IC project reporting template as part of the strategy and process on how the IC reviews and analyses ICD projects

|  |
| --- |
| **Project Title:** |
| **Reporter (name, position):** |
| **Project Code (if applicable):** |

**IC PROJECT REPORTING TEMPLATE**

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|  |  |
| --- | --- |
| 1. **Project Profile** | |
| **Recipient Region(s)/ Countries** |  |
| **Donor/ Resource Partner** |  |
| **Collaboration / Participating Organizations** |  |
| **Project Budget (detailed funds and/or in-kind)** |  |
| **Project Timing** |  |
| 1. **Summary of Project (Scope, Relevance to the IPPC, Main outputs, Success and challenges)** | |
|  | |
| 1. **Project Supporting Materials** *[e.g. hyperlinks]* | |
|  | |
| 1. **List project technical resources (i.e. guides, training materials, tools) that could be useful and used by other stakeholders** | |
|  | |
| 1. **Provide a list of project experts that could be recommended to other stakeholders and describe why** | |
|  | |
| 1. **List targeted beneficiaries** *[i.e. regions, countries, RPPOs, NPPOs and other institutions]* | |
|  | |

Attachment: Sample template

IC project reporting template as part of the strategy and process on how the IC reviews and analyses ICD projects

|  |
| --- |
| **Project Title:** Title of the project |
| **Reporter (name, position):** Name and position of the submitter |
| **Project Code (if applicable):** |

**IC PROJECT REPORTING TEMPLATE**

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|  |  |
| --- | --- |
| 1. **Project Profile** | |
| **Recipient Region(s)/ Countries** | List recipient region(s) or countries |
| **Donor/ Resource Partner** | List donor or resource partner |
| **Collaboration / Participating Organizations** | List organizations collaborated or participated |
| **Project Budget (detailed funds and/or in-kind)** | Identify project budget |
| **Project Timing** | YYYY-MM - YYYY-MM |
| 1. **Summary of Project (Scope, Relevance to the IPPC, Main outputs, Success and challenges)** | |
| * The purpose of this project is to … (describe the scope of the project) * This project contributes to the implementation of … (identify specific IPPC article(s) and/or ISPMs related to the project) * This project developed/achievd/conducted ... (identify main outputs of the project) * ... was successfully conducted (describe success of the project) * Lack of ... to implement the project (describe challenges of the project) | |
| 1. **Project Supporting Materials** *[e.g. hyperlinks]* | |
| AUTHOR. YYYY. Title, IPPC Guide, [online]. https://www.xxx | |
| 1. **List project technical resources (i.e. guides, training materials, tools) that could be useful and used by other stakeholders** | |
| List technical resources (i.e. guides, training materials, tools) developed under the project | |
| 1. **Provide a list of project experts that could be recommended to other stakeholders and describe why** | |
| List the name of experts and their expertise involved in the projects to recommend to other stakeholders | |
| 1. **List targeted beneficiaries** *[i.e. regions, countries, RPPOs, NPPOs and other institutions]* | |
| Identify specific regions, countries, RPPOs, NPPOs or other institutions as targeted beneficiaries | |