



Timing

- General EPPCN report, written by James, sent to EPPCN by **15th of July**
- Also to chair of IPPOG (to ensure not too much overlap) by **15th of July**
- Comments from EPPCN (and chair of IPPOG) to James by **15th of August**
- Country reports to James by **15th of August**
- Written report to Council **first week of September**
- Oral report to Council at autumn Council meeting: **second half of September**

Written country reports

- One page per country (roughly 450 words)
- Content:
 - Media report (media visits, media coverage,...)
 - Other comm. activities (national initiatives, participation in EPPCN-wide activities,...)
 - Budget report
 - Miscellaneous

Template for country report

Country Report **NAME_COUNTRY**, August 20xx – August 20xx

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- **1. Media Report**
 - - **Media Coverage in general**
- **2. National Initiatives (Target audience / Nb of people reached)**
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- **3. EPPCN/CERN-wide activities (Target audience / Nb of people reached)**
- **4. Collaboration with IPPOG (Target audience / Nb of people reached)**
- **5. Any other activities (Target audience / Nb of people reached)**

Template for budget report

Amount spent	Reason	Further information
	Travel costs EPPCN meeting	
	Translations CERN press releases	
	???	