

TABLE OF ACHIEVED/PLANNED OUTCOMES (BLANK FORM)

The following sections should be filled according to the relevant reports:

	1 st Report	2 nd Report	Last Report
Activities carried out	x	x	x
Indicators of achievement	x	x	x
Planned activities	x	x	
Indicators for progresses	x	x	
Proposed changes	x	x	

Please complete a table **for each outcome** as indicated in your original application and as follows:

- *Month* and *Place* should always be indicated when an activity is mentioned
- *Activities carried out* since the start of the project
- *Indicators of achievement* describing qualitative and quantitative indicators of achievement as a result of the activities performed
- *Planned activities* until the end of the action
- *Indicators for progress* outlining qualitative and quantitative indicators for the measurement of progress
- *Proposed changes* have to be indicated for each outcome and until the end of the action

Title and reference number of the outcome:

Month	Place	Description of the activities carried out	Indicators of achievement
Month	Place	Description of the future planned activities	Indicators of progress

Proposed changes from original application/previous approved report for the outcome in reference

Please add as many tables as necessary

TABLE of ACHIEVED/PLANNED OUTCOMES 1st REPORT – Jan. 2005

Title and reference number of the outcome:

1. Intensive courses at Tirana University

Month	Place	Description of the activities carried out	Indicators of achievement
November 2004	EU	Intensive language course in Commercial terminology for 6 staff of the Fac. Economics	4 staff attend and pass course Glossary of terminology written and circulated to Faculty staff
November 2004	EU	Review by Albanian staff of existing postgraduate courses at EU universities	Analysis prepared and discussed at faculty level
Month	Place	Description of the future planned activities	Indicators of progress
December 2004- May 2005	Tirana	Development of module 'International Commerce Management' by EU and ALB staff	Approval course module Availability of lecture notes
July 2005		20-hour course 'International Commerce Management' for teachers and graduate students at the Faculty of Economics provided by 2 ALB and 1 EU staff	Attendance rate (at least 90%) Success rate (at least 90%) Evaluation results Satisfaction rate
October – December 2005		Advertising of course to regional businesses and professional associations	Attendance at Information session (at least 50) Number of requests for registration form (at least 100)
January 2006		Organisation of a 20-hour course 'International Commerce Management' for SMEs and professional business associations in the region	Number of participants (50) Success rate (90%) Satisfaction level of trainees Positive feedback from enterprises and associations Agreement with enterprises and associations for continuous training.

Proposed changes from original application/previous approved report for the outcome in reference

Following discussions at the initial coordination meeting , the project management team decided that it was more costs-effective to send 4 staff members on the first mobility for the intensive course and to review the courses in the EU since the outcomes of the mobility (namely a glossary and report on the existing courses could (and have been) disseminated to the rest of the Faculty staff. The funds saved for these two mobilities will be used for additional student mobility in year 3.

Please add as many tables as necessary

TABLE of ACHIEVED/PLANNED OUTCOMES 2nd REPORT – Sept. 2005

Title and reference
number of the outcome:

1. Intensive courses at Tirana University

Month	Place	Description of the activities carried out	Indicators of achievement
November 2004	EU	Intensive language course in Commercial terminology for 6 staff of the Fac. Economics	4 staff attend and pass course Glossary of terminology written and circulated to Faculty staff
November 2004	EU	Review by Albanian staff of existing postgraduate courses at EU universities	Analysis prepared and discussed at faculty level
January-June 2005	Tirana/EU	Development of postgraduate module 'International Commerce Management' by EU and ALB staff	Course module drafted (March), commented (during April seminar), finalized and approved (May) Lecture notes available (May)
July 2005	Tirana	Organisation of a 20 hour postgraduate course 'International Commerce Management' for teachers and graduate students of the Faculty of Economics provided by 2 staff from the Faculty of Economics of the University of Tirana and one guest speaker from the EU	Group of 15 teachers and 7 graduate students attended the course (90% attendance) All passed exam (100%) Course contents and methodology evaluated (according to guidelines developed by external reviewer in May) by trainees. Satisfaction level: 75%.

Month	Place	Description of the future planned activities	Indicators of progress
September 2005	Tirana	Review of module 'International Commerce Management' by ALB staff	Approval of reviewed course by Project Management Lecture notes updated
October – December 2005	Tirana	Advertising of course to businesses and professional business associations in the region through information session and website	Attendance at Information session Number of visits on website Number of requests for registration form
January 2006	Tirana	Organisation of a 20-hour course 'International Commerce Management' for SMEs and professional business associations in the region	Number of participants Number of participants successfully passing the course Satisfaction level of trainees Positive feedback from enterprises and associations Agreement with enterprises and associations for continuous training.

Proposed changes from original application/previous approved report for the outcome in reference

The development of the postgraduate module 'International Commerce Management' by EU and ALB staff started in January 2005 rather than December and was completed in June rather than May. This was due to unavailability of staff during that period and did not affect the date of the course, held as planned in July 2005.

Please add as many tables as necessary