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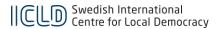
How have you managed these, and what have you learned from this for the future?

Exchange and peer learning

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

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
- What peer learning methods you used

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

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.

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.

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