<<LOGO>>

**ANNUAL ACTIVITY PLAN**

<<Name of Institution>>

Academic Year XXXX / XX

**Context[[1]](#footnote-1)**

**Strategic goals[[2]](#footnote-2):**

**Evaluation[[3]](#footnote-3)**

**Dissemination and follow-up[[4]](#footnote-4)**

1. **Activities plan[[5]](#footnote-5)**

We now present the table with the activities for the current academic year.

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| --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Target groups** | **Partners** | **Date** | **Manager** | **Indicators** | **Target** |
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| *Approval* | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Surname  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place |

1. This section explains the essence and the rationale of the document, and briefly outline its aims and purpose. [↑](#footnote-ref-1)
2. In this section users are to include the the strategic goals of the school [↑](#footnote-ref-2)
3. In this srction users are to explain the process which the Institution will adopt for the evaluation of the Activities and Indicators. [↑](#footnote-ref-3)
4. Identification of the dissemination and evaluation tools [↑](#footnote-ref-4)
5. Table with the activities [↑](#footnote-ref-5)