## Innovative Window (start 2021) Progress report 60XXX

**The report shall be sent to *Union to Union* by 15 March, 2022.**

|  |  |
| --- | --- |
| Project Title |  |
| Country/countries |  |
| Project Period |  |
| Agreement holder organisation |  |
| Other organisations/trade unions participating in the implementation |  |
| Contact person for report + email |  |

Result oriented narrative report

# Deviations

1. Please describe any significant deviations from the approved project plan.

Write here

1. Please describe if further changes in the project plan and/or matrix are needed for the remaining agreement period.

Write here

# Innovative approach

Are there any lessons learned so far concerning the innovative approach you are using in the project? How will lessons learned influence the way you and project partners work?

Write here

# Risk management

Please refer to the risk analysis made in the application and describe how foreseen and unforeseen risks have been managed during the reporting period.

Write here

Financial narrative report

# Budget revisions

List any changes in the budget and refer to the correspondence (date, project officer, budget lines etc.) with *Union to Union.*

Write here

# Exchange rate gains or losses

Compare the end of year rate with the average exchange rate of transferred funds (on each level) and comment on any impact from the currency exchange rate deviations on the outcome of the project costs.

Write here

# Transfers received and sent

Fill in the amounts requested and received. Note the transfer rate applicable. Comment on any exchange rate losses or gains in the outgoing balance on each level for i. to iii:

1. Transfers from *Union to Union* to Agreement partner :

|  |  |
| --- | --- |
| Total amount requested from *Union to Union*, SEK: |  |
| Funds received date: |  |
| Total amount received by GUF, currency: |  |
| Average transfer rate, (SEK/Currency): |  |

Write here

1. Transfers from Agreement partnerto Regional GUF (if several regional offices and different currencies, please copy the table for each currency):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Funds received date: | Amount requested, Currency | Amount received, Currency |
| First transfer: | 2021-\_\_\_\_-\_\_\_\_ |  |  |
| Second transfer: | 2021-\_\_\_\_-\_\_\_\_ |  |  |
| Third transfer: | 2021-\_\_\_\_-\_\_\_\_ |  |  |

|  |  |
| --- | --- |
| Total amount requested from GUF, currency1: |  |
| Total amount received by Regional GUF, currency2: |  |
| Average transfer rate, (currency 1/currency2): |  |

Write here

1. Summary transfers from Regional GUF to local partners (if several local partners and different currencies, please copy table for each currency):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Funds received date: | Amount requested, Currency | Amount received, Currency |
| First transfer: | 2021-\_\_\_\_-\_\_\_\_ |  |  |
| Second transfer: | 2021-\_\_\_\_-\_\_\_\_ |  |  |
| Third transfer: | 2021-\_\_\_\_-\_\_\_\_ |  |  |

|  |  |
| --- | --- |
| Total amount requested from GUF, currency1: |  |
| Total amount received by Regional GUF, currency2: |  |
| Average transfer rate, (currency 1/currency2): |  |

Write here

# Outgoing balances

Comment on the exchange rate gain or loss in the closing balance for each level.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Outgoing balance (currency)** | **Value at transfer rate** | **Value at end of year rate** | **Gain / loss** |
| Level 2 |  |  |  |  |
| Level 3 |  |  |  |  |
| Level 4 |  |  |  |  |
| Level 5 |  |  |  |  |

Write here

# Outcome analysis

1. Comment on the outcome in relation to the **original budget in the agreement**(in for example, relation to Covid-19, reallocations, of funds, activities carried out or omitted, major cuts etc.) taking into consideration items listed in 1 Budget revisions.

Write here

1. Elaborate on the outcome per cost type if the deviations are 10 % or more.

Write here

1. If costs are reported on another level than the budget line presented in the budget (refer to the budget line number and amounts in the excel file) and explain why.

Write here

1. Could the desired results of the project have been achieved more cost efficiently? Please specify with examples and describe lessons learned.

Write here

# Additional comments

1. Do you have funding from other donors for this project? Whom and how much?

Write here

1. Any other comments on the Financial Report, Audit, Management Letter etc.

Write here

# List of local partners in the project, per country

List all partners in the project, group them by country. Please name if there were any changes among the partners. Please note Yes/No if the local partner is included in the project chain with an Agreement for transfer of funds (add rows if needed).

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Local partner (Name)** | **Agreement Yes/No** | **Agreement Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Agreement holders in the project

(A list of partners shall be included in the Narrative Results Report paragraph 5, stating if there are agreements for transfer of funds with local partner in the project chain as well as the amounts in the local agreements)

1. Comment on whether there has been any change of partners during the project period.

Write here

1. Comment on any exception from audits or transfers of funds, refer to any approval from *Union to Union*, referring to the Agreement § 11 Audit.

Write here