

Proposed format for the progress reports:

1. Summary (max. 1 page)

2. Background (include some words of introduction and other relevant information if needed)

3. Activities/Tasks performed (during the reporting period)

For each activity, describe as follows:

| Ref . Code | Objective/Output/Activity/Input | Action Officer, Agency | Planned targets/milestones (Annual Plan) | Progress achieved during the quarter | Problems and Constraint s | Actions recommended |
|---------------|---|------------------------------|--|--|------------------------------------|------------------------|
| | Result 1 <i>Activity 1.1</i> <i>Task 1.1</i> | | | | | |

4. Implementation

4.1. Physical and non-physical means

Equipment and operational inputs

Local personnel

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Issues like purchase of cars, equipment, etc. should be described here

4.2. Organisation and procedures

Co-ordination of the components, supervision by the TA, relationship with the other partners, etc.

4.3. Timetable

Indicate actual against expected (in Excel sheet), including activities/tasks as well as events relating to implementation

4.4. Finance & Administration

Finance: only general description here (for example, implementation of a financial system, delays in having the account replenished, rider to WP/CE, special request made on financial aspects, etc.)

Administration: related to contractual aspects (signature of documents, extension of period of validity, etc.)

4.5. Special conditions and accompanying measures

Counterpart funding by the Government, counterpart personnel, office space, etc.

4.6. General problems

For example: law and order problems affecting the project and the staff, etc.

5. Conclusions/general actions required

Should be presented according to the following table:

Annexes

- Actual Expenditures against Budget as per the Financing Agreement
- Mission Reports should be listed but not be part of the annexes
- Any other annexes as deemed necessary