**APPENDIX 10: HALF YEARLY PROGRESS REPORT TEMPLATE**

**United Nations Environment Programme**

**Half Yearly Progress Report**

**Reporting Period: From… to….**

1. **PROJECT GENERAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Title:** |  | | | | |
| **Executing Agency:** |  | | | | |
| **Project partners:** |  | | | | |
| **Geographical Scope:** |  | | | | |
| **Participating Countries:** |  | | | | |
| **Project actual start date** |  | **Project intended completion date** |  | **Project expected completion date** |  |

**2**. **PROJECT PROGRESS AND RISK MANAGEMENT**

2.1 Narrative of project progress during the past semester[[1]](#footnote-1)

2.2 Project implementation progress[[2]](#footnote-2)

| **Outputs [[3]](#footnote-3)** | **Expected completion date [[4]](#footnote-4)** | **Implementation status as of end of reporting period**  **expressed in %** | **Comments if variance[[5]](#footnote-5). Describe any problems in delivering outputs** |
| --- | --- | --- | --- |
| **Output 1:** *(describe[[6]](#footnote-6))* |  |  |  |
| Activity 1: *(describe)* |  |  |  |
| Activity 2: |  |  |  |
| Activity 3: |  |  |  |
| **Output 2:** |  |  |  |
| Activity 4: |  |  |  |
| Activity 5: |  |  |  |
| Activity 6: |  |  |  |
| **Output 3:** |  |  |  |
| Activity 7: |  |  |  |
| Activity 8: |  |  |  |
| Activity 9: |  |  |  |
| **Output 4:** |  |  |  |
| Activity 10: |  |  |  |
| Activity 11: |  |  |  |
| Activity 12: |  |  |  |
| **Output 5:** |  |  |  |
| Activity 13: |  |  |  |
| Activity 14: |  |  |  |
| Activity 15: |  |  |  |
| Activity 16: |  |  |  |

2.3 Action plan to address any project shortcomings.

This section should be completed if project progress was rated MS, MU, U or HU during the previous by the Mid-term Review/Reporting.

| **Problem(s) identified** | **Action(s) taken** | **By whom** | **When** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

2.4 Risk management

If internal or external risks were rated as **Substantial** or **High** during the previous during the Mid-term Review, please indicate what risk mitigation measures were implemented during the period and with what results:

| **Risk Statement** | **Action taken** | **By who** | **Date** | **Result** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**3. MONITORING AND REPORTING**

3.1. Please describe activities for monitoring and reporting carried out during the reporting period[[7]](#footnote-7)

|  |
| --- |
|  |

**4. INVENTORY OF STAFF, CONTRACTS, MEETINGS AND OUTPUTS**

4.1 Staffing details of Executing Partner (Applies to personnel, experts, consultants paid by the project budget

|  |  |  |
| --- | --- | --- |
| **Functional Title** | **Nationality** | **Budget Line (1101, 1102, 1201,1301, etc)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4.2 Sub-contracts[[8]](#footnote-8)

|  |  |  |
| --- | --- | --- |
| **Name of contractee** | **Address** | **Budget Line (2101, 2201, 2301, etc)** |
|  |  |  |
|  |  |  |

4.3 Meetings[[9]](#footnote-9)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting type[[10]](#footnote-10)** | **Title** | **Venue** | **Dates** | **Convened by** | **Organized by** | **Number of participants** | **Report issued Yes/No** | **Language** | **Dated** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

4.4 List(s) of meeting participants[[11]](#footnote-11)

|  |  |  |
| --- | --- | --- |
| **No.** | **Name of participant** | **Nationality** |
|  |  |  |

4.5 Documents, other printed materials, videos, and soft products (such as CDs or websites)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Type[[12]](#footnote-12)** | **Title** | **Author(s) Editor(s)** | **Publisher** | **ISBN** | **Publication date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project Manager:** | | **Name of Project Manager Supervisor:** | |
| **Signature:** | **Date:** | **Signature:** | **Date:** |

1. Briefly describe progress made during the previous six months highlighting major outcomes/benchmarks achieved during the period. [↑](#footnote-ref-1)
2. Information provided in “Half yearly Expenditure Statement and Explanation of Expenditures Reported” should be in line with output/activity progress reported in this table. [↑](#footnote-ref-2)
3. Outputs and activities as described in the project logframe or in any updated project revision. [↑](#footnote-ref-3)
4. As per latest workplan (latest project revision) [↑](#footnote-ref-4)
5. Variance refers to the difference between the expected and actual progress at the time of reporting. [↑](#footnote-ref-5)
6. Information on expected date of output completion and progress made is a requirement. [↑](#footnote-ref-6)
7. Do not include routine project reporting. Examples of M&E activities include baseline data collection, stakeholder surveys, field surveys, steering committee meetings to assess project progress, peer review of documentation to ensure quality, mid-term review, etc. [↑](#footnote-ref-7)
8. Expand table if necessary [↑](#footnote-ref-8)
9. Expand table if necessary [↑](#footnote-ref-9)
10. Meeting types: Inter-governmental meeting, expert group meeting, project inception workshop, training workshop/seminar, partners consultation workshop, project Steering Committee meeting, other. [↑](#footnote-ref-10)
11. Expand table if necessary [↑](#footnote-ref-11)
12. Documents and printed material types are: Report to inter-governmental meeting, technical publication, meeting report, technical/substantive report, brochures, media releases, etc. [↑](#footnote-ref-12)