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

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170

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 E

# Standard format for the preparation of progress 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:**

**Total funds allocated:**

**Funds received to date:**

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

**Date progress report due: Date progress report provided:**

1. **Abstract**

Please report on what has been accomplished so far (approx. 200 words).

**2. Progress with meeting projects objectives**

According to the logical framework of the project (please refer to the project proposal) and for *each objective and activity* of the project, using the table below, please describe briefly the status of the progress, in terms of:

A) Task completed or B) Task partially completed or C) No progress as yet

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Activity** | **Current status** | Success rating (do you think you will reach the objective for the planned date of the project completion?)  Green (yes), orange (maybe) or red (no) |
| *Example: 1. to develop the sustainable management of the Ramsar Site* | *1.1 working group with all the stakeholders (3 meetings)* | ***Partially completed:*** *1 meeting took place* | *Green* |
| Objective 1 | Activity 1.1 |  |  |
|  | Activity 1.2 |  |  |
| Objective 2 | Activity 2.1 |  |  |
|  |  |  |  |

Please also provide a summary of action(s) taken for ***each objective***.

**3.** **Overall progress**

Overall, has the project made appropriate progress towards meeting the objectives within the time frame initially agreed upon?  Yes  No

If No, please indicate the reasons for any delays or proposed changes in project objectives.

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**4. Budgetary details**

- Please indicate what amount of the funds received from the NWF for this project has been spent so far (in US dollars).

- For each budget line, based on the final budget table from the project proposal, specify which amount of money has been used.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Budget | | | | **Expenditures** | | | | | |
| **Description of budget item**  (include unit costs where appropriate) | Unit Cost  (local currency) | Number of Unit | NWF  (local currency) | Other sources (local currency) | Unit Cost  (local currency) | Number of Unit | 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:** |  |  |  |  |  |  |  |  |  |  |

- Have the funds been spent in accordance with the project specifications and budget?

|  |  |
| --- | --- |
|  Yes |  No |

- If No, please advice of where variations have occurred and the cost of these variations and provide a justification for this variation.

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- Indicate any expected future additional variation that you think could occur with the budget.

**5. Future issues**

Highlight the three most significant issues/challenges to successfully completing the project and explain how they will be addressed.

**6. Project Pictures**

Please provides 5-7 pictures with a 2-3 sentences description that best highlight what you are trying to accomplish or have accomplished through this project. You may also provide the pictures separately if needed.

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

Name: Signature:

Institution: Date:

Address:

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

Name: Signature:

Administrative Authority: Date:

Address: