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 give an account of progress and results under the programme in line with article 6.11 of the Regulations.
>
> The Annual Programme Report must be submitted by 15 February. The reports shall be based on the latest data and information available at the end of the preceding year.

A. EXECUTIVE SUMMARY

Summarise the main points in the Annual Programme Report. Please write it after you have written the rest of the report. This is section is optional.

[Maximum 800 words]

B. PERFORMANCE

1. Programme progress and results

Objectives
- *Describe how the programme is progressing towards its programme objective as stated in the Programme Agreement*
- *Describe how the programme is contributing to the objectives of the Grants (reduced social and economic disparities and strengthened bilateral cooperation) and adding value*

[Maximum 800 words]

Outcome 1
- *Describe implementation progress*
- *Describe any delays, deviations, and reallocations*
- *Describe the most important results achieved, referring to project examples*

[Maximum 800 words]

Outcome 2
- *Describe implementation progress*
- *Describe any delays, deviations, and reallocations*
- *Describe the most important results achieved, referring to project examples*

[Maximum 800 words]

Outcome 3
- *Describe implementation progress*
- *Describe any delays, deviations, and reallocations*
- *Describe the most important results achieved, referring to project examples*

[Maximum 800 words]

Bilateral Outcome
- *Describe implementation progress*
- *Describe any delays, deviations, and reallocations*
- *Describe the most important results achieved, referring to project examples*

[Maximum 800 words]

C. MONITORING AND EVALUATION

1. Monitoring carried out

Describe the monitoring activities carried out last year, referring to specific projects (not including monitoring commissioned by the FMO).

[Maximum 800 words]

(Note: You should provide the monitoring plan for the next 12 months in Annex 5).

2. Evaluations carried out

Summarise any programme <u>evaluations</u> carried out last year (not including monitoring or audits).

[Maximum 800 words]

D. ANNEXES

Iceland
Liechtenstein
Norway grants

Norway
grants

Annex 1: Results achieved

Please fill in the blue cells. The white cells are prepopulated based on the latest information in Grace.

Objective:	[objective label]								
Outcome 1:	**[outcome label]**								
Indicator	Unit of measurement	Baseline value	Previous achievement value	Achievement values as of the end of the reporting year			Target value	Comment	
				Numerator	Denominator	Achievement value			
[indicator label]									
[indicator label]									
Output 1.1:	**[output label]**								
[indicator label]									
[indicator label]									

Annex 2: Communication summary

1. Best projects

Please choose one or two projects as best practice examples that can be used for communication purposes by the Donors and the FMO. Preferably choose at least one project with a donor state partner. Please write:

- *The project id*
- *A short description why you think this is a good project and how it contributes to the objective of the programme and the grants*
- *Please check the Project Level Information in GrACE and make sure it is accurate.*

2. Visibility of the Grants and the Donors

2a Please describe the communication activities (both offline and online) undertaken by the Programme Operator/Fund Operator to increase the visibility of the Donors and the Grants. [Maximum 500 words]

2b Number of project stories published on your website/webpage in the reporting year

3. Media coverage

Please add links to examples of local, regional, or national media coverage of the programme.

4. Website and social media
Please fill in the blue cells

Link to programme website	Total number of page views in the reporting year

	Applicable	Link or account handle	Number of posts published in the reporting year	Number of followers
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]			

5. Visuals

Please add links to interesting programme- and/or project-related multimedia assets in EEA and Norway Grants media library (eealibrary.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 eealibrary.org before adding a link.

Annex 3: Project summary and call details

1. Projects summary

The white cells are prepopulated based on the latest information in Grace. Please verify the information and update where necessary.

	Number	Total Grant	Amount budgeted to donor project partners (estimate)
Total number of projects contracted			
Number of pre-defined projects contracted			
Number of projects with a donor project partner			
Number of projects with a donor project partner Norway			
Number of projects with a donor project partner Iceland			
Number of projects with a donor project partner Liechtenstein			

2. Call details

The white cells are prepopulated based on the latest information in Grace. Please verify the information and update where necessary.

Call title	Outcomes	Call amount	Submission deadline	Number of applications received	Grant amount applied for	Grant demand %	Number of applications approved for funding	Grant amount awarded	Number of projects contracted

Annex 4: Risk management register

The 'Risk description' column is pre-filled with last years' risks. You may edit the risk description if needed.

Indicate if the risk is still relevant this year (yes/no). If it is a very low risk you can select 'no'.

If you select 'No', the risk will be deleted. If you select 'Yes', assess the likelihood and consequence of the risk occurring. The scores range from 1 (low) to 4 (high). The 'Risk score' will then be automatically calculated.

In the field 'Planned response this year' describe how you will respond to the risk this year.

You may also add new risks. However, you should only include the most important risks (maximum 10 risks in total).

Finally, give an overall risk score. This is the overall risk of the programme not absorbing most of its financing and achieving most of its targets. The scores range from 1 (low risk) to 4 (high risk).

Please fill in the blue cells. The white cells will be automatically calculated.

Risk description	Is the risk still relevant this year?	Likelihood (1-4)	Consequence (1-4)	Risk score	Planned response in the next 12 months
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[edit]	[Yes | No]				
[Add new risk					
Overall risk of not absorbing most financing and achieving most result targets (1-4):					

Annex 5: Monitoring plan

Upload your monitoring plan for this year. A template can be found in Annex 5 of the Results Guideline.

Annex 6: Evaluation report

Upload any evaluation reports completed in the past year

Annex 7: Agreement conditions

Please fill in the blue cells. The white cells are prepopulated based on the latest information in Grace.

Description	Type	Tracking	Marked as fulfilled in GrACE	Date of fulfilment	Description of measures taken *For one-time fulfilment conditions, describe progress towards fulfilment. For continuously tracked conditions, describe actions taken in the past year.*
[Condition 1]					
[Condition 2]					
[Condition x]					

Compliance with Programme Implementation Agreement conditions

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