**Annex D**

TEXT IN RED SHOWS TEXT TO BE INSERTED BI-ANNUALLY. CAPITAL LETTER TEXT IN BLACK SHOWS TEXT TO BE INSERTED ONCE. THE REPORTING IS INTENDED TO BE **BRIEF**. IT SHOULD CONTAIN THE MOST RELEVANT INFORMATION WITHIN THE REPORTING PERIOD. THE REPORTING UNIT DETERMINES THE LENGTH OF REPORTING.

Programme level reporting

|  |  |
| --- | --- |
| Programme title | **TEXT** |
| Reporting period | **TEXT** |
| Reporting date | TEXT |
| Reporting entity | TEXT |

## Overall programme progress

|  |
| --- |
| *Thematic objectives of regional programme:* |
| *Objective A:* TEXT*Objective B:* TEXT*Objective C:* TEXT |
| *Qualitative overall programme progress assessment for region, as well as assessment of progress for each thematic programme against thematic objectives (total length no more then half a page):*TEXT 1(1 overall para and 1 para per thematic objective)*NOTE: THIS TEXT WILL BE COPIED TO FUND LEVEL REPORT* |

## Lessons learned

|  |
| --- |
| *Major lessons learned:*TEXT |

## Public diplomacy

|  |
| --- |
| *Public diplomacy undertaken/options:*TEXT |

## Risks at programme level

*Reflection on risks according to programme document or new identified risks to programme implementation*

|  |
| --- |
| *Major changes to risks (changes vis-à-vis programme risk matrix as well as newly identified risks)*TEXT (1-2 para)*NOTE: THIS TEXT WILL BE COPIED TO FUND LEVEL REPORT*Apply color coding below |
| Impact on risk change to programme | Significant | 🖵 Red  |
| Major | 🖵 Orange |
| Minor | 🖵 Yellow |
| Insignificant | 🖵 Green |

## Validity of key programme assumptions

*Selection of three key assumptions taken from the programme document*

|  |  |
| --- | --- |
| Assumption 1: | TEXT FROM PROGRAMME DOCUMENT |
| Validity | 🖵 Assumption upheld and relevant  | 🖵 Risk that assumption will not be upheld  | 🖵 Assumption not upheld | 🖵 Assumption no longer relevant |
| Explanation:TEXT (1-2 para)Apply color coding above |

|  |  |
| --- | --- |
| Assumption 2: | TEXT FROM PROGRAMME DOCUMENT |
| Validity | 🖵 Assumption upheld and relevant | 🖵 Risk that assumption will not be upheld  | 🖵 Assumption not upheld | 🖵 Assumption no longer relevant |
| Explanation:TEXT (1-2 para)Apply color coding above |

|  |  |
| --- | --- |
| Assumption 3: | TEXT FROM PROGRAMME DOCUMENT |
| Validity | 🖵 Assumption upheld and relevant | 🖵 Risk that assumption will not be upheld  | 🖵 Assumption not upheld | 🖵 Assumption no longer relevant |
| Explanation:TEXT (1-2 para)Apply color coding above |

## Progress of selected engagements (from PSED reporting)

*Reporting on selected Engagements/Outcomes. Selection based on budget and relevance to programme theory of change.*

**Thematic programme A**

|  |
| --- |
| Engagement: **TEXT (engagement number and title)**  |
| *Description of progress (overall progress, delays, success stories, challenges etc. No more than two paragraphs):*NOTE: THIS TEXT IS COPIED FROM PSED PROGRESS REPORT (including the color coding below) |
| Rating | Progress lagging behind - Achievement of target at risk / not possible | 🖵 Red |
| Some progress made - corrections required to achieve target | 🖵 Yellow |
| Progress achieved as planned – target likely to be achieved | 🖵 Green |

|  |
| --- |
| Engagement: **TEXT (engagement number and title)**  |
| *Description of progress (overall progress, delays, success stories, challenges etc. No more than two paragraphs):*NOTE: THIS TEXT IS COPIED FROM PSED PROGRESS REPORT (including the color coding below) |
| Rating | Progress lagging behind - Achievement of target at risk / not possible | 🖵 Red |
| Some progress made - corrections required to achieve target | 🖵 Yellow |
| Progress achieved as planned – target likely to be achieved | 🖵 Green |

**Thematic programme B:**

|  |
| --- |
| Engagement: **TEXT (engagement number and title)**  |
| *Description of progress (overall progress, delays, success stories, challenges etc. No more than two paragraphs):*NOTE: THIS TEXT IS COPIED FROM PSED PROGRESS REPORT (including the color coding below) |
| Rating | Progress lagging behind - Achievement of target at risk / not possible | 🖵 Red |
| Some progress made - corrections required to achieve target | 🖵 Yellow |
| Progress achieved as planned – target likely to be achieved | 🖵 Green |

|  |
| --- |
| Engagement: **TEXT (engagement number and title)**  |
| *Description of progress (overall progress, delays, success stories, challenges etc. No more than two paragraphs):*NOTE: THIS TEXT IS COPIED FROM PSED PROGRESS REPORT (including the color coding below) |
| Rating | Progress lagging behind - Achievement of target at risk / not possible | 🖵 Red |
| Some progress made - corrections required to achieve target | 🖵 Yellow |
| Progress achieved as planned – target likely to be achieved | 🖵 Green |

**Thematic programme C:**

|  |
| --- |
| Engagement: **TEXT (engagement number and title)**  |
| *Description of progress (overall progress, delays, success stories, challenges etc. No more than two paragraphs):*NOTE: THIS TEXT IS COPIED FROM PSED PROGRESS REPORT (including the color coding below) |
| Rating | Progress lagging behind - Achievement of target at risk / not possible | 🖵 Red |
| Some progress made - corrections required to achieve target | 🖵 Yellow |
| Progress achieved as planned – target likely to be achieved | 🖵 Green |

|  |
| --- |
| Engagement: **TEXT (engagement number and title)**  |
| *Description of progress (overall progress, delays, success stories, challenges etc. No more than two paragraphs):*NOTE: THIS TEXT IS COPIED FROM PSED PROGRESS REPORT (including the color coding below) |
| Rating | Progress lagging behind - Achievement of target at risk / not possible | 🖵 Red |
| Some progress made - corrections required to achieve target | 🖵 Yellow |
| Progress achieved as planned – target likely to be achieved | 🖵 Green |

## Financial status

|  |  |  |
| --- | --- | --- |
| Planned disbursement by: mid-2016 | Actual: | Status |
| TEXT  | TEXT  | On track |
| Possible corrective measures:TEXT Apply color coding on ‘Status’ text box above |