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|  **Annual Interim Report** [ ] bulat **Completion Report** [ ] **ASEAN Cooperation Project Report** For multiyear projects: After 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: |
| **Funding Source:** |
| **Approval Date:** |
| **Approved Project Budget:** |
| **Commencement Date:****Date of Disbursement:**Reason(s) for Deviation, if applicable: |
| **Planned Completion Date:** *(for Annual Interim Report and Completion Report)***Completion Date:** *(for Completion Report - provide reason (s) for Deviation, if applicable)* |
| **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 could endanger completion of the project)*1. **Progress towards Achievement of Objective**

*(provide brief assessment of the likelihood in achieving the objective and, if applicable, highlight the difficulty)*1. **Plan Adjustments**

*(if applicable, describe reasons for any changes made to the project objective and activities)*1. **Budget Implications**

*(if applicable, describe any budget implication of the Plan Adjustments)* |
| **Annex A.1: Annual Financial Report***(use the financial report template Annex A of the Project Financial Disbursement and Reporting/PFDR)* |
| **Annex A. 2: Output Documents***(attach the documents only to the extent necessary or helpful to understand the report content such as list of participants or workshop proceedings)* |
| **SECTION B: Completion Report** |
| 1. **Project Results**
2. **Direct Beneficiaries**

*(provide details on numbers and types (planned/reached) of participants and explain reasons for deviation)* |
| **(b) Achievements**

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

*(using the table, assess project achievements against planned and explain reasons for deviations)*1. **Plan Adjustments**

*(if applicable, describe reasons any changes of the objectives, outputs and activities during implementation)*1. **Project Outcome**

*(describe how the project contributing to ASEAN Community Blueprints)* |
| 1. **Project Sustainability**

*(state how the sustainability of the results will be ensured)* |
| 1. **Overall Project Assessment**

*(outline two or three key findings and lessons learned)* |
| 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, expenditure, 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** |
| *Information below to be completed by ASEC*Financial Completion Report (including the budget proposal, financial summary, financial report and attachments) : [ ] Additional Output Documents attached, i.e. list of participants,agenda, programme of activities, proceedings/summaryrecord, operational manuals, etc. : [ ]  |