**CONVENTION ON WETLANDS (Ramsar, Iran, 1971)**

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: [asia.oceania@ramsar.org](mailto:asia.oceania@ramsar.org) –

Web site: [www.ramsar.org](http://www.ramsar.org)

**Nagao Wetland Fund (NWF)**

# Section F

# Standard format for the preparation of Final Reports

***(to be filled in by the implementing agency/organization and endorsed by the Administrative Authority of the Convention on Wetlands)***

**Country:**

**Title of the Project:**

**Project code: Year of approval:**

**Name and position of the author of this report:**

**Date project was completed: Date final report provided:**

**Have you provided the Final Report in electronic as well as hard copy format?**

**Have you enclosed/provided separately:**

1. **some suitable photographs or colour slides (with the necessary description) illustrating the project?**  Yes  No
2. **the copies of the materials produced with NWF funding (if applicable)?**

 Yes  No

1. **vlog (5 min max)?**

 Yes  No

1. **Abstract**

Please report on what has been accomplished by the completed project (approx. 300 words).

**2. Achievements against each project objective**

For *each objective* of the project, as stated in the project proposal, please indicate the *output(s)* in terms of:

A) Task completed or B) Task only partially completed or C) Task not attempted

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Output** | **Activity** | **Current status** |
| *Example: 1. to develop the sustainable management of the Ramsar Site* | *1. A management plan* | *1.1 working group with all the stakeholders (3 meetings)* | ***Partially completed:*** *2 meetings took place* |
|  |  | *1. 2 Preparing the draft management plan* | ***Completed:*** *the draft management plan is ready* |
| Objective 1 | Output 1 | Activity 1.1 |  |
|  |  | Activity 1.2 |  |
| Objective 2 | Output 2 | Activity 2.1 |  |
|  |  |  |  |

Please provide a summary of action(s) taken for each *output*. **Where tasks were only partially completed or not attempted please provide the reasons for not fulfilling this expectation**.

**3. Overall project outcomes**

Overall, has the project achieved what it set out to do?  Yes  No

If No, please indicate the reasons for failing to meet the overall objective.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**4. Budgetary details**

- Please submit a *detailed expenditure and income account* referring to the original project budget. Indicate expenditure and income in the currency(s) in which they have actually occurred, and as necessary provide the exchange rate into US dollars to be applied. Please fill in the table below which presents all the expenditures following the categories of the original budget, as well as a summary table with the totals of all the categories.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Budget | | **Expenditures** | | | |
| **Description of budget item**  (include unit costs where appropriate) | **NFW** (local currency) | **Other sources** (local currency) | **NWF** (local currency) | **Other sources** (local currency) | **Total** (Local currency) | **Total**  (USD) |
| 1. **SALARIES / WAGES / CONSULTANCY COSTS** |  |  |  |  |  |  |
| 1.1 Supervisory Staff  *No. of persons & duration of employment on this project:* |  |  |  |  |  |  |
| 1.2 Consultants / Experts  *No. of persons & duration of employment on this project:* |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |  |  |  |  |
| **TOTAL:** |  |  |  |  |  |  |

- Were all funds allocated to the project from the NWF spent in accordance with the project specifications and budget?  Yes  No

- If No, please advise of where variations have occurred, the cost of these variations and provide a justification for this variation. Include this information in your *detailed expenditure and income account report*.

- If all funds were not spent, please indicate below the amount of unspent funds and recommend possible uses for these funds which the Secretariat can consider.

Unspent funds: USD

|  |
| --- |
|  |
|  |
|  |

**5. Project Officer** (person responsible for executing the project)

Name: Signature:

Institution: Date

Address:

**6. Approved by the Administrative Authority of the Convention on Wetlands**

Name and title: Signature:

Administrative Authority: Date: