# Competence Centre – [Centrumnamn] annual report

*Följande instruktioner ska följas strikt vid årsrapportering:*

* *Fyll i centrumets namn och datum samt projektets diarienummer i sidhuvudet*
* *Ni kan lägga till sektioner men inte radera någon av de sex sektioner som finns nedan*
* *Instruktionerna kan med fördel raderas innan slutrapporten skickas in*
* *Tänk på att de uppgifter ni anger ska stämma överens med de ni angivet i enkäten och budgetmallen som också ingår i årsrapporteringen*
* *De aktiviteter som SMF har särskilt stöd för från Vinnova ska givetvis också ingå i redovisningen*
* *Årsrapporten skrivs med fördel på engelska*

## 1. Executive summary

*Give a short description for the year of operation, the focus should be on what have been done and results.*

## 2. Centre projects

*Describe shortly activities made in the centre projects (the same projects that you report cost for in budget template). For each project, state the centre partners that have participated.*

## 3. Communication plan

*Describe how you are working with communicating activities (within or outside the centre constellation), this could for example be:*

* *How information is distributed within the centre*
* *How the centre is working to get all partners involved in the centre activities*
* *Type of activities that have been executed to make the centre more visible*
* *Planned activities for the future to increase attractivness*

## 4. Development and changes of constellation

*Describe how the constellation have evolved and changed during the previous year. That should include for example if/why centre partner's have left/joined the constellation, or if there have been changes in the staff which will affect the operational plan. You may also describe if the relations or cooperation between centre partners have changed, and if this has been of importance.*

## 5. Goal completion

*In this section, you should present how the results from the centre relate to the goals in the operational plan by answering the following questions:*

* *Describe your goals briefly and to what extent they are achieved, and give explanations to the goal completion.*
* *Describe if you have any changes in the operational plan and why*
* *Describe how you are measuring/determines if you are making progress, and what indicators you are using.*
* *Unintended results, results that have occurred unexpectedly*

## 6. Experiences and lessons learned

*Reflect over mistakes and successes over the past year, and what you have learnt from this.*