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| Template 14a - [DD/MM/YYYY] |
| Annual Project Progress Reportfor projects under a framework programme |

[This report should be prepared by the Danish authority in collaboration with the SSC counsellor and the partner authority in accordance with SSC Guidelines Chapter 3.2.5. The summary is inserted as an annex in the FP Annual Status Report and discussed in the SMG.]

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| **Reporting period** | *[Financial year YYYY]* |

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| **Background information** |
| **Project title**  |  |
| **Partner country**  |  |
| **Phase duration** | *[Phase X from-to]* |
| **Total project budget (DKK)** |  |
| **Project objective**  |  |
| **Partner authority(s)** |  |
| **Danish public authority**  |  |
| **Danish Embassy** |  |

**1. Summary of project progress (Maximum two pages)**

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| --- | --- | --- |
| Off track | Partly on track | On track |

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| **Project progress towards the three FP outcomes** |
| **Assessment of progress** |
| FP outcome 1:Capacity building*(Put X)* | FP outcome 2Strengthened bilateral relations*(Put X)* | FP outcome 3: Enhanced private sector engagement *(Put X)* |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Narrative summary on outcomes and constraints** |
| FP outcome 1: Capacity building | *[What are the key results of the project related to FP outcome 1, i.e., in terms of strengthened capacity of the partner authority to improve framework conditions and the related product or service delivery? What are the key challenges and how were they addressed? Important to focus on the results and not the activity level.]* |
| FP outcome 2: Strengthened bilateral relations | *[What are the key results of the project related to FP outcome 2, i.e., in terms of strengthened bilateral diplomatic relations? What are the key challenges and how were they addressed? Important to focus on the results and not the activity level.]* |
| FP outcome 3: Enhanced private sector engagement | *[What are the key results of the project related to FP outcome 3, i.e., in terms of paving the way for further engagement of the Danish private sector and use of Danish technology and knowledge on a commercial basis in the countries in the longer term? What are the key challenges and how were they addressed? Important to focus on the results and not the activity level.]* |
| Other key (expected or unexpected) results, achievements and challenges | *[Narrative summary of other results on the three overall SSC objectives, which are not captured by the FP results framework: How have capacities been built, bilateral relations strengthened, and private sector engagements enhanced?]* |

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| **Status of risks and assumptions**  |
| Assessment of major risks factors and assumptions  | *[Changes in major risks factors and assumptions with significant consequences for implementation and results – positive or negative – cf. project document annex 3]* |

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| **Budget and spending summary** |
| Approved budget total | Realised spending before reporting period | Approved budget reporting period | Realised spending reporting period (financial year [YYYY]) | Realised spending total | Remaining budget |
| *[Insert in DKK. Annual financial report attached as annex]* |  |  |  |  |  |

**2. LEssons learned and recommendations**

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| **Lessons learned and recommendations**  |
| Key lessons learned and possible recommended changes and adjustments |  |
| **Follow up on previous recommendations** | **Recommendations** | **Implementation** |
| From PMG/SMG |  |  |
| From PSC |  |  |
| From last annual report |  |  |
| Other |  |  |

**3. project progress against project results framework**

*[To be filled in as per the results framework. Add modules as necessary.]*

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| Off track | Partly on track | On track |

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| **Project outcome 1**  |  | Status *(Put X)* |
| Outcome indicator  |  |  |  |  |
|  |  |  |
|  | **Year** | **Target** | **Progress compared to plan** |
| Baseline | Year |  |  |
| Target  | Year 1 |  |  |  |
| Target | Year 2 |  |  |  |
| Target | Year 3 |  |  |  |
| **Narrative description of progress and proposed adjustments**  |
|  *[¼-½ page]* |

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| **Project output 1.1**  |  | Status (*Put X)* |
| Output indicator |  |  |  |  |
|  |  |  |
|  | **Year** | **Target** | **Progress compared to plan** |
| Baseline | Year |  |  |
| Target  | Year 1 |  |  |  |
| Target | Year 2 |  |  |  |
| Target | Year 3 |  |  |  |
| **Narrative description of progress and proposed adjustments** |
|  *[¼-½ page]* |

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| **Project outcome 2**  |  | Status (*Put X)* |
| Outcome indicator  |  |  |  |  |
|  |  |  |
|  | **Year** | **Target** | **Progress compared to plan** |
| Baseline | Year |  |  |
| Target  | Year 1 |  |  |  |
| Target | Year 2 |  |  |  |
| Target | Year 3 |  |  |  |
| **Narrative description of progress and proposed adjustments** |
| *[¼-½ page]* |

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| **Project output 2.1**  |  | Status (*Put X)* |
| Output indicator |  |  |  |  |
|  |  |  |
|  | **Year** | **Target** | **Progress compared to plan** |
| Baseline | Year |  |  |
| Target  | Year 1 |  |  |  |
| Target | Year 2 |  |  |  |
| Target | Year 3 |  |  |  |
| **Narrative description of progress and proposed adjustments** |
| *[¼-½ page]* |

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| **Project outcome 3**  |  | Status (*Put X)* |
| Outcome indicator  |  |  |  |  |
|  |  |  |
|  | **Year** | **Target** | **Progress compared to plan** |
| Baseline | Year |  |  |
| Target  | Year 1 |  |  |  |
| Target | Year 2 |  |  |  |
| Target | Year 3 |  |  |  |
| **Narrative description of progress and proposed adjustments** |
| *[¼-½ page]* |

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| **Project output 3.1**  |  | Status (*Put X)* |
| Output indicator |  |  |  |  |
|  |  |  |
|  | **Year** | **Target** | **Progress compared to plan** |
| Baseline | Year |  |  |
| Target  | Year 1 |  |  |  |
| Target | Year 2 |  |  |  |
| Target | Year 3 |  |  |  |
| **Narrative description of progress and proposed adjustments** |
| *[¼-½ page]* |

**4. Risk Management**

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| **Project risk management** |
| **Risk factor** | **Status** |
| Risk status | Risk response implemented | Further planned risk response measures |
| Contextual risks |  |
| *[Insert text from project document annex 3. Add rows as necessary.]* |  |  |  |
|   |   |   |   |
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| Programmatic risks  |  |
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| Institutional risks |  |
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**5. transition strategy status**

[Transition strategy status should only be included in the annual progress report when a transition strategy note has been approved. See SSC Guidelines Chapter 4.1]

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| **Transition strategy**  |
| Implemented measures | *[Describe approaches and steps towards project closure, sustainability of results and how best to transition, including how measures have been integrated in the project activities]* |
| Planned measures |  |

**6. Annexes**

* Annex 1: Annual financial report (see SSC Guidelines Chapter 6.6 and Template 13b)
* Annex 2: Major communication products and activities (See SSC Guidelines Chapter 2.1.9 and 3.2.5)
* Annex 3: Overview of Danida Fellowship Centre (DFC) activities (See SSC Guidelines Chapter 1.3.8)

**Annex 1: Major communication products and activities**

* See SSC Guidelines Chapter 2.1.9 and 3.2.5.
* Provide an overview of communication products and activities undertaken in table form.
* Highlight significant results communicated.

**Annex 2: Overview of Danida Fellowship Centre (DFC) activities**

* See SSC Guidelines Chapter 1.3.8.
* Provide an overview of DFC courses and training undertaken, including content and participants, scholarships and master programmes undertaken etc.
* Provide an overview of potential, relevant DFC funded research activities.