
ANNUAL DEVELOPMENT ACCOUNT PROGRESS REPORT

Note:

The progress reports are part of the monitoring of the projects and will be used by the Programme Manager in the reporting to the General Assembly.

The main purposes for progress reporting are to ensure:

- *Good management by providing regular, timely and relevant management information to ensure that projects' objectives are achieved in terms of time, cost and quality;*
- *Self-reflection on progress made.*

Development Account projects are aiming at achieving a distinct development impact, all questions should be answered keeping this in mind.

Substantive progress reports are due annually end of January and serve as the basis for the report to be submitted to the General Assembly in September and for updating the website, which is an integral part of the reporting to the GA.

COVER PAGE

PROJECT TITLE:

PROJECT DURATION:

REPORTING PERIOD COVERED:

FINANCIAL IMPLEMENTATION RATE:
(in % of the total budget as per annex 1 figures)

SUMMARY OF IMPACT:
*(will be used for the website <http://www.un.org/esa/devaccount/projects/tranche/>
Should be max 3 paragraphs.*

Please note: For projects in early stages, it is understood that there might be limited impact and this could be a description of activities.)

1. REVIEW OF EXPECTED ACCOMPLISHMENTS AND ACTIVITIES IN LINE WITH THE LOG FRAME AS PER PROJECT DOCUMENT

(Please make sure the review includes all expected accomplishments (EA) and activities as per the approved project document, and state if the activities have been completed or are still incomplete.)

EA1	As per project document
I.1.1: <i>Quantitative Performance (Indicator(s) related to EA1)</i>	<i>Give estimate or actual values for the indicator for the time period considered.</i>
Qualitative Results achieved for EA1:	<i>Should describe additional results/ impact achieved in the area of EA1.</i>
A.1.1 (<i>Main activities completed in relation to EA1</i>)	<i>Describe the main activities that have been completed in achieving EA1. Include details like number of participants for workshops etc.</i>
A1.2	
EA2	
I.2.1: <i>Quantitative Performance (Indicator(s) related to EA1)</i>	
Qualitative Results achieved for EA2:	
A.2.1 (<i>Main activities completed in relation to EA2</i>)	

2. PROBLEMS ENCOUNTERED

(Please elaborate if there were problems with the execution of the project (e.g. schedule, activities, the log frame, partners or stakeholders.))

Description:

(Actions taken to solve the issues, if possible.)

3. SUSTAINABILITY

(The extent to which the project leads to some durable, self-sustained process, if/how the accomplishments/impact of the projects can be sustained by implementing entities/partners or stakeholder, and synergies with other development interventions should also be reflected in progress reports.)

4. REVISIONS

(Has the project document been revised since its initial submission? Have there been changes to the log frame? If yes please explain. Have these been submitted to the PM or PPBD? Has the budget been revised? If yes, how?)

5. LESSONS LEARNED

(Please summarize lessons learned to date in the project implementation, including best practices.)

6. WORK PLAN FOR THE REMAINING ACTIVITES

(Please list remaining activities with schedule.)

	Duration / Date of completion
EA1:	
A 1.1	
A 1.2	
EA2:	
A 2.1	
A2.2	

7. ADDITIONAL INFORMATION

(Please provide a small sample of the most relevant information on the progress of the project.)

- Evaluations of activities
- Publications
- Media coverage
- Meeting reports
- URL to relevant project web pages
- Other information reflection project impact (for Library section Development Account website)

8. BUDGET EXPENDITURES

Financial report sample

Object class	Description	Budget / Allotment	Actual disbursements	Commitments outstanding	Total Expenditure	Balance remaining
604	Consultants fees & travel	2,670	2,607.52	0.00	2,607.52	62.48
608	Travel of staff	31,778	26,844.09	4,889.26	31,733.35	44.65
612	Contractual Services	260,150	55,268.49	211,727.59	266,996.08	-6,846.08
616	Operating Expenses	7,661	3,961.04	3,730.00	7,691.04	-30.04
618	Supplies, material, furniture & equipment	3,000	1,321.60	1,550.00	2,871.60	128.40
621	Fellowship, grants and Contributions	90,000	68,861.48	14,245.90	83,107.38	6,892.62
	Total	395,259	158,864.22	236,142.75	395,006.97	252.03

Implementation
rate

100% (Budget/Expenditure)