# annual WORK PLAN

*The work plan and budget should be submitted by email to your Programme Manager at Palme Center with a cc to* [*application@palmecenter.se*](mailto:application@palmecenter.se)***.*** *No hard copy is required.*

## THE COOPERATION

|  |  |
| --- | --- |
| **Year of implementation** |  |
| **Project number** |  |
| **Total budget** |  |
| **Location of the implementation** |  |
| **Implementing organisation** |  |
| **Project manager Implementing organisation** |  |
| **Swedish partner organisation when applicable** |  |

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

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

## 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?***

## annual ACTIVITY PLAN

Add more rows if necessary and do not forget to include administrative activities (planning, monitoring and/or internal capacity building). *Please indicate if no of participants are unique****[[1]](#footnote-2)*** *or not!*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of activity and target group[[2]](#footnote-3)** | **No. of activities** | **Relate to behavioural change indicator/s (see Programme Log frame and refer to indicator number!)** | **Describe the type of activity and how it will contribute to the behavioural change indicator/s[[3]](#footnote-4)** | **How will you evaluate the activity and follow-up the outcomes?[[4]](#footnote-5)** | **No women** | **No men** | **No non-binary persons[[5]](#footnote-6)** | **Total[[6]](#footnote-7)** |
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## 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 year and include any balance from last year (only relevant within the same agreement period) that you wish to utilize in 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.***

## Describe your priorities during the year. Add any requests for non-financial support from Palme Center and/or Swedish Member organisations you might have.

## OTHER COMMENTS or information to the palme center

1. Unique participants are only counted once even if the same individuals attended several trainings. [↑](#footnote-ref-2)
2. 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-3)
3. 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-4)
4. 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-5)
5. A spectrum of gender identities that are not exclusively masculine or feminine [↑](#footnote-ref-6)
6. [↑](#footnote-ref-7)