

**Midterm report (MTR) half yearly, max 4 pages (financial report excluded)****1. Key information**

- project title
- project number
- name of the organization
- country
- project coordinator
- project period
- reporting period
- approved budget and project expenditure

**2. Introduction**

- Context: major internal or external developments, issues and events of relevance for the project or organisation.

**3. Project Objectives, Expected Results and Indicators**

Not applicable for MTR

**4. Project Activities**

- Framework indicating target versus actual activities
- Important information in the matrix should include:
  - a. The title of the seminars, workshops, trainings and conferences
  - b. Targeted number of seminars (workshops, etc.), participants (male, female and total)
  - c. Dates of implementation
  - d. Brief remarks on unimplemented and unplanned activities – reasons for non-implementation and deviations
  - e. Brief remarks on delays in implementation

**5. Explanatory notes etc. on Financial Report**

*Report itself in separate format*

- explanatory notes
- substantial deviations from originally approved budget
- local counterpart contributions
- sustainability

**6. Project Implementation and Administration**

- Notes on general implementation and administration.
- Key people involved in the implementation of the activities, finance administration and over-all management of the project.
- Problems were encountered in the performance.

**7. Conclusion and Future Plans**

Not applicable for MTR

**Annual report, max 7 pages (financial report and annexes excluded)****1. Key information** (as for MTR)

- project title
- project number
- name of the organization
- country
- project coordinator
- project period
- reporting period
- approved budget and project expenditure

**2. Introduction** (as for MTR)

- Context: major internal or external developments, issues and events of relevance for the project or organisation.

**3. Project Objectives, Expected Results and Indicators**

- Achievement of the project objectives can be measured through the expected results and list of indicators. It is suggested that the “target versus actual” Framework is used.
- The project effects where possible should be quantified (based on numbers) and/or qualified (based on analysis).
- What were the contributing factors in the achievement of the expected results?
- What were the problems encountered?
- Listing down the sources of verification that can substantiate expected results and indicators that have been achieved will help justify the report.
- Effects on gender relations. Refer here also to the gender analysis that has been elaborated as part of the project proposal.

**4. Project Activities** (as for MTR)

- Framework indicating target vs actual activities
- Important information in the matrix should include:
  - a. The title of the seminars, workshops, trainings and conferences
  - b. Targeted number of seminars (workshops, etc.), participants (male, female and total)
  - c. Dates of implementation
  - d. Brief remarks on unimplemented and unplanned activities – reasons for non-implementation and deviations
  - e. Brief remarks on delays in implementation

**5. Explanatory notes etc. on Financial Report**

*Report itself on separate format, as for MTR*

- explanatory notes
- substantial deviations from originally approved budget
- local counterpart contributions
- sustainability

**6. Project Implementation and Administration** as for MTR

- Notes on general implementation and administration.
- Key people involved in the implementation of the activities, finance administration and over-all management of the project.
- Problems were encountered in the performance.
- Changes or corrections in conduct, administration, personnel in the course of the project.

**7. Conclusion and Future Plans**

- major lessons learned from the project during the period in review:  
*“How were things done?” “Did we do the right things?” “Where did we grow?” “How did we improve?”  
“Where have we been most effective?” “Do we continue to do what we did before?”*

**Final report (narrative), max 18 pages (annexes excluded)****1. Key information** as for MTR

- project title
- project number
- name of the organization
- country
- project coordinator
- project period
- reporting period
- approved budget and project expenditure

**2. Introduction** (as for MTR)

- Context: major internal or external developments, issues and events of relevance for the project or organisation.

**3. Project Objectives, Expected Results and Indicators**

- In the final report there is in this section more emphasis on the question: Were the project objectives achieved?
- In the final report the project impact should be analysed with more attention, with a description in quantitative or qualitative terms.
- In the final report, a general summary of the major project effects and impact can be illustrated by responding to this question: What difference did this project make to our trade union or organization? How has the project changed the target group? – awareness, skills, behavior, attitude, etc.
- Achievement over the whole project period of the project objectives should be presented through the “target versus actual” framework.
- The project effects where possible should be quantified (based on numbers) and/or qualified (based on analysis).
- What were the contributing factors in the achievement of the objectives and expected results?
- What were the problems encountered?
- Listing down the sources of verification that can substantiate objectives, expected results and indicators that have been achieved will help justify the report.
- Effects on gender relations. Refer here also to the gender analysis that has been elaborated as part of the project proposal.

**4. Project Activities** (as for MTR)

- Framework indicating target versus actual activities
- Important information in the matrix should include:
  - a. The title of the seminars, workshops, trainings and conferences
  - b. Targeted number of seminars (workshops, etc.), participants (male, female and total)
  - c. Dates of implementation
  - d. Brief remarks on unimplemented and unplanned activities – reasons for non-implementation and deviations
  - e. Brief remarks on delays in implementation

**5. Explanatory notes etc. on Financial Report**

Not applicable for final report

**6. Project Implementation and Administration** (as for MTR)

- Notes on general implementation and administration.
- Key people involved in the implementation of the activities, finance administration and over-all management of the project.
- Problems were encountered in the performance.
- Changes or corrections in conduct, administration, personnel in the course of the project.

**7. Conclusion and Future Plans**

- For the finale report more attention should be paid to this section
- If available sources like internal or external evaluations should be used.

- Major lessons learned from the project during the period in review:
  - “How were things done?”*
  - “Did we do the right things?”*
  - “Where did we grow?”*
  - “How did we improve?”*
  - “Where have we been most effective?”*
  - “Do we continue to do what we did before?”*
  
- What are the most significant changes at target group level?
- What considerations are there concerning the financial sustainability of the trade union(s) involved?
- What are the ideas on follow up?
- Are there concrete plans for the future?