in the Outdoor Sector by VET curricula following professional training standards. The overview will be accompanied with analysis of the results and could be expanded to even more countries (if new data will appear until the implementation of the project).

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation (500€/month): 1500€ Contribution to the activities of the 6 participating organisations (250€/org/month): 4500€ Administration & logistics: 1050€ Research fees (650€/researcher per all 7 partners): 4550€

Was the grant amount allocated to this activity sufficient?

Yes

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

9

If you wish, give additional comments about the satisfaction for this activity

Conclusions, report data collection, evaluation & future commitments

Describe the content of the proposed activity.

The last phase of the project will be dedicated to realise all the necessary tasks for completing the project both concerning its practical and financial management/administration and its content/outcomes as such. Specifically: a. the compilation of a report describing what, how, by whom and when happened which can be used as a record from the partners but also as a tool for dissemination, the sector's recognition and policy making b. the collection of all data needed for the report to be delivered to the National Agency according to contractual agreements c. all financial and administrative arrangements that need to be completed before the end of the project d. an online evaluation of the whole process and the development of the partnership e. a final summary of future commitments of the partners that would like to continue work and plan together. f. an online video conference for last check before closing up.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The representatives of the partners who were directly involved with the implementation of the project.

Explain how is this activity going to help to reach the project objectives.

The final phase of the project is important since it concludes everything that has taken place plus the evaluation needed for improvements and for future capacity building of the coordinating and participating organisations. The ROC project's final phase will contribute to the development of the network and to broader recognition of the Outdoor Sector by increasing the organisational, structural and representative capacity of the participating organisations, in particular the four industry associations.

Describe the expected results of the activity.

The expected results of this activity are: a. the content report for further future use by the partners b. the collection of all data needed for the report to be delivered to the National Agency c. the final evaluation of the project d. a future commitments' declaration agreed by all partners

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation(500€/month): 500€ Contribution to the activities of the 6 participating organisations (250€/org): 1500€ Administration & logistics: 350€

Was the grant amount allocated to this activity sufficient?

Yes

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

9

If you wish, give additional comments about the satisfaction for this activity

Dissemination

Describe the content of the proposed activity.

During this stage of the project, dissemination events will take place in each one of the representing countries in the partnership (France, Belgium, Greece, Ireland, Hungary). In cases, where there are two partners per country, they will cooperate and co-organise the national dissemination event of the project where the whole process will be presented, including the partners and their roles and expertises and of course the outcomes, focusing on the final set of recommendations as a review of the courses offered by the participating universities as well as a more generic set of recommendations tailored towards other training providers interested in delivering outdoor qualifications. The main aim of these activities/events will be to communicate the results of the project to a wider audience interested either to activate themselves professionally in the Outdoor Sector or to participate and organise the related outdoor activities in their local areas. At the same time, invitations will be sent to targeted audiences that can play a role in the recognition of the professional world of the Outdoor Sector, meaning decision makers or local and national authorities from the related policy making structures, as well as other training providers identified as potential partners for offering training for outdoor professionals. The dissemination events will valorise the impact of the Erasmus+ Programme and the possibilities given for cross-sectoral cooperation and for development of organisations' capacities and personal development of competencies.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The target groups of these activities will be naturally the directly involved ones, meaning representatives of the professional world of the Outdoor Sector and of VET providers, not only the ones being partners in the project but a wider audience from both sectors. Moreover, focus will be given to invitations to groups of people interested to access the Outdoor Sector professionally, either as individuals or as structures (new startups) and to policy making representatives who can influence the future of the sector.

Explain how is this activity going to help to reach the project objectives.

The dissemination phase will further promote the important work already realised throughout the project and so make the network stronger with greater impact of their actions. It is an integral part of an international project valorizing the development of the capacities of those organisations that completed such a process and demonstrating that they are ready to go further with more future projects.

Describe the expected results of the activity.

Recognition of the Outdoor Sector to a wider audience. Presentation of possibilities given to young people who want to access the Outdoor Sector professionally while their work-activities have a positive impact to their local communities.

Presentation of the qualitative professional approach of the Outdoor Sector to the policy making and decision making structures that will further recognise the importance of the sector. Valorisation of the VET providers-Higher education institutions and the possibilities they provide further than their academic curricula.

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation(500€/month): 500€ Contribution to the activities of the 6 participating organisations (250€/org): 1500€ Administration & logistics: 350€ Five dissemination events (one per country) (5x1000€): 5000€ Printing of hand-outs and flyers: 100€

Was the grant amount allocated to this activity sufficient?

Yes

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

9

If you wish, give additional comments about the satisfaction for this activity

Transnational meeting #2

Describe the content of the proposed activity.

The 2nd transnational meeting will take place as the interim evaluation of the partnership's process and as the basis for setting up the next phase's tasks. The agenda of the meeting will have three distinguished parts: During the 1st part the overview of the desk research will be presented and will be followed by a discussion on the analysis of the data collected and on the feedback of partners based on the expectations they had. In the 2nd part the partnership will evaluate the way of working together, defining the weaknesses and strengths of the partnership which will be used for improving the work in the future. In the 3rd part the setting up of the next phase will take place, meaning that the partnership will agree on how they will generate the recommendations, what more needs to be investigated so as to have the optimum results and of course division of responsibilities, tasks in a common timeline with deadlines of each of the tasks. Parameters for quality, time management and transparent budget management will be defined too.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The direct target group for this activity are the representatives of each partner who will be involved in the implementation of the project, meaning representatives from the professional from Outdoor Sector and from higher institutions VET providers. For the qualitative realisation of the meeting a facilitator will be responsible and take part in the whole duration.

Explain how is this activity going to help to reach the project objectives.

The 2nd transnational meeting will play an important role in achieving two of the concrete objectives of the project, and it will act as a bridge between the two phases of the main work, the desk research and the development of the recommendations. It will contribute to the empowerment of the specific partnership and furthermore of the network, since it will give the partners the chance to meet and interact on a human level and if needed will reboost their motivation. This is a step of a process of building up a strong network which will continue to cooperate in the future. In addition the meeting will contribute to development/improvements of the VET curricula since the process of recommendations will be kicked off during this meeting. The discussions which will be taking place will be the basis of the next phase's results.

Describe the expected results of the activity.

An intermediate evaluation of the project and of the partnership's way of cooperation A clear appraisal of the results of the previous phase in order to define any potential gaps of the conducted desk research A clear picture of the next phase, the role of each partner, the tasks, the responsibilities and the timeline of deadlines that needs to be respected, A transparent check of the budget management and the parameters needed for the continuation of qualitative implementation

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation(500€/month): 500€ Contribution to the activities of the 6 participating organisations (250€/org): 1500€ Administration & logistics: 350€ Travel expenses (7 pax x 400€/pax): 2800€ Accommodation (9 pax x 90€/night):1620€ Facilitator: 1000€

Was the grant amount allocated to this activity sufficient?

No

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

For this, like for all the other transnational meetings, we came in ever so slightly over budget, by 206.30 €. This happened for all three transnational meetings because the cost for travelling, in particular for the flights, had gone up quite a bit between the time we made the budget and we could book the flights.

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

9

If you wish, give additional comments about the satisfaction for this activity

Project initiation

Describe the content of the proposed activity.

The first month of the project is dedicated to kicking off the process, to activate the consortium and to set the communication protocol with the partners. The communication will be based on the email correspondence and in addition online video-meetings will take place as a first ice-breaker. During these online meetings the preparation tasks till the 1st transnational meeting will be defined, clarifications on the process will be given and the role of each partner will be agreed on. An agenda for the 1st transnational meeting will also be set in detail. Moreover, all practical arrangements for the 1st meeting will take place (booking travel & accommodation, meeting room etc) and the agreement with the facilitator will be signed. The facilitator will also have some small preparation tasks to run for/with the participants of the meeting as a smooth entry to the partnership. The lead for this activity lies with the EC-OE as the coordinating organisation.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The direct target group for this activity are the representatives of each partner who will be involved in the implementation of the project, meaning representatives from the professional from Outdoor Sector and from higher institutions VET providers.

Explain how is this activity going to help to reach the project objectives.

The process of building a transnational network depends a lot on its kick off. Since this is one of our objectives, we know that the first phase of the project consisting of the 1st and 2nd activity will play an important role for the continuation of the project. The characteristics of the initiation of the project need to be clarity, transparency, respect to the different needs and strengths and balanced distribution of tasks.

Describe the expected results of the activity.

A smooth and effective initiation of the project will be the basis of a strong partnership and a qualitative implementation of the project. If all tasks will be realised, then the preparation for the 1st transnational meeting will be complete and partners will feel confident to participate in the partnership, to prepare themselves with the best way for the meeting and feel ready to proceed with the next steps of the project.

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation: 500€ Contribution to the activities of the 6 participating organisations (250/org): 1500€ Administration & logistics: 350€

Was the grant amount allocated to this activity sufficient?

Yes

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

10

If you wish, give additional comments about the satisfaction for this activity

Data analysis & development of recommendations

Describe the content of the proposed activity.

After compiling and sharing the data from the desk research during the 2nd transnational meeting amongst all partners, this phase will be another cornerstone of the entire project, therefore requiring around 4 months of time. During this time, the partners will review the results of the desk research, looking deeper at the current status of implementation of outdoor qualifications within the 11 analysed national realities, and comparing the implementations both amongst those 11 case studies as well as against professional training standards. This will then naturally lead to the establishment of best practice for the development of outdoor qualifications and will culminate in the formulation of a set of recommendations. Those recommendations will include both feedback on and possible suggestions for improvement of the courses delivered by the three partner universities, as well as a more generic set of recommendations aimed at any other European training provider thinking about creating future qualifications for the Outdoor Sector. It is this phase of the project that will be the most challenging as it requires the greatest amount of discussion and exchange between partners spread around various member states. It will require frequent consultation and open and constructive feedback on every step of the development of the recommendations as well as agreement on the final outcomes and common conclusions. Regular video conferences and online meetings will need to be deducted with all partners. In order to be effective, these meetings will need to be well prepared, efficiently organised and competently led. It is this phase, where - in regard to the objective of capacity building - the four organisations that are comparatively new to European projects are looking at benefitting the most from the experience of the higher education partners.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The target groups for activity are alike with the ones for the desk research and can be divided to the ones with direct impact and to the ones with long term impact: The direct ones are the target groups of the whole project, meaning the VET training providers, the Outdoor Sector's service providers (employers and employees) and the young professionals who are eager to activate themselves in this economic sector, who will take part more or less in the desk research and who for sure will be get benefits when this research will be concluded. The long term impact, so long tem target groups, are the people receiving the services of the Outdoor Sector by taking part in activities implemented by well-trained professionals under a common european qualitative standards framework and furthermore the local communities where the sector organises activities and well-trained professionals decide to stay and activate themselves.

Explain how is this activity going to help to reach the project objectives.

The work done during this phase will be delivering the more tangible one of the two very core objectives of the project: the set of recommendations aimed at existing and future qualifications for the Outdoor Sector. It will build upon the desk research conducted in a previous phase. As with the desk research, this activity will strengthen the transnational partnership, enhance the organisations' capacities, contribute to the future implementation of the professional training standards of the sector but, in addition to the previously mentioned, will develop the elements needed for the future strategic development of the network.

Describe the expected results of the activity.

Compilation of feedback on and possible suggestions for improvement of the VET curricula/courses delivered by the three VET providers-partner of higher education that are part of this project The formulation of a set of recommendations based on the establishment of best practice for the development of outdoor qualifications. A more generic set of recommendations aimed at any other European training provider thinking about creating future qualifications for the Outdoor Sector

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation (500€/month): 1500€ Contribution to the activities of the 6 participating organisations (250€/org/month): 4500€ Administration & logistics: 1050€ Research fees (650€/researcher per all 7 partners): 4550€

Was the grant amount allocated to this activity sufficient?

No

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

This activity was 650 € over-budget. However, after starting the project, we realised that we would need a bit more resources for the analysis and therefore moved this amount from the desk research / data collection to the data analysis. Accordingly, the desk research / data collection came in 650 € under budget, so the overall amount to the desk research was sufficient.

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

9

If you wish, give additional comments about the satisfaction for this activity

Transnational meeting #1

Describe the content of the proposed activity.

The 1st transnational meeting is a crucial milestone for the project since this will be the first time for a face-to-face meeting of all partners. The meeting will be based on the agenda the partners have agreed on during the initiation phase and on the preparation tasks they have done. The main aims of the meeting are; - to agree on the main pillars of questions for the desk research of the next phase / activity and how this research will be realised. So for this to happen a draft sharing of each partner's reality needs to take place. - to clarify all roles, responsibilities and tasks for the next phase of the project and to agree on a common timeline with deadlines of each of the tasks. The meeting will also explore the expectations of the partners, the possible challenges that they may have experienced or anticipated and the desired outcomes for each partner. - to stabilize all parameters for quality, time management and budget management planning

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The direct target group for this activity are the representatives of each partner who will be involved in the implementation of the project, meaning representatives from the professional from Outdoor Sector and from higher institutions VET providers. For the qualitative realisation of the meeting a facilitator will be responsible and take part in the whole duration.

Explain how is this activity going to help to reach the project objectives.

Although online meetings would have taken place in the first month, the added value of a residential meeting is by far recognised. The meeting belongs to the first phase of the project that is the basis of the qualitative implementation of all stages and most importantly the basis of a strong network. It will set the scene for the future exchange throughout the project and help to build mutual trust, understanding and the common goal of the project. Since the pillars of the desk research will be set, this activity will contribute in a long term perspective to the achievement of the objective related to the development/ improvement of the VET curricula in alignment to the labour market.

Describe the expected results of the activity.

The expected results of the meeting are those set as aims for this activity. If everything goes smooth, then by the end of the meeting: - All points needed for the desk research will be ready and clear - All tasks, responsibilities and tasks will be agreed and a timeline for the best management will be the common basis and tool for the future steps - All partners will have a clear picture of what, how, by whom, by when and why needs to be realised and of the importance of their role in the partnership. - All partners will have gotten to know each other and developed a mutual understanding.

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation(500€/month): 500€ Contribution to the activities of the 6

participating organisations (250€/org.month): 1500€ Administration & logistics: 350€ Travel expenses (8 pax x 400€/pax): 3200€ Accommodation (9 pax x 110€/night):1980€ Facilitator: 1000€

Was the grant amount allocated to this activity sufficient?

No

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

For this, like for all the other transnational meetings, we came in ever so slightly over budget, by 154.08 €. This happened for all three transnational meetings because the cost for travelling, in particular for the flights, had gone up quite a bit between the time we made the budget and we could book the flights.

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

10

If you wish, give additional comments about the satisfaction for this activity

Transnational meeting #3

Describe the content of the proposed activity.

The 3rd transnational meeting's agenda will include the following parts: a. presentation of the final set of recommendations as they were generated by the partners and summed up by the researchers, both as a review of the courses of the participating universities as well as a more generic format for the use of other training providers. b. Consolidation of and agreement on the final version of those recommendations with an accompanied discussion on how those can be used in the future. c. Deciding the dissemination strategy of the outcomes of the project and organising the dissemination events (sharing ideas of where to happen, who to invite, how to organise, support needed). d. Planning next steps of the network (future projects, parallel actions in each national reality, expanding the network to new members) and possible creation of a common declaration of outcomes for future use together with division of tasks, responsibilities and timeline of deadlines. e. First part of evaluation of the project (way of cooperation, challenges, management) - a second part of evaluation will take place online and will be described as a part of the last activity of the project.

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results

The direct target group for this activity are the representatives of each partner who will be involved in the implementation of the project, meaning representatives from the professional from Outdoor Sector and from higher institutions VET providers. For the qualitative realisation of the meeting a facilitator will be responsible and take part in the whole duration.

Explain how is this activity going to help to reach the project objectives.

The 3rd meeting will wrap up the work done in all previous activities. It will be indispensable for a last face-to-face exchange between all partners and final agreement on the most tangible result of the entire project, the set of recommendations. It is crucial for an open and trusting inter-personal exchange and first evaluation of both the content outcome but also the organisation, style, format and effectiveness of the entire project. It is absolutely critical for all partners to have their say once more in order for them to leave the project with a positive feeling, thereby enabling future cooperation. As such, it will set the tone for potential future networking and projects.

Describe the expected results of the activity.

The expected outcomes of this project are: a. final version of the set of recommendations, both formulated as a review of the courses offered by the participating universities as well as a more generic set of recommendations tailored towards other training providers interested in delivering outdoor qualifications. b. mutual trust and recognition amongst the partners on both an inter-personal as well as an inter-organisation level c. improved capacity mainly on the side of the four participating sector associations, both in regards to general organizational but also project coordinating capacity d. a common strategy on how to disseminate the results of the project, in particular the recommendations, and how to make the most of them beyond the project e. a collection of ideas for future networking, cooperation and projects, in particular around the next interest of the partnership, the mutual recognition of qualification between both organisations and member states.

Please explain how did you determine the grant amount allocated to this activity?

Contribution to the activities of the coordinating organisation(500€/month): 500€ Contribution to the activities of the 6 participating organisations (250€/org): 1500€ Administration & logistics: 350€ Travel expenses (8 pax x 400€/pax): 3200€ Accommodation (9 pax x 100€/night):1800€ Facilitator: 1000€

Was the grant amount allocated to this activity sufficient?

No

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

For this, like for all the other transnational meetings, we came in ever so slightly over budget, by 151.62 €. This happened for all three transnational meetings because the cost for travelling, in particular for the flights, had gone up quite a bit between the time we made the budget and we could book the flights.

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

10

If you wish, give additional comments about the satisfaction for this activity

Impact and Follow-up

How did the participation in this project contribute to the development of the involved organisations? What was the project's impact on the participants, target groups and other relevant stakeholders?*

This project had impact on various levels: 1) Partner representatives All partners had representatives who worked during the whole duration, creating a stable environment of collaboration and builded a strong team in implementing the tasks. These persons involved gained for sure a lot from their participation, they learnt a lot from each other, whether it was more technical or organisation skills, or insights into the day-to-day functioning of the sector. We also gained stronger network relationships, based on mutual trust and respect, that we will be able to foster for the future. 2) Partners: participating organisations and HIE Via the participants the organisations also gained a lot from each other. Both the HEI as well as the sectoral representation bodies learned from and about the counterparts. Even beyond the project topics, partners exchanged insights, best practices, innovations and ideas, carried by the collaborative and non-competitive setting of the project. The HEI learned more about the actual needs of the employers which they will be able to take back to their institutes and improve their teaching and curricula; while the sector learned more about the realities of the training landscape. It was noted that this exchange was long overdue and useful to continue into the future. In addition, the sectoral organisations in particular, through their interviews, research and exchange gained more trust within the sector, gained new interest in membership and might have even been instrumental in initiating more organisational development in countries currently lacking national representation. Also, the project was able to set in motion a more strategic process of planning future actions including possible EU projects. The recommendations also constitute the basis for three topic areas in particular that EC-OE and the broader partnership will concentrate on in the future: 1) co-certification 2) mobility 3) development of standards on EQF levels 3 and 4 (versus the existing ELESAs curriculum at EQF 5). 3) Target groups The four target groups of this project were listed above as the training providers and higher education institutions, the outdoor economic sector, the outdoor employees and the customers. Beyond the participants and organisations involved in the project, all these target groups will hopefully, over the coming months and years, benefit from this project: The customers by being able to enjoy safe experiences through the hands of well trained animators, the employees by getting better and more options for trainings and qualifications, the training providers for improving their courses and maybe even adapting them to the needs of the sector; and the sector itself through gaining more and better qualified staff that will deliver safe and enjoyable experiences. These impacts cannot be measured yet; it would therefore be interesting to build small monitoring research units into future research.

How did you make the results of your project known within your partnership, in your local communities and in the wider public? Who were the main target groups and what channels did you use to share your results with them?*

Within the partnership, all results were openly and intensely shared and discussed. All documents were at all times

accessible to all participants via a joint google drive; and important documents and results were also distributed via email list. The partners had full control over both the process and the content of the work at any time and shared the responsibility for the project's progress. The project's work did not so much affect the local communities, but more so the national sector. For that purpose, dissemination events were held in each country with three target groups: 1) sector representatives such as employer organisations but also individual companies; 2) training providers; 3) other stakeholders including decision makers and stakeholders. The invitation lists were assembled via the personal networks of the partners as well as the databases of EC-OE, the national organisations and the training providers. Depending on the partner, the dissemination events were run digitally, hybrid or only in person. In all cases, a template for the presentation, prepared by the partnership, was adapted to the national needs. After the presentation, participants were encouraged to comment on and discuss the work - which worked better in some countries (e.g. Belgium) than in others (e.g. France). The presentations were also afterwards made available to the participants. In addition, of course, throughout the project, progress reports and results were continually updated on the EC-OE project webpage <https://ec-oe.eu/ec-oe-home/ec-oe-projects/roc-project/> and through EC-OE newsletters and partners' newsletters. Regular posts in social media and websites of the partners, presenting the stage of the project flow, the generated results and the announcement of the dissemination events. Last but not least, a commonly decided graphic presentation of outcomes with use of appropriate logos was used whenever needed. Logos of Erasmus+ and EPOS were included, valorising the opportunity that the Programme Erasmus+ gave to the sector and presenting its potentiality to a wider audience.

What was the impact of the project at the local, regional, European and/or international levels? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end?*

It is hard to already determine the impact at the various levels - time will have to tell. So far, through the dissemination events and the process for dealing with the three topics listed above we think we will see a continued increase in organisation within the sector and cooperation and exchange between the sector and the training providers. Even initiating change and development processes that will continue into the future and only show their real impacts after a while seems already to be a reasonable impact for a small-scale project. There is definitely the plan to use the results of the project by - continuing the disseminate the results at events and conferences and throughout our network over the next months; - trying to continue a more regular exchange between training providers and the sector; - implementing some of the recommendations spelled out in the research report; - and developing new topics, cooperation and projects around some others of those recommendations. This has already been very clearly demonstrated through recent actions of the EC-OE which have, informed by the project and the recommendations, identified three areas of main interest (= 1. co-certification; 2. mobility; and 3. development of standards on EQF levels 3 and 4 versus the existing ELES curriculum at EQF 5) and creating internal commissions around those that will act as catalysts and drivers to bring in more interested parties and jointly work on these issues in a strategic and well-planned manner.

Did you use Erasmus+ platforms for preparation and implementation of the project, and do you plan to further use them for follow-up? If yes, please describe how.

During preparation the partnership didn't use any Erasmus+ platform for preparation or for forming the consortium since there was already direct or indirect contact with the partners. During implementation, we tried to interact with The European Qualifications Framework National Coordination Points (EQF NCPs), which bring the EQF closer to individuals and organisations. However the challenges appeared were many especially in contacting the appropriate staff, able to give answers to our questions and guide us. Although mentioned in the application, during the implementation of the project and based on the results of our research, the partnership decided that there is no need and appropriateness of using The Electronic Platform for Adult Learning in Europe – known as EPALE as well as The HEInnovate guiding framework since their use wouldn't have added value in the project outcomes. During follow-up, as mentioned before we already used the Erasmus+ Project Results Platform where we have already uploaded our results. All relevant results will be uploaded also in the Open Educational resources Platform increasing their impact and recognition.

Erasmus+ promotes an open access requirement for all materials produced through its projects. In case your project has produced tangible deliverables, please describe if and how you have promoted free access to them by the public. How have you ensured that the project's results will remain available and be used by others? In case a limitation was imposed for the use of the open licence, please specify the reasons, extent and nature of this limitation. How have you ensured that the project's results will remain available and be used by others?*

The key deliverables of the project have been already uploaded to the Erasmus Plus project database / webpage. As a minimum these will include the research report (which also somewhat reports on the flow of project in general) as well as

the countries fact sheets and the sample presentation that was used in the various dissemination events. Those plus additional resources can be found also on the EC-OE's dedicated project webpage: <https://ec-oe.eu/ec-oe-home/ec-oe-projects/roc-project/>. As can be seen on the EC-OE webpage, the EC-OE has kept and continues to make available the results of all projects the organisation has contributed to; of course, the same will be true for the ROC project's results.

European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, here:

European language initiatives

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Thanks to having completed a Key Action 2 small-scale partnership project, your organisation has the opportunity to apply for the European Language Label.

Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.

Would you like to apply for the European Language Label?

NO

To address the above requirements, please reply to the following questions:

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

Other documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

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List of documents

No	Name	File size (kB)	Type of document
0	2021-2-BE02-KA210-VET-000049672_ROC_Dissemination_overview_table .pdf	20	Other document
1	2021-2-BE02-KA210-VET-000049672_ROC_Dissemination_sample_presentation.pdf	2371	Other document
2	DeclarationOnHonour 2021-2-BE02-KA210-VET-000049672 EN 2023-05-30T12_01_44.pdf	127	Declaration on honour
3	2021-2-BE02-KA210-VET-000049672_ROC_Output_Research_Report.pdf	2084	Other document
4	2021-2-BE02-KA210-VET-000049672_ROC_Output_Factsheets.pdf	8149	Other document
5	2021-2-BE02-KA210-VET-000049672_ROC_Dissemination_leaflet.pdf	1236	Other document
6	2021-2-BE02-KA210-VET-000049672_ROC_Financial_statement.pdf	586	Other document
7	2021-2-BE02-KA210-VET-000049672_ROC_Intermediate_report.pdf	1565	Other document
8	2021-2-BE02-KA210-VET-000049672_ROC_WorkOrganisation_Timeline.pdf	229	Other document
Total size (kB)		92272	



Checklist

Before submitting your report form to the National Agency, please make sure that:

- All necessary information on your project has been encoded in Beneficiary Module;
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement;
- All the relevant documents are annexed:
- Declaration on Honour, signed by the legal representative of the beneficiary organisation;
- The necessary supporting documents as requested in the grant agreement;
- You have uploaded the relevant results on the Erasmus+ Project Results platform: <http://ec.europa.eu/programmes/erasmus-plus/projects/>
- You have saved or printed the copy of the completed form for your records.

Conditions for the Final report submission

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
- Reported Budget is greater than zero, see Budget 0
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect

your personal data 0