

## 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. Write it last, once you've written the rest of the report.*

*Please provide a summary of the principal elements of the report. (i) Briefly point to the 3-5 most significant results of the programme, including bilateral results. In addition, (ii) assess the progress of implementation and (iii) outline any lessons learned. Furthermore, (iv) include an example of how the visibility of the programme/donors was ensured. (v) If the overall risk of the programme has changed, comment briefly on how and why. Aim to limit this section to 1.5 A4 page. Avoid abbreviations and acronyms.*

### B. PERFORMANCE

#### 1. Programme context [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. Results

##### Outcome 1:

*Description and analysis of results  [applicable from the second APR submitted]*

*For Outcome 1, provide a description and analysis of the 3-5 most significant results<sup>a</sup> achieved since the start of the programme. Significant results might vary from year to year. Provide concrete examples, referring to specific projects (including a reference to the relevant project codes). Refer to achievements for the outcome and output indicators agreed in the results framework in Annex I of the Programme Agreement, as well as their link to the programme objective. In case of under- or overachievements compared to the targets set in the results framework, please provide an*

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<sup>a</sup> **Results** are the outputs, outcomes and impacts of an intervention or a programme.

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 projects*

*For pre-defined projects belonging to outcome 1, please describe the progress of implementation and any results. 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. Provide 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, as well as their link to the programme objective. 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)<sup>b</sup>.*

*For programmes under the Active Citizens Funds, 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**

*With reference to the conditions set in Annex I to the Programme (Implementation) Agreement, please describe how the programme has addressed these. Please describe the measures taken in order to fulfil the conditions. Provide this information separately for each condition listed.*

*For ACF: In addition to the conditions set in Annex I to the Programme Implementation Agreement, please address 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.<sup>c</sup>*

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<sup>b</sup> 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.

<sup>c</sup> 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<sup>d</sup>

*With reference to the monitoring plan, list and describe the monitoring activities carried out by the Programme Operator/Fund Operator and give a summary of the findings. This includes compliance-based, risk-based, and results-based monitoring.<sup>e</sup>*

*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 4 to this programme report.*

### 2. Evaluation<sup>f</sup> (II) [applicable from the first APR after the evaluation was carried out]

*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

*Please identify clear and specific lessons from programme implementation 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.*

## D. ANNEXES

1. [Updated results \(indicator achievements\)](#) (link to template in Grace, to be updated by PO/FO)
2. [Communication](#) (link to template in Grace, to be updated by PO/FO)
3. [Overview of contracted projects](#) (link to template in Grace, pre-filled table to be checked by PO/FO)
4. [Risk management](#) (link to 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)

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<sup>d</sup> **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.

<sup>e</sup> Page 37 of the Results Guideline.

<sup>f</sup> **Evaluation** is defined in the Regulations as a systematic, objective, and independent assessment of the design, implementation and/or results achieved in programmes and projects with the aim of determining the relevance, coherence, consistency, effectiveness, efficiency, impact and/or sustainability of the financial contribution. Article 10.1 of the Regulation requires the Beneficiary States to evaluate each programme at least once during the implementation period.

**Annex 1: Updated results (indicator achievements)**

*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					
<b>Outcome 1</b>						
<b>Output 1.1</b>						
<b>Output 1.x</b>						
<b>Outcome 2</b>						
<b>Output 2.1</b>						
<b>Output 2.x</b>						
<b>Outcome N</b>						
<b>Bilateral outcome</b>						
<b>Bilateral output 1</b>						
<b>Bilateral output x</b>						

**Annex 2: Communication summary** (to be included in Grace)

**a. Visibility of the Grants and the donors**

*Please elaborate on the visibility of the programme, the Grants, its objectives and the contribution from the donors. Please briefly assess the effect of the key communication activities undertaken as well as key national, regional and/or local media coverage.*

**b. Communication with the National Focal Point**

*Please describe the communication collaboration with the NFP, including the participation in the communication network.*

**c. Website and social media**

*Please describe how the web requirements of the programme are being fulfilled. Please include a summary of main activities on social media, if applicable.*

**d. Best practice examples**

*Please provide one or two examples of interesting projects from this programme relevant for communication purposes. (For programmes under the Active Citizens Funds, please provide one or two examples per outcome.). Include the project code for each example.*

**e. Multimedia**

*Please provide links to any interesting videos or other multimedia products produced under the programme which could be relevant for communication purposes*

**Annex 3: Overview of contracted projects**

	<b>Projects</b>	<b>#</b>	<b># of donor project partners</b>	<b>Amount contracted<sup>§</sup> (in €)</b>	<b>% of outcome budget contracted</b>
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				

<sup>§</sup> The total maximum amount committed to projects

**Annex 4: Risk management** (to be included in Grace)

*[The principles for updating the risks are the same as for developing the risk assessment and mitigation analysis (see pp. 26-30 in the Results Guideline).]*

*With reference to the risk analysis and mitigation 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.*

*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). Only the blue cells are editable.*

<u>Programmatic risks</u>									
Risk description	Risk related to	<a href="#">Likelihood</a>	<a href="#">Consequence</a>	Risk score	Response type	Previously-planned response	Actual response	Future response	Risk N/A?
									delete
									delete
									delete
+									
+									
<u>Operational risks</u>									
Risk description	Risk related to	<a href="#">Likelihood</a>	<a href="#">Consequence</a>	Risk score	Response type	Previously-planned response	Actual response	Future response	Risk N/A?
									delete
									delete
									delete
+									
+									
<b>OVERALL RISK OF THE PROGRAMME</b>		<a href="#">Likelihood</a>	<a href="#">Consequence</a>	Risk score					