**Internship report: Format**

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| **Name of intern** |   |
| **Country of internship** |   |
| **Partner** |   |
| **Project** |   |
| **Duration of internship** |   |

**Content:**

* Executive summary
* Introduction
* Introduction to project
* Local partner (short)
* The internship – duration and objectives
* Analysis of work performed - deliverables according to objective of internship
* Experience and lessons learned
* Perspective and recommendations regarding practicalities during the internship, objectives and duration.
* Conclusion

Annex: copy of financial report