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ANNUAL NETWORK REPORT

POST-COVID PROGRAMME

Building an evidence base and lessons learned for future preparedness

PROJECT ACRONYM

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REPORTING PERIOD: DD/MM/YY - DD/MM/YY

[CONTRACT NR]

PROJECT TITLE

**[Name SURNAME of coordinator]**

**[Institution]**

**[e-mail]**

**[phone]**

[Name SURNAME of PARTNER 2] – [Institution]

[Name SURNAME of PARTNER 3] – [Institution]

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| --- |
| The *Annual Network Report* is drawn up annually by the Coordinator for the entire network and sent by the coordinator to the address: [post-covid@belspo.be](mailto:pdsfqsdf@belspo.be) on the dates set in article 4 of annex I to the contract. It presents the state of progress and achievements of the research, as well as forecasts for the following of the project. This information refers explicitly to the tasks and the project schedule defined in articles 2 and 3 of annex I. It also informs of any modification\* of the data included in the initial reports and gives the list of publications and missions carried out during the past year. This template can be completed in French, Dutch or English.  \*Modifications compared to previous reports regarding personnel in charge and at the disposal of the project should be completed by the concerned individual partner in the separate form “Annual Report Personnel” to be downloaded from the website. To be completed conform the instructions given in the Initial Report. |

# NETWORK

## 1.1. COORDINATOR (PARTNER 1)

1. Name and Institution : …

## 1.2. OTHER PARTNERS

1. Name and Institution : …
2. Name and Institution : …
3. Name and Institution : …
4. ………..

## 1.3. AUTHORS OF THIS REPORT

1. Name and Institution : …
2. Name and Institution : …
3. Name and Institution : …
4. ………..

# PROJECT WEBSITE, SOCIAL MEDIA …

|  |
| --- |
| [Website]  [Facebook]  [Instagram]  [YouTube]  … |

# EXECUTIVE SUMMARY OF THis REPORT

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| --- |
|  |

# REPORT on ACHIEVED WORK

*Detailed description of the achieved work and tasks since the previous report.*

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# INTERMEDIARY RESULTS

*Detailed description of the deliverables completed since the previous report.*

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# PRELIMINARY CONCLUSIONS AND RECOMMENDATIONS

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# FUTURE PROSPECTS AND PLANNING

*Overview of the foreseen activities and planning for the next reporting period, taking into account the current state of the work and the intermediary results.*

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# FOLLOW-UP COMMITTEE

## COMPOSITION AND ROLE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Has the composition and/or role of the Follow-up Committee changed? |  | Yes |  | No |

*If your answer is YES, please fill out following table. Otherwise, delete tables A. COMPOSITION and B. WAY OF WORKING.*

1. COMPOSITION

|  |  |
| --- | --- |
| **[First Name] [LAST NAME]**  [Title], [function]  [Email]  [Phone]  [Website] | [Role and contribution to the Follow-up Committee] |
| **[First Name] [LAST NAME]**  [Title], [function]  [Email]  [Phone]  [Website] | [Role and contribution to the Follow-up Committee] |
| **[First Name] [LAST NAME]**  [Title], [function]  [Email]  [Phone]  [Website] | [Role and contribution to the Follow-up Committee] |
| **[First Name] [LAST NAME]**  [Title], [function]  [Email]  [Phone]  [Website] | [Role and contribution to the Follow-up Committee] |

1. WAY OF WORKING AND OBJECTIVE OF THE COMMITTEE

*(Including frequency of the meeting, communication channels, …)*

|  |
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|  |

## MEETINGS AND DECISIONS TAKEN IN CONCERTATION WITH THE FOLLOW-UP COMMITTEE

*Duplicate the table below as needed.*

|  |  |
| --- | --- |
| Date |  |
| Meeting |  |
| Participants |  |
| Decision(s) |  |

# VALORISATION ACTIVITIES

## 9.1. PUBLICATIONS

|  |
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|  |

## 9.2. PARTICIPATION/ORGANISATION OF (inter)national SEMINARS, CONFERENCES, …

*Oral presentations, posters… and/or organisation of workshops, conferences, etc.*

*Duplicate table as needed.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date |  | | | | | |
| Name of Event |  | | | | | |
| Type of Event |  | National |  | International | | |
| Contribution as… |  | Organizer |  | Speaker |  | Attendant |
| Participant(s) |  | | | | | |
| Institution |  | | | | | |
| Contribution |  | | | | | |

## 9.3. SUPPORT TO DECISION MAKING (IF APPLICABLE)

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## 9.4. OTHER

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# ENCOUNTERED PROBLEMS AND SOLUTIONS

*Encountered problems/obstacles, implemented and/or considered solutions, if any.*

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# REMARKS AND SUGGESTIONS

*Concerning for example: the coordination, the use or valorisation of the results, personnel change …*

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