EU4BCC MOBILITY SCHEME

## TABLE 1: OBJECTIVES AND EXPECTED RESULTS FOR EXCHANGE BETWEEN SMES (TO BE SUBMITTED TOGETHER WITH THE LETTER OF COMMITMENT)

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| **Objectives of the outgoing SME:**  *In blue some examples of concrete objectives. Please try to insert at least one concrete and quantifiable objective* | Examples below:   * Increase export * Create new business opportunities * Innovation (in terms of process, in terms of sustainability, in terms of materials, etc.) * Learn about foreign markets * Build strong business relations with the host organisation * Knowledge and intelligence about new methods   Product development   * Participation in trade fairs and conferences * Increasing the network of contacts * ….. |
| **Objectives of the hosting SME:**  *In blue some examples of concrete objectives. Please try to insert at least one concrete and quantifiable objective* | Examples below:   * New partner / supplier abroad * Cross-border cooperation * Joint venture / licensing / subcontracting /  expand the business abroad * Green deal action plan / energy savings / reduction of carbon consumption.. * … |
| **Description of the work project:** *[ Insert a general description of the work plan ]* | |
| **Weekly activity plan to reach the objectives:** | Examples below:  **Week 1**   * Get to know the hosting SME, the employees and working methodology. * Understand the production process, the market, the typology of the customers, etc.     **Week 2**      **Week 3**      **Week 4** |
| **Expected concrete outcomes:**  *In blue some examples of concrete outcomes. Please try to insert at least one concrete and quantifiable outcome of the exchange.* | Examples below:   * Sign a commercial contract * Joint participation in contracts * Joint participation in events * Established a supplier / purchaser relationship * **….** |

# TABLE 3: ACHIEVED RESULTS (TO BE SUBMITTED AT THE END OF THE EXCHANGE)

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| **Objectives of the outgoing participant:** | *[ Please copy/paste from the “OBJECTIVES OF THE EXCHANGE AND EXPECTED RESULT” table submitted before the exchange ]* |
| **Objectives of the hosting participant:** | *[ Please copy/paste from the “OBJECTIVES OF THE EXCHANGE AND EXPECTED RESULT” table submitted before the exchange ]* |
| **Description of the exchange:** *[ Insert a general description of the exchange ]* | |
| **Weekly activities developed:** | **Week 1**  **Week 2**  **Week 3**  **Week 4**  *[ From week 5 to week 8 only to be filled by the BSOs who had a two months’ exchange ]*  **Week 5**  **Week 6**  **Week 7**  **Week 8** |