

- Handling of on –demand interview request and provide interview assistance.

Reporting

Regular reporting in the period of the project

- Contractor's national partner must ensure regular reporting to the EU-OSHA's national partner, as well as to the Contractor's headquarters about the status of preparation;
- Contractor's national partner will provide weekly updates and all necessary documents to Contractor's headquarters who will include the information to EU-OSHA's online collaborative tool.

Final report

- On conclusion of the round table, the Contractor's national partner must draft a comprehensive final report with all relevant information on the conference, including objectives, experts (names / institutions), media attendance and clippings if available and social media impact;
- After the approval of the EU-OSHA's national partner, the Contractor's national partner should provide the final report to Contractor headquarters, who will provide an overall reporting to EU-OSHA, including a financial breakdown.