**FINAL REPORT TEMPLATE**

**FOR THE MOBILITY AND NETWORK ASSISTANCE PROGRAMME PARTICIPANT**

1. This report must be prepared and signed by the individual beneficiary or group representative. In group activities, it is sufficient to submit a single report on behalf of the group.
2. Reports will be prepared electronically and sent with attachments to [**info@towntwinning.eu**](mailto:info@towntwinning.eu) within 7 calendar days after the completion of the mobility.

**1. Beneficiary Information**

1. The Name and Surname of the Beneficiary (If the beneficiary is a group, the names and surnames of those included in the group):
2. The Name of the Local Government/YIKOB where the Beneficiary(s) Works:
3. Letter of Commitment Number for the Mobility and Networking Support:
4. The start date of the reporting process (the date of the letter of commitment) and the end date (the date of return to the institution after the mobility):

**2. Implementation and Evaluation of Activities**

1. Please describe in detail the overseas mobility activity that you have carried out within the scope of the support. Who participated in the mobility? What event did you attend? Who were the relevant stakeholders? Did the event content respond to your expectations? (Max. 1000 words)
2. What are the results you have achieved? (Max. 1000 words)
3. How did this activity contribute to your organization's work on combating environment and climate change and in terms of international cooperation? How will/may they contribute to your organization in the long term? (Max. 1000 words)
4. How do you plan to continue the connections and collaborations you have established? (Max. 500 words)

**3. Supporting Documents**

Please attach the supporting documents of the international mobility/networking you carried out within the scope of the support to this report. *(For example: Boarding passes, supporting documents of urban transportation, attendance signature sheets of meetings, photographs, entry/registration documents for events, other relevant documents)*