



Fund

Fund Council

7th Meeting (FC7)—Seattle, Washington

November 6-7, 2013

"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

Annual Reports by Consortium to Fund Council

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

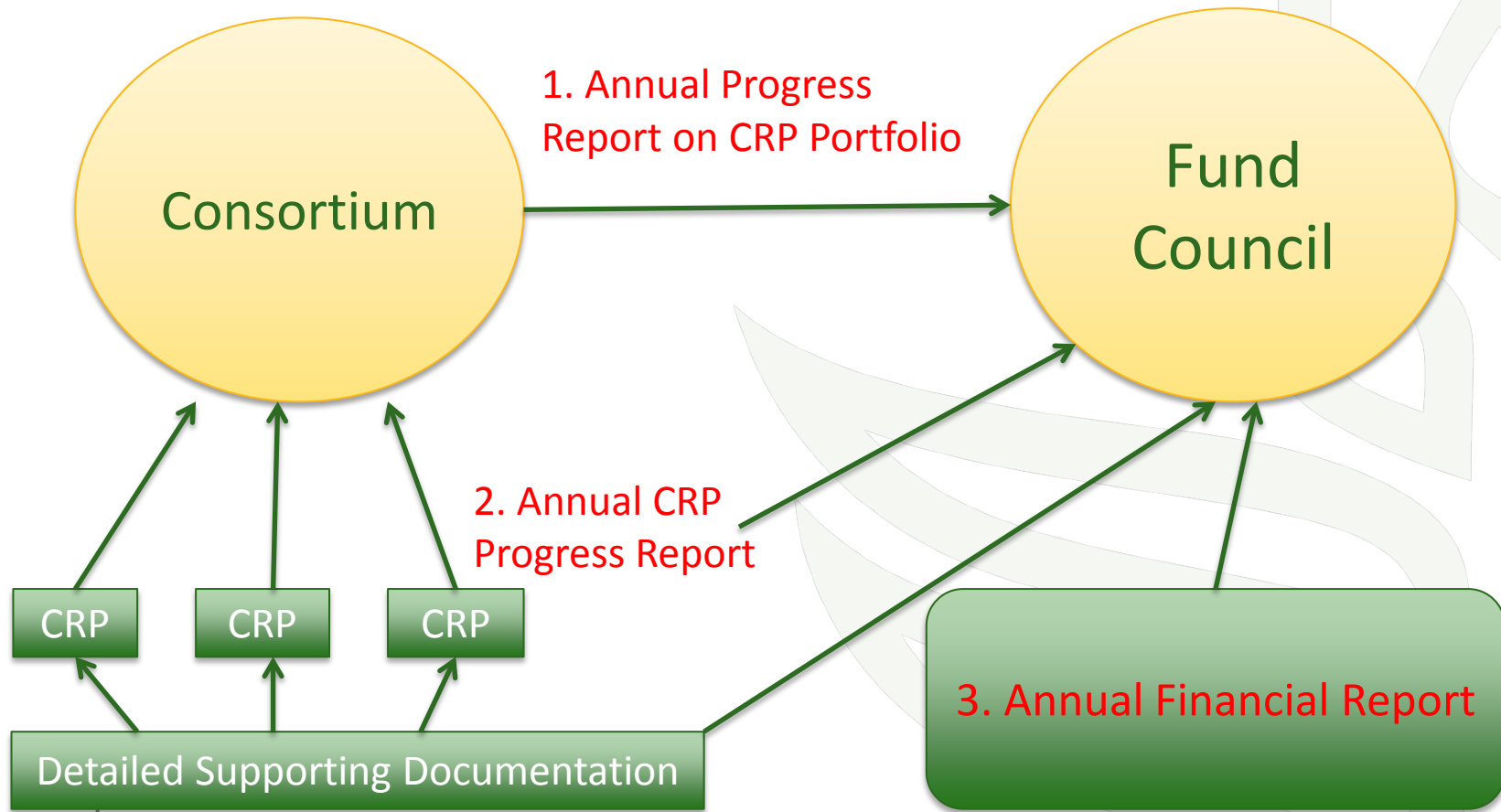
2. CRP Progress Reports

- 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 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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