

## Reporting processes August - October 2020

	"August" meeting 15th September	"September" meeting 8th October	"October" meeting 5th November
Finland	Formal Report	update report	update report
Italy	update report	Formal Report	update report
Lithuania	Formal Report	update report	update report
Poland	update report	update report	Formal Report
Romania	update report	update report	Formal Report
UK	update report	Formal Report	Summary report to partners

Each Formal Report will receive a 15 minute 'time-slot' for presentation & questions

- **Formal Reports from partners should be presented as**
  - powerpoint or an equivalent single document
  - pictorial with notes
  - 5 mins (max) length
  - report document shared prior to meeting with meeting host (on mutually agreed date)
  - capable for use as web presentation

### Structured meetings

- provide information and evidence required for the November Interim Report  
(see appendix regarding the report requirements)
  - Partners please involve 2 colleagues in each meeting (as in a TNM)  
but may involve as many colleagues as desired
1. The Work Plan: 2 specific features (Route & Stories) provides action for all partners.
  2. There will be 3 Virtual Partnership Meetings at which reports of action are made by all partners

### Meeting format:

- Each meeting will last one hour (partners should allow one and half hours for each session to cover any extra detailed discussion)
  1. 30 minutes: Formal Reporting
    - At each meeting 2 partners will make a 15 minute formal report
  2. 20 minutes: Other partners will provide brief updates on progress & any specific issues
  3. 10 minutes: General business
- The coordinator will, when possible, provide any important project information (eg contractual requirements & adjustments, significant external developments) prior to the meeting.