

Report and share the experience: GUIDELINES FOR REPORTING

Scholarship experiences shall be provided within 1 month after the completion of the scholarship. The approval by Forum Synergies is pre-requisite for receiving financial contribution.

WHAT WE WOULD LIKE TO SEE: is a lively report on experiences made and lessons learned and an outlook into the future esp. of trainees about implementing elements they have learned.

WHAT WE WOULD NOT LIKE TO SEE: is a simple list of activities in the format of a time schedule/ diary.

1/ REPORT BY THE TRAINEE

Each trainee shall deliver a narrative and financial report within 1 month after the training. The report shall include:

- **Profile** describing the experience of the trainee related to sustainable rural development and/ or the professional/ educational background.
- **Motivation** for taking part in the scholarship programme.
- **Description** of the activities carried out.
- **Assessment** from a personal point of view: role and impact of activities learned on sustainable rural development.
- **Interviews** carried out with 1-3 local actors involved in sustainable rural development (this can be a written summary, a blog post, short video according to FS-criteria).
- **Lessons learned.** Short description of the most important lessons learned the trainee takes home.
- **Action Plan.** A short description of how the trainee intends to implement the lessons learned.

2/ REPORT BY THE HOST

The host shall deliver a narrative and financial report within 1 month after the training. The report shall include:

- **Profile** of the host organisation and local actors related to the organisation.
- **Learning from an outside view** describing the input or feedback the trainee is offering
- **Evaluation.** Short overall evaluation describing the output of the training.
- **Recommendations.** Hosts should provide recommendations for other hosts and/ or make proposals for improvement of the exercise, procedure.

Forum Synergies will offer guidance to the trainee/ host in providing his/ her report in order to ensure that main elements will be included.

Both trainee and host accept that elements of their reports may be used on the Forum Synergies website and facebook site

Contact Information

Katrina Idu (ENG, FR)
Latvian Rural Forum
<http://llf.partneribas.lv>
katrina.idu@gmail.com
+37120240496

Simone Matouch (ENG, DE)
Forum Synergies
www.forum-synergies.eu
forum-synergies@a1.net
+43 6508830657