# ANNUAL NARRATIVE REPORT

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| **Name of organisation:** |  | | **Project Number:** |  |
| **Project manager:** |  | | **Reporting period:** |  |
| **Telephone:** |  | **E-mail:** |  | |
| **Financial manager:** |  | | **Date of submission of report:** |  |
| **Telephone:** |  | **E-mail:** |  | |

## **ACTIVITY PROGRESS** REPORT NoAdmin CSO

* This activity progress report template shall be filled in and submitted as soon as possible after the finished activities, though **not later than November 30th of the activity year**.
* The report shall relate to the **Activity Plan** (Appendix 2) approved by the Olof Palmes Internationella Center (“Palme Center”) including the **agreed** **Budget** (Appendix 1).
* The report shall be submitted in accordance to the Olof Palmes Internationella Center’s Instructions of Use and Reporting No Admin funds CSO.

## Activities

1. Relate to the activity plan submitted together with the agreement (appendix 2). What activities have been implemented so far?

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| **Type of activity\*** | **When did the activity take place?** | **Which outcome/behavioural change did the activity contribute to?** | **Type of target group** | **Number of women (W)/ men (M) (actual)** | **Total number of participants (actual)** |
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1. How did the activity/-ies contribute to the expected outcomes/behavioral changes identified in the programme result matrix? Explain;

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1. Have there been any deviations regarding activities in relation to the plan? If so, please describe the deviations. Also describe briefly why the deviations occurred and attach an updated activity plan. If no deviations occurred – please write that no deviations occurred.

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## Partnership

How has your partnership with the local partner organisation developed during the activity?

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| **Approved**: |  | **Spent**: |  |

## FINANCIAL REPORT

1. How much of the total Swedish budget have been spent during the reported period?
2. Are there any deviations from the budget? If yes, please describe them below and explain why they have occurred. Please write if no deviations occurred.

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1. Will the project need all the resources stated in the contract of this year? (**This piece of information is very important for the Palme Center! Timely information about this makes it possible for us to transfer the resources to other projects.**)

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## Other information

1. Other information to the Olof Palme International Center. For example, concerns, questions or ideas:

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**Thank you!**