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| **Annual Interim Report** bulat **Completion Report**  **ASEAN Cooperation Project  Report**  For multiyear projects: After end of project:  (*complete section A*) (*complete section B*) |
| **1. Project Details** |
| **Project Identification Code:** |
| **Project Title:** |
| **Sponsoring ASEAN Body:** |
| **Implementing Agency’s Name and Address:**  Contact Person and Contact Details: |
| **Funding Source:** |
| **Approval Date:** |
| **Approved Project Budget:** |
| **Commencement Date:**  **Date of Disbursement:**  Reason(s) for Deviation, if applicable: |
| **Planned Completion Date:**  *(for Annual Interim Report and Completion Report)*  **Completion Date:**  *(for Completion Report - provide reason (s) for Deviation, if applicable)* |
| **Report Prepared By:** |
| **Date of Report Preparation:** |
| **SECTION A: Annual Interim Report**  **Budget Spent:** |
| 1. **Project Progress** 2. **Progress in Implementation**   *(describe the progress and, if applicable, highlight any problems or challenges that could endanger completion of the project)*   1. **Progress towards Achievement of Objective**   *(provide brief assessment of the likelihood in achieving the objective and, if applicable, highlight the difficulty)*   1. **Plan Adjustments**   *(if applicable, describe reasons for any changes made to the project objective and activities)*   1. **Budget Implications**   *(if applicable, describe any budget implication of the Plan Adjustments)* |
| **Annex A.1: Annual Financial Report**  *(use the financial report template Annex A of the Project Financial Disbursement and Reporting/PFDR)* |
| **Annex A. 2: Output Documents**  *(attach the documents only to the extent necessary or helpful to understand the report content such as list of participants or workshop proceedings)* |
| **SECTION B: Completion Report** |
| 1. **Project Results** 2. **Direct Beneficiaries**   *(provide details on numbers and types (planned/reached) of participants and explain reasons for deviation)* |
| **(b) Achievements**   |  |  |  |  | | --- | --- | --- | --- | | **Results** | **Indicators** | | **Reasons for deviations** | | **Planned** | **Achieved** | | Objective: |  |  |  | | Output: |  |  |  | | Output: |  |  |  | | Output: |  |  |  |   *(using the table, assess project achievements against planned and explain reasons for deviations)*   1. **Plan Adjustments**   *(if applicable, describe reasons any changes of the objectives, outputs and activities during implementation)*   1. **Project Outcome**   *(describe how the project contributing to ASEAN Community Blueprints)* |
| 1. **Project Sustainability**   *(state how the sustainability of the results will be ensured)* |
| 1. **Overall Project Assessment**   *(outline two or three key findings and lessons learned)* |
| 1. **Financial Analysis**  |  |  |  |  | | --- | --- | --- | --- | |  | **Planned** | **Actual** | **Variance** | | Total Project Revenue: |  |  |  | | Other Contributions: |  |  |  | | Total Eligible Project Costs: |  |  |  | | Total Balance: |  |  |  |   (*based on the table, provide an overview of planned and actual project revenues, expenditure, and variances)* |
| **Annex B.1 – Project Financial Report**  *(use the financial report template Annex A of the Project Financial Disbursement and Reporting/PFDR)* |
| **Annex B 2 – Output Documents** |
| *Information below to be completed by ASEC*  Financial Completion Report (including the budget proposal,  financial summary, financial report and attachments) :  Additional Output Documents attached, i.e. list of participants, agenda, programme of activities, proceedings/summary record, operational manuals, etc. : |