

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^a 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

^a **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)^b.

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 APRs submitted in 2021 and later, you can skip this narrative section and provide this information in Annex 7.***

For ACF: In addition to filling out Annex 7, 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^d

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.^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. Evaluation^f (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.

***In the APR submitted in 2021**, 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** 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) (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)

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 (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 mitigation analysis (see 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).

<u>Programmatic risks</u>									
Risk description	Risk related to	<u>Likelihood</u>	<u>Consequence</u>	Risk score	Response type	Previously-planned response	Description of actual response	Planned future response	Risk N/A?
+									
+									
<u>Operational risks</u>									
Risk description	Risk related to	<u>Likelihood</u>	<u>Consequence</u>	Risk score	Response type	Previously-planned response	Description of actual response	Planned future response	Risk N/A?
+									
+									
OVERALL RISK OF THE PROGRAMME		<u>Likelihood</u>	<u>Consequence</u>	Risk score					

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>