

<Please insert here logo of partner university/universities>

<Please insert latest revision date>

**<Please insert here name of programme and particular AP year>**

**Format for AP reporting**

**Annual Report or AR**

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# Introduction to the Annual Report (AR)

***Context of the Annual Report (AR)***

The IUC funding is linked to annual Activity Programmes (APs). Therefore, each implemented AP needs to be reported upon, both in narrative (Annual Activity Report or AAR) and financial terms (Annual Financial Report or AFR). Combined these constitute an Annual Report (AR). *(AR=AAR+AFR)*

The annual report (AR) serves as a monitoring tool for all involved stakeholders. All data collected are integrated into an overall IUC database that can be used to draw programme level or multi-annual reports or data. The latter serve as inputs to external evaluations and VLIR-UOS policy making.

By no means, the AR is meant to serve as a the only reporting tool. All partnerships are indeed expected to develop more **day to** **day monitoring systems** that are to be incorporated into a partnership specific management/operational manual.

## 

***Authors and submission date***

An Annual Report is to be drafted jointly by the Flemish and local coordinator based on inputs of project leaders and managers. It is to be submitted to VLIR-UOS on 1 October of the year following the reference year (e.g. **1 October 2013** for the year programme 2012 (AP 2012): 1 April 2012-31 March 2013). It needs to be signed by the Flemish coordinator (paper or electronic signature). Both paper and electronic copies need to be submitted.

The AR will be submitted to critical review by VLIR-UOS and external experts (e.g. Programme Commission). The AFR might be subject to an external local audit. After finalising the review process, the final documents are submitted by VLIR-UOS (with final AFR-documents singed by the Flemish coordinator) to DGD. All reporting must be done in English.

Apart from the format offered, the Flemish coordinator may wish to annex his/her personal appreciation and suggestions with regard to the partnership. While no set format is offered, he/she may wish to cover the following items:

* institutional organisation of the partner university and the administration and management of the partner programme;
* general appreciation of success to date of the partner programme in general and the activity programme in particular;
* suggestions in terms of the IUC programme (instruments, procedures etc.);
* cooperation with other stakeholders (other Flemish universities, ICOS, VLIR-UOS secretariat, CTG, INASP, IFS etc).

***Annual financial report (AFR): Models to be submitted***

For the AFR the following models must be submitted:

* model I A : table of income
* model I B : general overview of the actual expenditures (both on the Belgian and the local account), set out per budget item, and compared to the approved budget, per budget item
* model I C : overview of the expenditures on the Belgian account, set out per budget item
* model I D : overview of the expenditures on the local account, set out per budget item

In addition the following documents must be added:

* an information document on the exchange rate calculation;
* the codebook used by the local partner

Rather than merely submitting an expenditure report, the management team of the IUC partnership is expected to also complete a budget table (excel) that automatically generates a number of graphs that allow for commenting by each project.

# ANNUAL ACTIVITY REPORT

# PART I – PROGRAMME LEVEL

## 1. Key facts and figures

Duration of the activity programmes, and budget (Please indicate in bold the reporting period)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Annual Programme*** | ***Starting date*** | ***Closing date*** | ***Budget*** |
| Pre Partner Programme |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

IUC Partnership structure and project overview:

|  |  |  |  |
| --- | --- | --- | --- |
| IUC partner university | |  | |
| University of the Flemish coordinator | |  | |
| **programme coordination level** | | | |
| **COORDINATION** | **FLEMISH** | | **LOCAL** |
| Academic |  | |  |
| Operational (ICOS, PM) |  | |  |
| **PROJECT LEVEL** | | | |
| **PROJECT** | **FLEMISH PROJECT LEADER** | | **LOCAL PROJECT LEADER** |
| PROJECT N° 1 : <*Name>* |  | |  |
| PROJECT N° 2 : |  | |  |
| PROJECT N° 3 : |  | |  |
| PROJECT N° 4 : |  | |  |
| PROJECT N° 5 : |  | |  |
| PROJECT N° 7 : |  | |  |
| **PROGRAMME SUPPORT UNIT** | | | |
| PROJECT N° 8 : |  | |  |

*Remark: if appropriate, the projects can be divided in clusters, taking into consideration “Institutional development”, “Research and Education”, “Extension”, and “Programme Support Unit”*

## 2. Context level report and link with the VLIR-UOS Country Strategy

### 2.1. Country level

*Description of any significant changes in the socio-economic, political or educational context of the country within the reporting period.*

*Short reporting on relevant trends and evolutions regarding national priorities in terms of poverty reduction and higher education. Any relevant actions of other donors worth mentioning?*

### 2.2. Institutional level

*Description of relevant developments and/or changes in the counterpart institution and their eventual impact on programme development.*

### 2.3. Programme level reporting

#### 2.3.1. Summary report of main qualitative achievements during the AP

Provide a summary overview of the achievements and progress as compared to the programme objectives (overall and specific; academic and developmental) and the envisaged result areas (sum of the project objectives). Max. of 150 words.

#### 2.3.2. Overall programme level KRA review

*Please use annex 1 – PROG – KRA for providing an overall overview of the main results per project (KRA report)*

#### 2.3.3. Programme synergy

*How did the synergy between the various projects evolve during the past AP year? Are there any important milestones taken? How did the programme contribute to the country-level objectives included in the country strategy and programme of VLIR-UOS.*

*What was the tangible effect of the programme on the partner university?*

#### 2.3.4. Sharing minds, changing lives…

*With reference to the famous VLIR-UOS motto, please report on the partner programme effects in terms of the institutional and societal impact that may have taken place since the start of the programme. A difference can be made between effects on the institutional life, the surrounding communities, the province, nation and eventual end users of products resulting from project activity.*

#### 2.3.5. Annexes

*Most of these annexes refer to the original AP that was drafted and submitted at the start of the current reporting period. They simply need to be updated with the factual activities/information.*

Annex 1 – PROG – Key Result Areas (consolidated table with results per project and trend since AP 1)

Annex 2 – PROG – Final mobility schedule (as compared to and updated from the original AP)

Annex 3 – PROG – Consolidated procurement list (as taken from KRA 8 – Inventory)

Annex 4 – PROG – 3 Pictures per project (by mail/CD ROM/drop server) giving an impression of the major milestones of this this years activities.

# PART II - Project level reporting

## Project ‘X’: Title

### X.1 Project Summary and team overview

#### Summary and main focus during this AP

*Max. 100 words*

#### Team Overview

*(This part, you can copy-paste from the PP but do take into account possible changes in the team composition)*

|  |  |  |
| --- | --- | --- |
| **PROJECT MEMBERS** | | |
| **PROJECT LEADER NORTH** | | |
| **< Name, First Name>** | < Flemish University/Institute of HE> | Academic |
| **TEAM MEMBER NORTH** | | |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |
| **PROJECT LEADER SOUTH** | | |
| **< Name, First Name>** | < Flemish University/Institute of HE> | Academic expertise |
| **TEAM MEMBER SOUTH** | | |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |
| **< Name, First Name>** | < Flemish University/Institute of HE/other stakeholder> | <Academic/technical expertise> |

### X.2. Activity reporting

*Please do report by Intermediate result and activity. Reference is made to the operational plan and the AP planning that was drafted at the start of the current reporting period. Steps:*

1. *Make an update of ANNEX 1 – PROJ – Operational Plan filled out during planning with the main results, activities and needed budget. Also include the logframe as a guiding tool. The logframe should not be changed as compared to the PP version. If any changes, a request for a programme change should be submitted to VLIR-UOS through the coordinators of the IUC/Network*
2. *Give a short overview of the main results and activities including highlights and comments (free format, max. 2 pages)*

### X.3. Reporting on key programme indicators, assumptions and progress of scholars

#### X.3.1. Key Result Areas

*KRA’s are the standard quantifiable input/result date. You are invited to provide a short quantitative overview here in the text with if relevant some comments below on progress towards results.This information will also be included in the programme reporting (Annex 1 –PROG)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Indicator *(KRA or change indicator)*** | **Target end of PP** | **Numbers for this AP** | **Accumulated total during PP** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*You are also requested to collect the results by KRA in a more detailed way by keeping track per project of the attached format ANNEX 2 – PROJ – KRA template (info on status articles, published or not, author, etc. to be added) and hand it over annually to the programme manager.*

#### X.3.2. Change Indicators

*Use the original logframe as a reference and indicate any noticeable change regarding each indicator other than KRA defined above. Indicate the processes of change in relation to the baseline as defined at project formulation or PP)*

Example:

|  |  |
| --- | --- |
| **Indicators per INTERMEDIATE RESULT** | **Situation at the end of this Reporting Year** |
| Base-line indicator: 10% curriculum is update to X level | 25% of curriculum is updated to X level |
| Programme accreditation by national quality control agency is at level 7 | programme accreditation by national quality control agency has increased from 7 till 8 |
| Only 10% correct application of laboratory manuals stands | 80% correct application of laboratory manuals stands |
| Only 10% of tenured staff at department level are PhD holders | 20% of tenured staff at department level are PhD holders |
| Lab is able to conduct X analysis at 5 % accuracy level | Lab is able to conduct X analysis at 90 % accuracy level |
| Reliability of internet connectivity stands at 55% | Reliability of internet connectivity stands at 98% |

#### X.3.3. ‘Soft’ Indicators and Qualitative appreciation of behavioural change

*Other than the quantitative indicators, in the previous headings, you are herewith invited to report on the qualitative indicators regarding the current reporting year such as:*

* *Attitudes on decision making, conflict resolution, articulation of ideas, conceptual and strategic thinking etc.*
* *Work ethics (discipline, attention for detail, time management etc.)*
* *International integration (ease of travel and mixing, social and communication skills at academic level etc.)*
* *Other (self confidence, loyalty etc., feel free ta add)*

#### X.3.4. Report on assumptions

*Free format to highlight any changes or problems regarding the predefined assumptions.*

#### X.3.4. Progress of Scholars

*To be complemented per scholar*

|  |  |  |
| --- | --- | --- |
| NAME SCHOLAR | NAME PROMOTER | TOPIC and Project + Project result area to which it is linked |
|  |  |  |
| START DATE | NUMBER OF MONTHS IN BELGIUM DURING AP | NUMBER OF ACCUMULATED MONTHS IN BELGIUM |
|  |  |  |
| ARTICLES PRODUCED DURING AP | PROGRESS TOWARDS Master/PHD | PARTICIPATION IN CONFERENCES DURING AP |
| OTHER RELEVANT COMMENTS ON RESULTS ACHIEVED CONTRIBUTING TO PROJECT IMPACT AND CHANGING OF LIVES | | |
|  |  |  |

#### X.3.5. Comments on extension activities (partners/ type of activities with stakeholders)

*Report here on any actions of outreach and possible actors you partnered with in doing so. .*

### X.4 Value for money and reporting on expenditure

*We strongly advise to keep record of an overview of PP Budget per project, submitted AP budget, any approved budget change requests and present here the numbers as also some comments on the main elements of expenditure during the AP. The complete and accurate information is of course available per budget line in the financial spreadsheets (AFR).*

*You are hereby invited to provide a short overview that can be updated on a yearly basis.*

|  |  |  |  |
| --- | --- | --- | --- |
| Comparison AP budget | | | |
| Year | AP budget | Actual expenditure | Comments |
| A. Investment |  |  |  |
| B. Operational |  |  |  |
| C. Personnel | 0 |  |  |
| D. Scholarship | 0 |  |  |
| E. Administration |  |  |  |
| **Total** |  |  |  |

### X.5 Annexes

1. Annex 1 – PROJ – Operational Report (excel-doc) with relation to reported activity as compared to the original Operational Plan; and copy of the original PP logframe.

2. Annex2 – PROJ – KRA excel file

3. In view of enhancing the readability and attractiveness of the overall VLIR-UOS reporting, each project is expected to annually submit:

* A few (2 to 5) quality pictures with title (date, location and explanation of picture content) showing the project in action
* A significant story of change (interview, life story, case) thanks to the project. Such a story may be drafted by the project team itself or be a copy of articles produced in campus letters or by local papers
* Pictures are expected to be delivered to the programme manager who will compile them in a programme level CD-Rom or send them via dropbox or other tools to VLIR-UOS.

# PART III - FORMAT for the ANNUAL FINANCIAL REPORT (AFR)

VLIR-UOS spreadsheet models managed by PSU/ICOS at programme level

## 3.1. Record keeping

Both parties must keep orderly records, from which it can be established that :

* expenditure is in accordance with the activity programme;
* expenditure is recorded under the proper budget headings;
* expenditure is in accordance with the financial rules and regulations issued by the Belgian Direction General for Development Cooperation (DGD) and the Flemish Interuniversity Council (VLIR);
* expenditure is not in breach of legal regulations applying in the countries concerned;
* expenditure is supported by proper written evidence.

## 3.2. Programme budget

The activity programme budget will be drawn up in accordance with the IUC format :

A. Investment costs

B. Operational costs

C. Personnel costs

D. Scholarship costs

E.1. Administration costs in Belgium

E.2. Local administration costs.

## 3.3. Statements of expense

### 3.3.1. Interim statements

< *South Partner University*> and the <*Flemish University*> will each prepare separate statements of expense in English in accordance with the IUC format. The statements of expense will be added together and jointly submitted to VLIR-UOS by the <Flemish University>.

The statements of expense will be prepared on the basis of the actual expenses incurred and the actual time spent.

For each expense made in another currency than €, the value in € is to be included in the overview of expenses, as well as the exchange rate used.

### 3.3.2. Annual financial statements

< *South Partner University*> and the <*Flemish University*> are jointly responsible for supplying an annual financial statement of expenditure for the expenditures incurred over the full period of implementation of the activity programme. The statement of expenditure needs to be visaed/countersigned by a signatory to the <Flemish University>.

Expenditure will be considered as legitimate if :

* they comply with the activity programme document;
* they are recorded under the proper budget headings and subheadings;
* expenditure is in accordance with the financial rules and regulations issued by the Belgian Direction General for Development Cooperation (DGD) and the Flemish Interuniversity Council (VLIR);
* they are not in breach of legal regulations applying in the countries concerned;
* they are supported by proper written evidence.

The Annual Report has to include the following documents :

* the annual activity report : a joint report, and a personal report from the Flemish coordinator
* annexes to the annual activity report
* the annual financial report, consisting of models IA, IB, IC, ID, IIA and IIB, as well as an information document on the exchange rate calculation.

The annual financial statement of expenditure related to the activity programme for year (x) should be submitted to the VLIR before **1 October of year (x+1).**

The financial reporting has to be done in €.

For the detailed IUC financial guidelines, please consult the latest version at the IUC website : <http://www.vliruos.be/media/263759/new_iuc_financial_guidelines.doc>

\* \* \*