

Annual development cooperation report and a report on the use of discretionary government support, Filling Instructions

1. CSO information

- 1.1. The organization's official name in the register of associations.
- 1.2. The organization's business ID.

2. Contact person

- 2.1. The person providing further information on the project application.
- 2.2. Surname of the contact person.
- 2.3. Email address of the contact person (only one address allowed).
- 2.4. Enter the telephone number in one of the following formats: +XXX (0) 12 345 67 89, +XXX0123456789 or +(XX) 012 345 6789.

3. Project information

- 3.1. Full project name in Finnish.
- 3.2. Full project name in English.
- 3.3. Provide more detailed geographic information regarding the project, such as state, province, municipality, city, township or village.
- 3.4. Enter the intervention code given during an earlier stage of the project. The code is an identifier individualising each development cooperation project and used in the content management and accounting system of the Ministry for Foreign Affairs. The code consists of eight digits and has the following form: 81804409. If you do not know this code, please contact the Unit for Non-Governmental Organizations at the Ministry for Foreign Affairs.
- 3.5. The ID number of your application as given by the e-service. The ID is in the form of 2011-04-26-0000XXXX.

4. Annual report information

- 4.1. Indicate year for which information is reported in the annual report
- 4.2. Indicate in percentage terms to what extent activities were executed according to plan during the reporting year.
- 4.3. Compare the project description given by your organisation in the application form with what has actually been achieved during the reporting year. Briefly justify your assessment of overall execution rate (4.2 above).

5. Project outputs

- 5.1.1 Indicate planned concrete outputs for the reporting year as they have been described in the project application or in the most recent approved request for modification. Examples of a planned output might be 'organise five training sessions' or 'create a network of actors'. Click on plus sign for additional lines.
- 5.1.2. Describe the outputs achieved during the reporting year, for example 'project arranged three meetings' or 'created a social media website to facilitate networking'.
- 5.1.3. If outputs achieved have fallen short of plans, explain the main reasons. Briefly describe how you believe the difference will affect the achievement of the overall long-term objectives identified in the project plan.
- 5.1.4. Explain to what extent has planned outputs been achieved in the light of the indicator mentioned in the project application. Explain how the information needed for this indicator assessment has

been collected and how the indicator rated the achievement of your objectives. Also give your assessment of how well the indicator is suited to monitoring the achievement of outputs.

6. Changes in the use of appropriated funds

- 6.1. Please list what changes have been applied for and approved to the intended use of funds during the year.
- 6.2. How in your assessment will the changes to the intended use of funds affect the project in its following year?

7. Project objectives

- 7.1.1. Indicate the planned objectives for the reporting year as given in the original project support application, for example 'double the number of literate adults in the community'. Click on plus sign for additional lines.
- 7.1.2. Describe the immediate objectives achieved during the current reporting year, for example 'number of literate adults in the community has increased by around 30%'.
- 7.1.3. If the project's immediate objectives have not been achieved as expected and/or if they have been exchanged for other objectives during the project, explain the main reasons for this. Refer to the risk assessment in the project application as applicable. Briefly describe how you expect this difference to affect the achievement of the overall long-term objectives mentioned in the project plan.
- 7.1.4. Describe to what extent your objectives have been achieved in the light of the indicator mentioned in the project application. Explain how the information needed for this indicator assessment has been collected and how the indicator rated the achievement of your objective. Also give your assessment of how well the indicator is suited to monitoring the achievement of objectives.
- 7.2. Describe how and to what extent the project has promoted the achievement of the overall long-term objectives mentioned in the project application.
- 7.3. Give your assessment of how the execution/non-execution of this year's plans will impact the plans for the following year. Briefly describe the necessary changes.

8. Project operating environment

- 8.1. Briefly list the changes that have happened in the project's operating environment. Operating environment refers broadly to the political, societal, legislative, economic, cultural and social factors that have an essential impact on project implementation.
- 8.2. Were internal and external risks identified and was the scale of risks (likelihood and severity of consequences) correctly judged in advance? Refer to the risk assessment in the project application as applicable. How have the planned methods of risk avoidance and risk reduction worked in practice?
- 8.3. Briefly describe any other setbacks encountered in the project during the reporting year (e.g. in reaching beneficiaries or with the project timetable). Describe how the problems were addressed and how successful these interventions were.

9. Local partner

- 9.1. Please give the name of the project's partner in the target country as indicated in the project application or the most recent approved request for modifications. The local partner is the lead party with which the project is planned and implemented. Every project must have a written cooperation contract with the local partner and deliver the contract to the Ministry. If the project

application or request for modifications identifies several lead partners, add more lines by clicking on the plus sign.

- 9.2. Describe the planned steps for building the partner's capacity as detailed in the project application or the most recent request for modifications. Which partner capacities did the project plan to strengthen (e.g. resources, personnel, financing base) and how?
- 9.3. Describe how the partner's capacities were strengthened during the reporting year. Which partner capacities were increased and how? How did this capacity building show up in practice?
- 9.4. What in your assessment is the transfer effect of the partner organisation's increased capacity to strengthening civil society at large.

10. Other parties

- 10.1. Please list other parties involved in the project and describe how they have contributed to project implementation or to facilitating the project during the reporting year. How did the contribution of the parties mentioned further the achievement of the project's objectives?

11. Project funding

- 11.1. Tick "yes" if the Ministry has granted the project the status of a disability-related project and therefore been allowed a lower self-financing rate.
- 11.2. Indicate the project's overall expenses in euros for the reporting year, including expenses incurred in Finland and in the target country.
- 11.3. Indicate in euros how much cash the organisation has put up in financing during the reporting year. Self-financing by the organisation must be a minimum of 15% of overall financing for the reporting year. For disability-related projects the minimum self-financing rate is 7.5%.
- 11.4. Indicate in euros the value of the organisation's voluntary work and service and item donations during the reporting year. For more details on how to determine the value of voluntary work, consult the project support manual. Voluntary work or service and item donations may account for no more than one half of total self-financing. In disability-related projects the full amount of the lower self-financing share must be in the form of cash.
- 11.5. Self-financing (calculated automatically).
- 11.6. Please report any unspent share from the previous year (remaining government support in euros, both withdrawn and not withdrawn) which is carried over to this year.
- 11.7. Indicate the amount of government support spent by the organisation during the reporting year.
- 11.8. Indicate in euros the total amount of state support awarded to the project for the current reporting year as given in the original funding decision.
- 11.9. Indicate in euros the amount of government support withdrawn by the organisation during the reporting year.
- 11.10. The program automatically calculates a default value for deferrals of government support (deferrable appropriations from the previous year + support granted – support spent = deferrable appropriations to be carried over to the next year). Check that the figure is the same as the amount of deferral in the organisation's accounting records.

12. Project expenses

12.1. Activity costs

- 12.1.1. List the project's activities. Click on the plus sign for more lines. The list of activities must correspond with the list given for the current year in the original application or in the most recent approved request for modifications.
- 12.1.2. Indicate all costs budgeted for this activity in the current reporting year. The figure must be the same as given in the original application or in the most recent approved request for modifications.

- 12.1.3. Indicate actual costs incurred from this activity during the reporting year.
- 12.1.4. If the difference between planned and actual costs is less than 15%, explain the reasons. If the difference is over 15%, a request for modification should have been submitted in advance (see project support manual).

12.2. Personnel expenses

12.2.1. Planned personal expenses: the figures must be the same as in the project application or in the most recent approved request for modifications (see CSO project application form).

12.2.2. Actual personnel expenses:

Project personnel in Finland: Persons that work in Finland in project planning or implementation. Do NOT include administrative staff in this section. Report them in section 12.6 instead.

Seconded Finnish staff: Project personnel recruited from Finland and working in the target country.

Seconded Finnish staff; room, board and travel: Enter the number of persons whose expenses are reimbursed, including time at location, total expenses and terms of pay into the more detailed information section regarding reimbursements.

Local staff: Locally recruited persons.

Voluntary work: Enter the number of volunteers as well as the total sum and, if needed, additional information into the column Terms of pay.

Other personnel expenses: Costs in addition to statutory personnel expenses for Finnish or local staff. They may include expenses such as travel insurance, school fees for the children of seconded Finnish personnel or expenses arising from required training of staff. Enter the total sum of other personnel expenses as well as their terms of pay into the column in the more detailed information section.

Number of persons: The total number of persons working for the project , doing volunteer work , or being reimbursed for other expenses.

Time in months: The time period during the year in question for which the afore mentioned persons get paid for working for the project or for volunteer work, or get reimbursed for other expenses.

Salaries and incidental costs in Euros: The salaries before taxes for all of the above mentioned persons as well as the total sum of statutory incidental pay-based costs for the year in question.

Alternatively, enter the sum of the other expenses.

Terms of pay: If required, additional information as to the terms of pay or other expenses.

12.2.3. Difference between planned and actual personnel expenses is calculated automatically.

Differences are calculated automatically. If the difference between planned and actual expenses is less than 15%, explain the reasons. If the difference is over 15%, a request for modification should have been submitted in advance (see project support manual).

12.3. Describe briefly what was personnel's role in the achievement of the objectives.

12.4. Operations and maintenance expenses in target country

12.4.1. Identify types of costs, e.g. electricity and office expenses. Click on plus sign for more lines.

Group costs in the same way as in the project application or the most recent approved request for modifications.

12.4.2. Indicate planned costs in euros for this category of cost during the current reporting year. The figure must be the same as given in the project application or in the most recent approved request for modifications.

12.4.3. Indicate actual costs in euros for this category of cost during the current reporting year.

12.4.4. Total costs (calculated automatically).

12.4.5. If the difference between planned and actual costs is less than 15%, explain the reasons. If the difference is over 15%, a request for modification should have been submitted in advance (see project support manual).

12.5. Administrative costs in Finland

12.5.1. Indicate costs in the same way as in the project application or in the most recent approved request for modifications. Click on plus sign for additional lines. Administrative costs must not exceed 10% of overall project costs. If in its application the organisation has indicated it will be using the Flat Rate system, administrative costs may not exceed 7% of overall costs. Under this system costs need not be itemised: write down all costs on one line and describe category of costs as 'Flat Rate'.

12.5.2. Indicate planned costs in euros. The figure must be the same as given in the project application or in the most recent approved request for modifications.

12.5.3. Indicate in euros actual costs for this category of costs during current reporting year.

12.5.4. Total costs (calculated automatically)

12.5.5. If the difference between planned and actual costs is less than 15%, explain the reasons. If the difference is over 15%, a request for modification should have been submitted in advance (see project support manual)

13. Monitoring and evaluation

13.1. Describe how the follow-up and evaluation of the project proceeded and compare this with the plans submitted at the application stage. How has the achievement of the project's objectives been monitored? How has the division of labour between the Finnish and the local organisation succeeded in follow-up? How has the accounting of local costs been organised? At what stage and how has the project been evaluated and the results of evaluation been used?

14. Sustainability and exit strategy

14.1. What is your assessment of the project's sustainability (economic sustainability, institutional sustainability, social and political sustainability, cultural sustainability and women's position, and ecological sustainability) in the light of the experiences gained during project implementation? Describe any changes and additions made compared to the exit strategy made at the application stage: How is the continuity and sustainability and the activities guaranteed on completion of the project? How will responsibility be handed over to local actors?

15. Disseminating project information in Finland

15.1. Describe the planned aims, means and target groups of information as presented in the original project application.

15.2. Describe how the dissemination of information has worked in practice during the current reporting year.

15.3. If public information has not worked as planned, explain reasons for differences.