### *v. 25.11.2020*

**Summary of recommendations of Reviews and Mid-term Reviews**

[The (Mid-term) Review Aide Memoire (RAM) should include this table summarising the recommendations regarding the review of the [Bilateral Development Programme/programme/project]. All major recommendations requiring action from the responsible unit must be specified in the left column below, and the table must be signed by the review team leader (development specialist from ELK or from another MFA unit) and be received by the responsible unit no later than 2 weeks after the end of the review mission. The right column is filled in by the responsible MFA-unit following discussion with the partners on how to follow-up on the recommendations. The table must be forwarded to the Under-Secretary for Development Policy and ELK no later than four weeks after receiving the (Mid-term) RAM.

Reviews of larger programmes, will be presented to the Council for Development Policy for information by the responsible MFA-unit. It is important that the text is easily understood by members of the Council and the public without reading the full RAM and without having specialist knowledge of the technical issues dealt with. Further, each recommendation should include a short explanatory lead-in text. ]

|  |  |
| --- | --- |
| **Title of Programme/Project** |  |
| **File number/F2 reference** |  |
| **Appraisal report date** |  |
| **Council for Development Policy meeting date** |  |
| **Summary of possible recommendations not followed** **(to be filled in by the responsible unit)** |
| **Overall conclusion of the review** |
| **Recommendations by the review team** | **Follow up by the responsible unit** |
| **Bilateral Development Programme/Programme Level:** *[Insert heading for each recommendation as relevant related to RAM report heading e.g. ]* |
| *[Title]* |
| *[No.]* |  |
| *[No.]* |  |
| *[Title]* |
| *[No.]* |  |
| *[No.]* |  |
| *[Title]* |
| [No.] |  |
| [No.] |  |
| [Title] |
| *[No.]* |  |
| *[No.]* |  |
| **Project Level***[Insert heading for each recommendation as relevant]* |
| *[Title]* |
| *[No.]* |  |
| *[No.]* |  |
| *[Title]* |
| *[No.]* |  |
| *[No.]* |  |
| *[Title]* |
| *[No.]* |  |
| *[No.]* |  |
| *[Title]* |
| *[No.]* |  |
| *[No.]* |  |

I hereby confirm that the above-mentioned issues have been addressed properly as part of the (Mid-term) Review and that the review team has provided the recommendations stated above.

Signed in………………… on the ……..…………….……………

Review Team leader/ELK representative

I hereby confirm that the responsible MFA-unit has undertaken the follow-up activities stated above. In cases where recommendations have not been accepted, reasons for this are given either in the table or in the notes enclosed.

Signed in……………….….on the…………….….……………………………….

Head of Unit/Embassy