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|  **Annual Interim Report** [ ] bulat **Completion Report** [ ] **ASEAN Cooperation Project Report** For Multi-Year Projects: For 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: | **Authorized Signature** |
| **Funding Source:** |
| **Approval Date:** |
| **Approved Project Budget:** |
| **Commencement Date:****Date of Disbursement:**Reasons for deviations, if applicable: |
| **Planned Completion Date:** *(for Annual Interim Reports and Completion Reports).***Completion Date:** *(for Completion Reports. Provide reasons for any deviations).* |
| **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 might endanger project completion).*1. **Progress toward Achievement of Objectives**

*(Provide a brief assessment of the likelihood in achieving project objectives and, if applicable, highlight any difficulties).*1. **Work Plan Adjustments**

*(If applicable, describe reasons for any changes made to project objectives or activities).*1. **Budget Implications**

*(If applicable, describe budget implications of work plan adjustments).* |
| **Annex A.1: Annual Financial Report***(Use the financial report template, Annex A, from the Standard Operating Procedures for Project Financial Disbursement and Reporting).* |
| **Annex A.2: Output Documents***(Attach relevant documents, only to the extent needed to understand the report’s contents, e.g., a list of participants or workshop proceedings).* |
| **SECTION B: Completion Report** |
| 1. **Project Results**
2. **Direct Beneficiaries**

*(Provide details on numbers and types–either planned or reached–of participants and explain reasons for any deviations, as needed).* |
| **(b) Achievements**

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| --- | --- | --- |
| **Results** | **Indicators** | **Reasons for Deviations** |
| **Planned** | **Achieved** |
| Objective: |  |  |  |
| Output: |  |  |  |
| Output: |  |  |  |
| Output:  |  |  |  |

*(Using the table, assess project achievements against the planned result and explain any deviations).*1. **Plan Adjustments**

*(If applicable, describe reasons for any changes to objectives, outputs, and activities during implementation).*1. **Project Outcome**

*(Describe how the project has contributed to ASEAN Community Blueprints).* |
| 1. **Project Sustainability**

*(State how sustainability of the results was ensured during project implementation).* |
| 1. **Gender and other Cross-Cutting Issues**

*(Outline how gender or other cross-cutting issues have been addressed during project implementation).* |
| 1. **Overall Project Assessment**

*(Outline two or three key findings and lessons learned. For projects with more than one year’s duration, or with a budget of over 1 million USD, include key findings and recommendations from the project evaluation and attach a full evaluation report).* |
| 1. **Financial Analysis**

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| --- | --- | --- | --- |
|  | **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, expenditures, 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***(List down and attach the output documents of the project or provide hyperlink if the documents are uploaded online)* |
| *To be completed by ASEC*Financial Completion Report (including budget proposal, financial summary, financial report, and attachments) : [ ] Additional Output Documents attached, e.g., list of participants,agendas, programmes of activities, proceedings, operational manuals, etc. : [ ]  |