

DEVELOPMENT RESEARCH PROJECTS - SOUTH TRAINING PROJECTS

ANNUAL REPORT - FROM 01/09/2024 TO 31/08/2025

DEADLINES: PROJECTS IN 1^{ÈRE} AND 2^{ÈME} YEAR: 31 OCTOBER 2025
PROJECTS IN 3^{ÈME} AND 4^{ÈME} YEAR: 15 NOVEMBER 2025
PROJECTS IN 5^{ÈME} AND 6^{ÈME} YEAR: 30 NOVEMBER 2025

FILLING INSTRUCTIONS :

The annual report consists of 3 parts, which may be accompanied by appendices:

- the activity report: fill in the various sections of this template below + send the appendices: mission reports, grant-holders' trip reports, etc. + table of appendices. Information concerning grants must be filled in on GIRAF (tab "grants - visits").
- performance scores and indicators (to be filled in via GIRAF)
- the financial report (expenses entered in GIRAF, copies of supporting documents and annual balance sheet to be sent by e-mail)

OBJECTIVES :

The data in the annual report are used to :

- Monitor the project,
- Clarify the financial report and facilitate expenditure control,
- Contribute to overall reporting to the DGD, compiled for all PRD-PFSs,
- Share learnings with other cooperation players,
- Highlight the project's achievements through ARES communication tools.

RESOURCES :

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

Click on the link to download the [GIRAF User Manual](#) (FR)

Click on the link to download the

1. DATA SHEET

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

GENERAL OBJECTIVE, SPECIFIC OBJECTIVE AND EXPECTED RESULTS

GO	
SO	
RA1	
RA2	
RA3	
...	

2. GENERAL OVERVIEW (MAX. 2 PAGES)

Summarise here the highlights of the past year (e.g. achievements, challenges, innovations, new collaborations, changes in context, developments or reorientations of the project, etc.) as well as the activities carried out, which may help to understand the expenditure incurred.

3. BUDGET MONITORING

3.1 REMUNERATION TABLE

The purpose of this table is to identify people who are employed or who have been paid, under any status whatsoever, during the period in question, their function, and the start and end dates of their service. Important: grant holders should not be taken into account (completed via GIRAF).

IDENTIFICATION OF PERSONS			
Personnel / Other types of remuneration			
NAME	FUNCTION	START DATE OF SERVICE	END DATE OF SERVICE

3.2 USE OF THE BUDGET

Comment on the rate of implementation of the budget, any significant deviations from forecasts (additional expenditure, unforeseen savings) and any significant transfers between main headings. Explain the method and details of the calculation of the exchange rate, and make sure you attach the necessary supporting documents.

4. LEARNING SHEETS

By learning, we mean the knowledge, know-how and interpersonal skills built up from our experiences in specific circumstances (changes to 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 write several by copying the format.

Sheet #	1	Title <i>To be completed</i>	...			
Context <i>Where, when, what, why, with whom?</i>		Observations <i>What happened? What were the causes or consequences, for example?</i>		Learning <i>Practical and theoretical, lessons learned, new concepts...</i>		Recommendations <i>Advice for others in a similar situation</i>
CENTRAL THEME: <i>Tick the appropriate box</i>		☐ PARTNERSHIPS AND NETWORKS	☐ RESEARCH	☐ VALUING RESULTS	☐ PROVISION AND QUALITY OF TEACHING	☐ PROJECT MANAGEMENT AND MONITORING
		☐ OTHER				

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, a photo report, a speech at an event)?

