**Annual Portfolio Performance Report**

**202X**

**Unit:……..**  **Date:……**

**Section 1: Status in Key Portfolio Performance Indicators (KPPIs)**

Please refer to the results overview provided in the Performance Report. You can also consult a dynamic update on results reporting, containing a live overview of the reporting status in RFI. This also provides more details on the observations from the Performance Report, particularly detailed information on assigned quality parameters. The update can be accessed online at this address:

[Insert URL]

**Section 2: Developments during 202X affecting portfolio performance**

**Table 1: Status on process action plan from the previous year**

Please refer to the process action plan from in last year’s APPR, assessing the achievement of each action. Additionally, please reflect on (1) whether the actions were relevant in addressing the identified challenges and (2) whether the challenges persist or are no longer valid.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Actions from process action plan | Level of achievement | Reflections |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| …. |  |  |  |

**Table 2: Key issues affecting portfolio performance, including external developments in 2021**

|  |  |
| --- | --- |
| # | Key issues affecting portfolio performance |
| 1 |  |
| 2 |  |
| 3 |  |
| …. |  |

Table below 3 and 4 summarise the main actions, which were taken in the course of 2021 by the unit and its implementing partners in follow up to 2020 results and which actions are planned for 2022 in follow up to the preliminary results for 2021 or possible unfinished business from 2021.

**Table 3: Main actions taken in 2021 related to the 2020 results**

|  |  |
| --- | --- |
| # | Actions undertaken in 2021 |
| 1 |  |
| 2 |  |
| 3 |  |
| …. |  |

**Table 4: Preliminary Process Action Plan for 2022**

|  |  |  |
| --- | --- | --- |
| # | Actions to be undertaken in 2022 | Timeline |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| …. |  |  |