

START-UP AND PROMOTION PROJECTS

ANNUAL ACTIVITY REPORT - FROM 01/09/2023 TO 31/08/2024

DEAD LINE : 31 OCTOBER 2024

Framework and objectives of the document

The annual report consists of four parts: the financial report, the performance scores, the monitoring of the logical framework indicators and the learning generated during the period. This information is necessary to compile a global report by instrument compiled by ARES and submitted to the DGD, our donor. The purpose of this document is to provide input for the global report, but also to enable ARES managers to understand the life of your project, to follow developments in the context and the country, to understand the difficulties and opportunities encountered and to link the narrative information to execution expenditure for the year. The review will also enable us to identify possible synergies between our activities, aspects to be promoted through ARES communication tools, lessons to be shared with other cooperation players and encourage exchanges within the common strategic framework that brings together academic cooperation organisations in Belgium.

Instructions

In consultation with the various project stakeholders, the coordinators coordinators coordinators complete this document in addition to the information provided on the GIRAF platform (performance scores and indicators) and the financial report. Please attach to your activity report the various appendices (mission reports, reports on scholarship holders' stays, etc.) as well as a table of appendices.

Resources

Click on the link to download the [GIRAF User Manual](#) for reporting performance indicators and scores.

IMPORTANT: information about missions and scholarships should be filled in on the 'missions' and 'scholarships - stays' tabs on the GIRAF platform.

1. DATA SHEET

Project title	
Country	
Project start-up year	
Coordinator in Belgium	
Coordinating establishment in Belgium	
Partner country coordinator	
Partner country coordinating institution	

REMINDER OF OBJECTIVES AND/OR EXPECTED RESULTS

O1	
O2	
RA1	
RA2	
...	

2. GENERAL OVERVIEW (MAX. 2 PAGES)

Summarise here the highlights of the academic year 2023-24 (e.g. achievements, challenges, innovations, new collaborations, changes in context, developments or reorientations of the project) as well as the activities that may help to understand the nature of the expenditure incurred.

3. BUDGET MONITORING

Comment on the budget implementation rate and any significant deviations from forecasts (additional expenditure, unforeseen savings) and any significant transfers between main headings.

4. LEARNINGS

4.1 LEARNING SHEETS (COMPLETE ONE SHEET PER LEARNING SITUATION)

By learning, we mean the knowledge, know-how and interpersonal skills built up from our experiences in specific circumstances (changes in the context, the project, mistakes, unforeseen events, etc.). These learnings are of a practical or theoretical nature and can take various forms: factors of success or failure, lessons learned, new questions, good practices, changes in perception, new concepts, ideas, etc. It can cover a wide range of issues: societal, technical, managerial, organisational or inter-partner relations, processes specific to the organizations, etc. With your collaboration, we will organise the sharing of your learnings in order to create documents and products designed to **support people** carrying out similar projects.

Please complete the form below. You can, of course, write several forms by copy-paste the sheet.

Sheet #	1	Title <i>(to be completed)</i>	...			
Context <i>Where, when, what, why, how, with whom?</i>		Observations <i>What happened? With what causes or consequences, for example?</i>	Learnings <i>Lessons learnt, best practices, new ideas, concepts...</i>	Recommendations <i>Advice for others in a similar situation</i>		
☐ CENTRAL THEME <i>Tick the corresponding box</i>		☐ PARTNERSHIPS AND NETWORKS	☐ OFFER AND QUALITY OF TEACHING	☐ RESEARCH AND VALORIZATION OF RESULTS	☐ QUALITY OF THE INSTITUTIONAL ENVIRONMENT	☐ COMMUNITY SERVICES
						☐ PROJECT MANAGEMENT AND MONITORING

5.2 REMARKABLE ASPECTS OF THE PROJECT

As it stands, what are the most interesting aspects of your project? What questions or hypotheses would you like to explore further ?

5. COMMUNICATION

At this stage in the implementation of your project, is there a fact, an activity, an event, a publication, a result or an impact that you would like to see highlighted in an ARES information/communication medium (an article, a video clip, photos, a speech at an event)?