

ANNEX 2

CSS 2017-2021

RTG/WHO COLLABORATIVE PROGRAMME

Annual Programme Report for 20XX

COVER SHEET		
1. CCS Priority Programme:		
2. Lead Agency/ Contracting Agency:		
3. Address of Agency:		
Telephone Number:	Fax Number:	e-mail Address:
4. Programme Manager :		
7. Date Report Submitted:		

Outcome/impact	DCM/S

Outcome/impact	DCM/S

I. Activity reporting

[Describe all activities undergone during the reporting period and compare actual vs planned progress of activities toward objectives of the programme.]

II. Programme implementation issues

Policy issues

[Explain issues related to national or international policies, strategies, declarations and plans that have occurred during the implementation to the priority programme]

Implementation issues

[Focus on (1) activities planned but not implemented (2) delayed activities. Describe in both cases the reasons for the unexpected outcomes. If delayed specify the new expected schedule.]

Lessons learnt

[Describe knowledge acquired from the resolution of arising problems]

Best Practices

[Explain the experience obtained from problem solving of a particular area that has resulted in specific guidelines to be followed in similar future situations]

Other issues

[Explain issues related to other circumstances that could have jeopardized the activities or constituted major bottlenecks]

III. Budget implementation

Budget received and itemized per source	Budget spent	Percentage implementation

I. Reporting on Indicators

[Complete the following template tables using the strategic objectives and indicators shown in Annex of this document. If unable to provide data or data is outdated explain why]

Output indicators	Baseline	Target	Results	Data Source
Objective X				

Outcome indicators	Baseline	Target	Results	Data Source
Objective X				

Impact indicators	Baseline	Target	Results	Data Source

GER indicators	Baseline	Target	Results	Data Source

II. Other issues

[Explain other aspects that you find relevant to be noted by the Coordinating Sub-committee and Executive Committee]

III. Annexes

[These should include mainly two types of documents.

1. Meeting minutes for all the meetings held by the Programme Sub-committee.
2. Photos of activities
3. Copy of policy document/strategies relevant to the priority programme.
4. Copy of any other document mentioned in activities including reports of meetings, workshops, conferences, trainings, seminars
5. Publications in local and international academic journals
6. Media coverage. Articles weblinks, link to youtube, podcasts...]

ANNEX 3

CSS 2017-2021

RTG/WHO COLLABORATIVE PROGRAMME

Final Programme Report for 20XX- 20XX

COVER SHEET		
1. CCS Priority Programme:		
2. Lead Agency/ Contracting Agency:		
3. Address of Agency:		
Telephone Number:	Fax Number:	e-mail Address:
4. Programme Manager :		
7. Date Report Submitted:		

IV. Activity reporting

[Describe all activities undergone during the reporting period and compare actual vs planned progress of activities toward objectives of the programme. Also, make an overall evaluation of the progress accomplished throughout the whole CSS period highlighting the most important activities]

V. Programme implementation issues

Policy issues

[Explain issues related to national or international policies, strategies, declarations and plans that have occurred during the implementation of main activities related to the priority programmes]

Implementation issues

[Focus on 1) activities planned but not implemented 2) delayed activities. Describe in both cases the reasons for the unexpected outcomes. Explain in depth the suggested evolution for unfinished activities and how they should be handled/embedded/prioritized in the next CSS design]

Lessons learnt

[Describe knowledge acquired from the resolution of arising problems, both in specific terms for specific activities and in overall terms for the whole programme duration. This section is especially relevant as it bleeds into the consequent CSS development]

Best Practices

[Explain the experience obtained from problem solving of a particular area that has resulted in specific guidelines to be followed in similar future situations. This section is especially relevant as it bleeds into the consequent CSS development]

Other issues

[Explain issues related to other circumstances that could have jeopardized the activities or constituted major bottlenecks on a general overview]

VI. Budget implementation

	Budget received per source		Estimated	Budget spent	Percentage implementation
Annual					

[Make an overall general assessment of the budget and activity coherence. Evaluate if the budget was over/underestimated or if there were specific issues that should be reported on or unexpected events/expenses that might have influences the original estimate. Describe cash flow irregularities if any]

VII. Reporting on Indicators

[Complete the following template tables using the strategic objectives and indicators shown in section X of this document. If unable to provide data or data is outdated explain why. Output and impact indicators should be considered especially important at this level of the monitoring process]

Output indicators	Baseline	Target	Results	Data Source
Objective X				

Outcome indicators	Baseline	Target	Results	Data Source
Objective X				

Impact indicators	Baseline	Target	Results	Data Source

GER indicators	Baseline	Target	Results	Data Source

VIII. Other issues

[Explain other aspects that you find relevant to be noted by the Coordinating Sub-committee and Executive Committee]

IX. Annexes

[These should include mainly two types of documents.

7. Meeting minutes for all the meetings held by the Programme Sub-committee.
8. Photos of activities
9. Copy of policy document/strategies relevant to the priority programme.
10. Copy of any other document mentioned in activities including reports of meetings, workshops, conferences, trainings, seminars
11. Publications in local and international academic journals
12. Media coverage. Articles weblinks, link to youtube, podcasts...]

The final report should annex all the previous annual reports submitted.]