Content of IRAS Reporting through Presentations

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Purpose and Use

1. Generalized application, should be modified according to audience
2. Each presentation should last approximately 15 minutes only
3. To be used in meetings of board, PTF, LIP, other project-internal meetings
1. Programme Objectives / Targets
2. Relevant GoL policies and strategies
3. Follow-up on decisions by board
4. Summary of main technical activities: overall physical delivery
5. Summary of FA situation: overall financial delivery
6. Lessons learned for CCA
7. Strategic-analytical outlook into next project phase
8. Photos and charts
1. Objectives / Targets by component
2. Follow-up on decisions by PTF and other meetings
3. Details of main technical activities: detailed physical delivery
4. Financial delivery by component / main activities
5. Main issues and recommendations
6. Operational outlook into next reporting period by component and main activity
7. Photos and charts
1. Financial delivery against IRAS project document
2. Financial delivery against revised QWP / AWP
3. Staff and project logistics
4. Main issues and recommendations
5. Outlook into financial planning for next project phase
6. Photos and charts
Report by SMEO

1. Technical delivery against IRAS project RBM
2. Progress against RBM indicators, focus CCA
3. Gender facts
4. Analyses: Efficiency, effectiveness, impact, sustainability, relevance of activities
5. Issues and recommendations
6. Outlook into future M+E activities
7. Photos and charts
Report by TC

1. Financial, administrative, logistical matters in province and the districts
2. Update from LIP and other coordination meetings
3. Technical delivery against IRAS project RBM in province and districts, focus on CCA
4. Details on ongoing field activities: implementation and results
5. Issues and recommendations
6. Photos and charts
1. Technical delivery against relevant parts of the IRAS project RBM
2. Analysis and follow-up from coordination and other meetings
3. Highlights and achievements from the work during the recent reporting period
4. Planned activities for next reporting period
5. Issues and recommendations
Report by MERA

1. Technical delivery against IRAS project RBM in province and districts
2. Monitoring plan and monitoring activities undertaken
3. Specific results from field monitoring
4. Planned monitoring
5. Issues and recommendations
Report by STA

1. Status of outcomes against IRAS project RBM – focus overall objectives
2. Overall technical delivery versus overall financial delivery
3. Relevant developments in UNDP or similar
4. Strategic assessment of progress and achievements vs CCA
5. Issues and recommendations
Thank you.

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