

*<title of the multi-country activity>*  
*<title of the event>*  
**Event report**

<b>Date of the document</b>	<b>Report prepared by</b>	<b>Status</b>
	<i>&lt;Name ,institution and country&gt;</i>	<i>&lt;Draft No. or Approved&gt;</i>
<b>Report reviewed by</b>		<b>MCA Coordinator</b>
<i>&lt;Name ,institution and country&gt;</i>		<i>&lt;Name ,institution and country&gt;</i>
<b>MCA partners</b>		
<i>&lt;List of contact persons with their institutions and countries&gt;</i>		

**General information**

<b>Full title</b>		
<b>Location/s</b>		
<b>Key dates</b>	Starting date	
	Ending date	
	Other dates (if relevant)	
<b>Purpose / Objectives</b>		
<b>Number of participants</b>	Total number	
	Per country	<i>&lt;Country (number)&gt;</i>
<b>List of lecturers / trainers / external experts</b>	<i>&lt;Name, country (role)&gt;</i>	
<b>Brief summary of the event</b>	<i>&lt;4-10 lines&gt;</i>	

**Agenda**

<b>Day 1</b>		
<b>Date and location</b>		
<b>List of main sessions / working groups</b>	<b>Title</b>	<b>Person in charge</b>
		<i>&lt;Name ,institution and country&gt;</i>
<b>Results / Learning points</b>		
<b>Day 2</b>		
<b>Date and location</b>		

<b>List of main sessions / working groups</b>	<b>Title</b>	<b>Person in charge</b>
		<Name ,institution and country>
<b>Results / Learning points</b>		
<b>Day 3</b>		
<b>Date and location</b>		
<b>List of main sessions / working groups</b>	<b>Title</b>	<b>Person in charge</b>
		<Name ,institution and country>
<b>Results / Learning points</b>		
<b>Day ///</b>		
<b>Date and location</b>		
<b>List of main sessions / working groups</b>	<b>Title</b>	<b>Person in charge</b>
		<Name ,institution and country>
<b>Results / Learning points</b>		

### Materials / Outputs

<b>Title</b>	<b>Author/s</b>	<b>Format of the document</b>
		<hardcopy / electronic – pdf, ppt, word, etc.>

### Summary of achievements

*(comparison with relevant aspects of the multi-country activity action plan)*

<b>Intended Output</b>	<b>Relevant Activities</b>	<b>Performance Indicators</b>	<b>Results achieved</b>
<i>Output 1:</i>	1.1.	1.	1.
	1.2.	2.	2.
<i>Output 2:</i>	2.1		
	2.2		

### Evaluation

<b>Did the event delivery upon its original objectives? And if now, why?</b>	<Explain.>
<b>Did the event meet the expectations of the participants? And if now, why?</b>	<Explain.>

<b>How effective were the trainer/s, facilitator/s, expert/s?</b>	<Explain.>
<b>How useful in general was the whole event? What may be the effect of this event?</b>	
<b>Other comments and remarks</b>	

*<if a separate evaluation report exists, please put it in the annex>*

**Please describe the follow-up to the event (if any)**

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**Please describe eventual challenges and problems regarding organization of the event**

- 1.
- 2.

**Please indicate suggestions and recommendation for future organization of similar events**

- 1.
- 2.

**List of annexes:**

- A.
- B.