Report Steering group

Capacity

Have you identified any lack of organisational capacity, in terms of mandate, skills and experience, steering documents or political decisions in your respective organisations for democratic development work and achieving the project objectives?

If yes, what do you plan to do to change this?

Role and responsibility

The role of the Steering Group is to steer and support the project in the ways listed below.

Final report: How have you worked to ensure this, give examples and/or success factors:

Progress report: How have you worked to ensure this, give examples and/or success factors. Has anything failed or changed that makes you want to proceed differently?

- Anchoring and continuity:
- Governance:
- Quality:
- Human rights, gender and climate mainstreaming:
- Sustainability:
- Dissemination:

Risk management

Risks may include political changes, staff turnover or relocation, corruption or virus outbreaks.
What internal and external factors have affected the partnership and the project results?

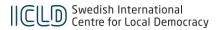How have you managed these, and what have you learned from this for the future?

Exchange and peer learning

How many international/partner visits were carried out the year covered by this report? (0,1,2,3,4,5)

Include all international travel within the steering group, both partner/peer visits and any other travel to participate in workshops or trainings, if applicable.

Report the international travel you conducted, by declaring for each trip:
- Place/hosting partner
- Dates/number of days
- Number of travellers
- What you learned from each other

ICLD | VISITING ADRESS Söderväg 1D, SE-621 58 Visby, Sweden TELEPHONE Contact information can be found on our web/staff | WEB www.icld.se E-MAIL info@icld.se | REG. NR. 802441-7480

1

- What peer learning methods you used

This question refers to the table on page 27 in Workbook for project planning | ICLD where all partnerships who apply from 2023 are asked to plan the upcoming year's travel; where and how many days, how many people (this serves as the basis for the budget) but also what the "peer learning goals" are for each travel and what peer learning methods that will be used. Read more about these in Peer learning in partnerships - toolbox | ICLD. This is to promote a greater focus on result-oriented exchange and peer learning during partner visits.
Report each international travel during the period covered by this report in this way –where and how many days, how many people (this serves as the basis for the costs you account for in the economic report!) what you learned and if possible, by which methods.

Please attach minutes from your steering group meetings.

Progress report only: Revise your international travel and peer learning plans for next year by declaring for each trip:
- Place/hosting partner
- Dates/number of days
- Number of travellers
- Learning goals
- Peer learning methods

In applications from 2023 and on, applicants submit a preliminary overview of the peer learning and travel plans throughout whole partnership. However, one is asked to declare all the above bullet points for the first year only. For the following years only the first three.
Since a lot can happen or change due to external factors or lessons learnt you have the opportunity in each report, to reflect on the exchange and travel the past year and make due changes as well as add the learning goals and peer learning mehods for the upcoming years travel.
Submit your revised travel and peer learning plan for next year!

Other
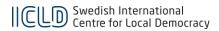Are there other funders of the steering group or project, if so, who?

How do you experience the contact with the ICLD? Do you see any potential improvements or perhaps something that was particularly valuable?

Economic report
Outcome is reported compared to the budget presentation.

Upload auditor's certificate

Upload signed supporting document for labour costs.

ICLD | VISITING ADRESS Södervág 1D, SE-621 58 Visby, Sweden TELEPHONE Contact information can be found on our web/staff | WEB www.icld.se E-MAIL info@icld.se | REG. NR. 802441-7480

2

Upload other supporting documents - only upon request from ICLD!

The international partner's resources and approval

Specify the resources e.g. staff, expenses such as premises, interpreters, transport - contributed by the international partner within the Steering group.

The international partner's coordinator shall approve of the report that the Swedish partner is submitting to ICLD through signing the Approval of annual report. Upload the signed Approval of annual report.