

## SUGGESTED REPORTING GUIDELINES

**Periodicity: annually**

**Objective: progress evaluation**

**Structure:**

1. Introduction – 1 page
2. National implementation of the Programme of Action – total 7 pages (1 page per commitment)
3. Conclusion – 1 page
4. Table: “Status at glance”

**Content:**

1. Introduction: national development context and brief summary of the achievements
2. National implementation of the Programme of Action  
(List under each commitment):
  - a) Policies and measures adopted by the country. Resources (domestic and external) invested (input)
  - b) Progress made on the BPOA goals and targets (output)
  - c) Improvements achieved as a result of this progress (impact)
  - d) Obstacles, constraints faced
  - e) Necessary policies, measures and resources needed to overcome them and further the implementation of the BPOA
  - f) Major challenges
  - g) Emerging issues
  - h) Opportunities
3. Conclusions
4. Table (progress on the BPOA goals and targets).