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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**   |  |  |  |  | | --- | --- | --- | --- | | **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**  |  |  |  |  | | --- | --- | --- | --- | |  | **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. : | |