**Annex I**

**Combined annual reporting and forward planning format**

**Annual Summary Report for Year X and Plan for Year X+1** (4 pages maximum)

1. **Title of your Regional Initiative:**
2. **Work and activities undertaken during Year X**

Provide a simple summary on your work undertaken by listing your activities, the results achieved and your indicators of success according to the format below:

|  |  |  |  |
| --- | --- | --- | --- |
| **objectives** | **activities** | **results/outputs** | **indicators** |
| 1. objective one | 1.1 activity undertaken | achievements | verification of success |
|  | 1.2 activity undertaken |  |  |
| 2. objective two |  |  |  |
|  |  |  |  |

If felt useful, you may add narrative text to specify further your achievements, improvement of Ramsar implementation in the region, etc.

1. **Financial report for Year X**

Provide a summary of income and expenditures. If you use another currency than Swiss Franc (CHF), please provide an average **exchange rate to the CHF**:

|  |  |  |
| --- | --- | --- |
| **activities**  | **planned expenditures** | **real expenditures** |
| 1.1 activity | amount (currency) | amount (currency) |
| 1.2 activity |  |  |
|  |  |  |
| **total** |  |  |

|  |  |
| --- | --- |
| **sources of income (donors)** | **income received** |
| donor name | amount (currency) |
|  |  |
| **Ramsar core budget** (where applicable) | amount (currency) |
| **total** |  |

**Financial balance on 31 December of Year X:** amount left to be carried over to Year X+1, or deficit

1. **Work and activities planned for Year X+1**

Provide a simple summary of your planned work, by listing your activities, their anticipated results and your indicators of success according to the format below:

|  |  |  |  |
| --- | --- | --- | --- |
| **objectives** | **activities** | **results/outputs** | **indicators** |
| 1. objective one | 1.1 activity to be undertaken | expected achievements | verification of success |
|  | 1.2 activity … |  |  |
| 2. objective two |  |  |  |
|  |  |  |  |

1. **Financial plan for the year X+1**

Provide a summary of expected income and budgeted/planned expenditures. If you use another currency than Swiss Franc (CHF), please provide an average **exchange rate to the CHF**:

|  |  |  |
| --- | --- | --- |
| **activities**  | **planned expenditures** | **expected income and source** |
| 1.1 activity | amount (currency) | amount (currency) and donor name |
| 1.2 activity |  |  |
|  |  |  |
| **total** |  |  |