"Templates for Interim Annual Reports"

(Presentation by Head of Fund Office)

Document presented for Agenda Item 13:
Harmonized Reporting

Submitted by:
Fund Office
Templates for Interim Annual Reports

Agenda Item 13
Background

- Survey of donors’ minimum reporting requirements (late 2010)
- FO managed teleconferences with a small donor group
  - Japan, USAiD, BMGF, Canada, EIARD, Australia, UK, World Bank, Netherlands
- CO managed e-consultations with Centers
- Feb 14 teleconference: Consortium drafted the paper
  - Templates of three reports
  - Approved by the Consortium Board
1. Progress Report on CRP Portfolio
   – Cross CRP based on CRP Progress Reports
   – No more than 10 pages long
   – Previous calendar year, due date August

2. CRP Progress Reports
   – For each CRP
   – Based on detailed supporting documentation

3. Financial Report
   – Externally audited
   – Budget of Consortium and Centers
   – Operational performance dimension
Annual Reports by Consortium to Fund Council - Flowchart

1. Annual Progress Report on CRP Portfolio

2. Annual CRP Progress Report

3. Annual Financial Report

Detailed Supporting Documentation
1. Annual Progress Report on CRP Portfolio Template

A. Key messages

B. Highlights from the CRPs

C. CRP Portfolio Analysis
2. CRP Annual Progress Reports Template

A. Key messages
B. Baseline
C. Progress in producing outputs
D. Progress in producing outcomes
E. Risk management
F. Lessons learnt
G. Financial report for each CRP
   - planned vs actual expenditure
   - names of all contributing donors
   - Four types of financial tables
2. CRP Annual Progress Reports Template

• Meaningful common indicators to be developed through a stepwise process by the end of 2012

• Detailed supporting documentation for each CRP annual Progress Report
  – provide specificity and granularity required by donors
  – available on-line through a dedicated space on the Consortium website until the One Corporate System (OCS) is fully operational
3. Financial Annual Report Template

- Compilation of annual audited financial statements of 15 Centers

  - Annual financial statements of each Center include reports on risk management and general reports by the DG and Chair of Center Board of Trustee

- Financial information on donor contributions (restricted and unrestricted), stability and/or exceptional funding, expenditure patterns, assets and liabilities, and Center financial reserves
Requested Fund Council Decision

- Invited to approve the document *Templates for Interim Annual Report from the Consortium to the Fund Council concerning the CRPs, the Centers* for **2012 ONLY** with the intention of receiving annual reports and supporting documentation in 2012

Reports on 4-5 CRPs to be submitted by Consortium to Fund Council by August 2012
Next steps

• Donors review actual reports
• After 2012 an assessment of efficacy of the templates of the reports to take place
• Templates to be revised, subject to the assessment
• Revised templates to be submitted for Fund Council and Consortium Board approval for inclusion in the Common Operational Framework
THANK YOU!

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