

European Fund for the Balkans

Fellowship Programme for Government Officials 2016/2017

Final Report

First and Last name	
Home Institution	
Home Country	
Home Mentor	
Host Institution	
Host Country	
Host Mentor	
Reporting date	

These are some indicative guidelines to help you in preparing your fellowship report. The report should cover the placement procedure, traineeship phase (period that you have spent in the host institution) and presentation of experience in your home institution. The report must be written in English. Submit your report including all appendices as a single file in either Word (.doc) or PDF (.pdf) format. Double-space your text. Use a single column layout. Font size for the body of the text should be 12 point for main body text and 9 point for footnotes. The body of the report (excluding appendices) should normally be no longer than 6 pages.

1. Introduction

Please, describe the purpose and significance of your fellowship, referring to the work plan. Explain principle results and outline recommendations.

2. Placement

What is your assessment of your role in the placement procedure? Include a description of developing the fellowship work plan, communication with home mentor, and communication with host mentor. Please explain any problems which have arisen and how they have been addressed.

3. Traineeship phase

Please describe your work at the host institution. Define specific departments/initiatives /projects that you were involved in. What was the role you have been fulfilling? Describe the structure of rotation and what added value it offered to your experience, if any. Were there other resources/opportunities the host institution provided in order to maximize your experience (e.g. networking with other institutions, etc)? Describe communication with other EFB fellows during the fellowship phase, if any.

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3.1 Lessons learned

The EFB is particularly interested in what you learnt during your fellowship. In your outline of key learnings, detail the relevant experiences and relate them to the objectives of your fellowship.

4. Presentation in home institution

Please describe what you have planned to share with colleagues of your home institution. How? Describe presentation/s, number and profile of participants and key learning points. Attach any materials that you have prepared for this presentation.

5. Follow-up

What kind of activities do you envision undertaking by yourself, or by your home institution, to continue the cooperation with the host institution?

6. Satisfaction

Did your fellowship conform to your expectations? Please specify.

Will the EFB fellowship increase directly or indirectly your career opportunities? Please specify.

Have you encountered any practical problems?

Please suggest any improvements in the Fellowship Programme for Young Government Officials. What kind of activities would you recommend that EFB organises to continue the cooperation between yourself, your home and host institutions as well as with the remaining network of fellows?

Final statement – one sentence summary of the Fellowship Programme