

Annotated Annual Programme Report Template

Instructions

This annotated template is drafted to guide Programme Operators and Fund Operators to produce concise, results-based programme reports that will give an account of progress and results under the programme as per article 6.11 of the Regulation.

The Annual Programme Report is prepared by the Programme or Fund Operator and submitted by 15 February. The reports shall cover the previous calendar year (1 Jan – 31 Dec) and be based on the latest data and information available at the end of the year.

The main body of the report should not exceed 20 pages, excluding annexes. The report shall consist of the sections set out below.

A. EXECUTIVE SUMMARY

This section should serve as a stand-alone document that gives a wider audience a clear overview of the programme. Please provide a summary of the principal elements of the report.

Write it last, once you've written the rest of the report. Aim to limit this section to 1.5 A4 page. Avoid abbreviations and acronyms.

- *Briefly point to the 3-5 most significant results of the programme, including bilateral results.*
- *Assess the progress of implementation*
- *Outline any lessons learned.*
- *Include an example of how the visibility of the programme/donors was ensured.*
- *If the overall risk of the programme has changed, comment briefly on how and why..*

B. PERFORMANCE

1. Programme context II *[applicable from the second APR submitted]*

Please briefly describe the political, legislative and economic developments to the extent that they could affect the implementation of the programme, focusing mainly on changes at national level. Support your description of recent developments with reference to sources of information where possible. Outline how these developments are relevant to the programme objective as well as the two overall objectives of the Grants: reduced social and economic disparities & strengthened bilateral relations. This section should be brief and give a general picture of the context of the programme.

2. Programme results – Description and analysis

Outcome 1:

[applicable from the second APR submitted] II

- *Refer to your results framework and provide a description and analysis of the 3-5 most significant results^a achieved since the start of the programme under this Outcome. Significant results might vary from year to year.*

^a **Results** are the outputs, outcomes and impacts of an intervention or a programme.

- Provide concrete examples, referring to specific projects (including a reference to the relevant project codes).
- In case of under- or overachievements compared to the targets set in the results framework, please provide an explanation.
- In addition, please describe additional results not included in the results framework .

For programmes under the Active Citizens Funds, all results related to capacity building should be reported under the dedicated capacity building outcome, regardless of which regranting budget line those results were funded from.

Pre-defined project(s)

For pre-defined projects belonging to Outcome 1, refer to your results framework and describe how these projects are contributing to the results under this outcome.

Outcome 2, 3, etc: same structure and annotations as for outcome 1

Bilateral outcome

Analysis of bilateral relations and achievements

- Provide a description and analysis of the 3-5 most significant bilateral results with concrete examples, referring to specific projects in this programme.
- Refer to the outcome and output indicators agreed in the results framework in Annex I of the Programme Agreement.
- In case of under- or overachievements compared to the targets set in the results framework, please provide an explanation.
- In addition, please describe any additional results not included in the results framework.

Describe how the programme has facilitated bilateral project partnerships. Please describe the cooperation with the Donor Programme Partner(s), including through the Cooperation Committee (if applicable)^b.

, please report on bilateral results at both project and programme levels (including the results funded by the ACF Bilateral Fund).

3. Implementation

Compliance with Programme (Implementation) Agreement conditions

For programmes under the Active Citizens Funds, please describe here how the country-specific concerns described in Annex II to the Programme Implementation Agreement are being addressed.

Cooperation with International Partner Organisations (IPOs)

If applicable, describe the cooperation with the International Partner Organisations.^c

^b For ACF programmes, please describe the cooperation with the donor contact points (not DPPs or Cooperation Committee). For Research programmes, please describe the cooperation with the Research programme committee.

^c The International Partner Organisations are the Council of Europe, the Organisation for Economic Cooperation and Development (OECD) and the Fundamental Rights Agency (FRA).

C. LEARNING

1. Monitoring carried out^d

With reference to the monitoring plan, list and describe the monitoring activities carried out by the Programme Operator/Fund Operator. This includes compliance-based, risk-based, and results-based monitoring.^e

In case you have conducted results-based monitoring, please do NOT repeat the results reported in Annex 1 and described in section B2. Instead, you may focus on the quality of the activities carried out by the projects and/or the quality of the systems put in place to document results.

Additionally, provide a monitoring plan for the next reporting period as Annex 5 to this programme report.

2. **Evaluations carried out^f** [applicable from the first APR after the evaluation was carried out] 11
If any evaluations have been carried out, provide a summary of the main findings and recommendations of the evaluation. In addition, please list and explain the planned responses to the evaluation recommendations.

3. Lessons learned from monitoring, evaluation and implementation

Please identify clear and specific lessons from programme implementation, monitoring and/or evaluations carried out, and how you propose to apply these lessons to improve programme delivery and achieve results. Also, describe any changes you have instituted because of previous learning.

***In the APR submitted in 2021 and later,** describe any delays experienced in the programme, both at programme and project levels. What are the short- and medium-term consequences of these delays? Please also describe any measures you have taken or are planning to take to mitigate these delays. Additionally, describe any other impacts Covid-19 has had or is likely to have on the programme and any mitigation needed.*

D. ANNEXES

1. [Updated results \(indicator achievements\)](#) (template in Grace, to be updated by PO/FO)
2. [Communication](#) (template in Grace, to be updated by PO/FO)
3. [Overview of contracted projects](#) (template in Grace, pre-filled table to be checked by PO/FO)
4. [Risk management](#) (template in Grace, to be updated by PO/FO)
5. [Monitoring plan](#) (attachment uploaded by PO/FO, see Results Guideline Annexes for suggested template)
6. [Evaluation report](#) (attachment uploaded by PO/FO)
7. [Agreement conditions](#) (template in Grace, to be updated by PO/FO)

^d **Monitoring** is defined in the Regulations as the observation of programme and project implementation to ensure that agreed procedures are followed, to verify progress towards agreed outcomes and outputs, and to identify potential problems in a timely manner so as to allow for corrective action.

^e Page 37 of the Results Guideline.

^f **Evaluation criteria** and the **mandatory common evaluation** questions are described in the Results Guideline, p. 43 and 45. Article 10.1 of the Regulation requires the Beneficiary States to evaluate each programme at least once during the implementation period.

Annex 1: Updated achievements in the results framework (template in Grace)

White cells are prepopulated; blue cells are editable

	Expected programme results	Indicators	Baseline values	Achievements previously reported	Achievements until end December 20xx	Target values
	Programme objective					
Outcome 1						
Output 1.1						
Output 1.x						
Outcome 2						
Output 2.1						
Output 2.x						
Outcome N						
Bilateral outcome						
Bilateral output 1						
Bilateral output x						

Annex 2: Communication summary (template in Grace)

1. Best practise examples*

Please provide one or two projects as best practice examples that can be used for communication purposes by the Donors and the FMO. (500 words maximum)

2. Best bilateral cooperation examples*

Please provide one or two examples of project-level bilateral cooperation that can be used for communication purposes by the Donors and the FMO (500 words maximum)

3. The programme in a nutshell

<p>Please insert a quote about this programme. Please add the name and the title of the person. You can add up to two quotes.</p>	Quote*			
	<i>200 words max</i>			
	Author	Name*		Title*
	Quote			
	<i>200 words max</i>			
	Author	Name		Title

4. Visibility of the Grants and the Donors*

Please describe the communication activities undertaken to increase the visibility of the Donors and the Grants. (500 words maximum)

5. Media coverage*

Please add links and descriptions of examples of local, regional or national media coverage of the programme. (200 words maximum)

6. Website and social media*

6.a. *Please add links to the programme website and social media accounts.*

Link to programme website	Total number of page views in the reporting year	Change, compared to last year (in absolute numbers)	Total number of unique visitors in the reporting year	Change, compared to last year (in absolute numbers)

	Applicable	Specific link or handle for the account	Posts published in the reporting year	Total likes in the reporting year	Total comments in the reporting year	Total shares/Retweets etc. in the reporting year	Followers gained since programme launch
Facebook	[dropdown yes/no]						
Twitter	[dropdown yes/no]						
Instagram	[dropdown yes/no]						
LinkedIn	[dropdown yes/no]						
Snapchat	[dropdown yes/no]						
TikTok	[dropdown yes/no]						
Other	[dropdown yes/no]						

6.b. Describe your activities and results on the website and dedicated social media. You can also add other activities (campaigns, etc.) (200 words maximum)

7. Visuals*

Please add links to interesting programme- and/or project-related multimedia assets in EEA and Norway Grants media library (ealibrary.org) that can be used for communication purposes by the Donors and the FMO. If you have not done so already, please add the assets to the media library on ealibrary.org before adding a link.

Annex 3: Overview of contracted projects (template in Grace)

	Projects	#	# of donor project partners	Amount contracted[§] (in €)	% of outcome budget contracted
Outcome 1	Pre-defined				
	Contracted through open calls				
	Contracted through small grant schemes				
	Total outcome 1				
Outcome 2	Pre-defined				
	Contracted through open calls				
	Contracted through small grant schemes				
	Total outcome 2				
Programme	Total				

[§] The total maximum amount committed to projects

Annex 4: Risk management (template in Grace)

[The principles for updating the risks are the same as for developing the risk assessment and response analysis (see Results Guideline).]

With reference to the risk analysis and response plan previously submitted to the FMO, describe the actions taken to respond to the risks in the column “Description of actual response”. If needed, update the likelihood and consequence score for individual risks.

In the “Future response” column, please describe how you plan to follow-up on a particular risk factor in the coming 12 months. DO NOT write “same as last year”, but provide a full-sentence(s) explanation.

If any risks not foreseen in the latest updated risk assessment are identified, kindly add these risks as additional lines in the template.

If needed, update the likelihood and consequence of the programme not achieving its objectives (overall risk of the programme).

Programmatic risks									
Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Previously-planned response	Description of actual response	Planned future response	No longer a risk
+									
+									
Operational risks									
Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Previously-planned response	Description of actual response	Planned future response	Risk N/A?
+									
+									
OVERALL RISK OF THE PROGRAMME									
		Likelihood	Consequence	Risk score					

Annex 5: Monitoring plan

Suggested monitoring plan template (to be uploaded as a separate document)

Project ID	Project name	Planned timing [Q1, Q2, Q3, or Q4]	Type of monitoring [results, risk, or compliance] – can be multiple	Monitoring modality [site visit, phone/online meeting, review project reports, etc.]	Monitoring reason/topic [check procurement, observe quality of activities, check reporting system, follow up specific risk, etc.]	Contact details [name, email/phone]
0001						
0002						
000x						
000y						
000z						

Annex 7: Agreement conditions (template in Grace)

Condition	Fulfilled status
[Condition 1 copied from Annex I of the Programme (Implementation) Agreement]	Is the condition fulfilled [drop down menu: Yes, No, N/A] Comment [text box] <i>With refence to the condition, please describe the measures taken in order to fulfil the condition.</i>
[Condition 2 copied from Annex I of the Programme (Implementation) Agreement]	Is the condition fulfilled [drop down menu: Yes, No, N/A] Comment [text box] <i>With refence to the condition, please describe the measures taken in order to fulfil the condition.</i>
Etc.	Is the condition fulfilled [drop down menu: Yes, No, N/A] Comment [text box] <i>With refence to the condition, please describe the measures taken in order to fulfil the condition.</i>