|  |
| --- |
| **Year:** |

# ANNUAL WORK PLAN

##### The annual work plan should be sent electronically to: [application@palmecenter.se](mailto:application@palmecenter.se) and the relevant programme manager together with annual budget, no later than 1st of February. Please mark the email “*Work plan year [XXXX], project number* *[XX], project country [X]*”. No hard copy is required.

## 1. THE COOPERATION

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| --- | --- | --- |
| **Project number:** | **Budget for the year, in SEK:** | **Location of implementation:** |

|  |  |
| --- | --- |
| **Implementing organisation:** |  |
| **Name of responsible manager:** |  |
| **Swedish partner organisation when applicable:** |  |
| **Name of responsible manager:** |  |

## 2. NEWS, UPDATES ON ORGANISATION CONTACT INFORMATION AND PROJECT GROUP

Are there any changes in contacts (or contact details) in the organisation or the management group that will influence the operations? Are there new members in the management group (including the Swedish organisation) or have members left the group?

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## 3. CHANGE OF PLANS

Based on the experiences from the implementation of the cooperation so far – has any of the plans in the original application changed and why? For example, how your operations contribute to the overall Programme Log frame/which (behavioral change) indicators your operations will contribute to?

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## 4. ACTIVITY PLAN

Add more rows if necessary and do not forget to include administrative activities (planning, monitoring and/or internal capacity building).

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| --- | --- | --- | --- | --- | --- | --- |
| **Type of activity and target group[[1]](#footnote-1)** | **No. of activities** | **Describe the type of activity[[2]](#footnote-2) and how it will contribute to your objectives.** | **How will you evaluate the activity and follow-up the outcomes?[[3]](#footnote-3)** | **No. of women** | **No. of men** | **Total[[4]](#footnote-4)** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
|  |  |  | **GRAND TOTAL:** |  |  |  |

## 4.1 DESCRIBE WHICH BEHAVIOURAL CHANGES THE ACTIVITIES ABOVE WILL CONTRIBUTE TO WITHIN EACH RELEVANT ACTOR GROUP (DECISION MAKERS, ACTORS IN COOPERATION AND RIGHTS HOLDERS).

Revisit the behavioural change indicators in the **Programme Log frame**.

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## 5. SPECIFIED BUDGET

Fill in the specified budget (Budget sheets are in a separate document). The budget should be based on the total amount granted for the coming year. Please make sure that the names of the activities in the activity plan table above are the same as in the budget template.

## 6. OTHER COMMENTS

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1. make sure that these activities are the same as the ones you list in the budget on page 2 as well as below (4.1). [↑](#footnote-ref-1)
2. for example, trainings/workshops, seminars, study circles, conferences, lectures, networks activities, public events, and campaigns, etc., necessary to contribute to the relevant indicators. also include activities connected to internal capacity building, planning, follow up and evaluation. [↑](#footnote-ref-2)
3. concrete methods to follow up whether the activities contributed to the objectives, i.e. questionnaires, interviews/meetings, statistics, pre/post-tests, observations etc. [↑](#footnote-ref-3)
4. please fill in the number of unique participants, which means that if the same person attends more than one activity this person should only be counted once. this information is needed for us to calculate the outreach of the programme. [↑](#footnote-ref-4)