**Reporting format for Ramsar Regional Initiatives**

**(Resolution XIV.7 Part A, Annex 3)**

**Template, Annual report and workplan**

**(Please do not change the format)**

**Annual report for year XXXX and workplan for year XXXX**

(6 pages maximum)

Submission deadline: XX XXXX

NOTE – to complete this template, please refer to the explanatory notes below

**1. General information**

a. Name of Ramsar Regional Initiative (RRI):

b. Have the terms of reference (TORs) or equivalent documents been updated? Yes / No

(If yes, please provide the web link to the PDF version for the updated document(s).)

NOTE: Following [Resolution XIII.9 paragraph 8](https://www.ramsar.org/sites/default/files/documents/library/xiii.9_rris_e.pdf), TORs or equivalent documents must be developed, which contain rules of procedure, structure, governance and membership, including the status of the Convention Secretariat’s participation in the RRI, and which should be consistent with the Resolutions and Recommendations of the Conference of the Parties.

c. Is the RRI eligible for core funding from the Convention?

Yes / No

**2. Work and activities undertaken during year XXXX**

Provide a summary of the work undertaken by listing in the table below the Initiative’s activities, the results achieved, verifiable indicators, sources of information to verify achievements, and relevant Goals in the Ramsar Strategic Plan to analyse tasks in relation to the implementation of the Convention ([Resolution XIII.9, Paragraphs 8, e](https://www.ramsar.org/sites/default/files/documents/library/xiii.9_rris_e.pdf)).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objectives** | **Activities** | **Results/**  **outcomes** | **Verifiable indicators** | **Means of verification / source of information** | **Relevant Ramsar Strategic Plan Goals** |
| 1. Objective one | 1.1 Activity undertaken | Completed / Not completed  Outcomes: |  |  |  |
|  | 1.2 Activity undertaken | Completed / Not completed  Outcomes: |  |  |  |
| 2. Objective two |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Key achievements / results during year XXXX**

a. Please describe briefly the two or three main achievements / results during year XXXX (max. 200 words).

b. For those RRIs receiving funding from the Convention in XXXX, if there were changes to the workplan for year XXXX, including postponement or delay, please indicate the reasons (max. 200 words).

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c. Please describe briefly the two or three main challenges, and lessons learned and planned measures to overcome the challenges / apply the lessons (max. 200 words).

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**4. Financial report for year XXXX**

Provide financial information on income and expenditure. If a currency other than Swiss francs (CHF) is used, please write each income or expenditure in the currency used and use the current exchange rate to convert the total sum to CHF.

*For those RRIs receiving funding from the Convention in XXXX, please provide the necessary information in the table below.*

Total planned budget for year XXXX: \_\_\_\_\_\_(CHF) (as submitted in last year’s plan)

Details of sources of income and amounts:

|  |  |
| --- | --- |
| **Sources of income** | **Income received** |
| **Convention core budget** | amount |
| Other sources (please be specific, such as donor’s name, project name) | Amount |
|  |  |
|  |  |
| **Total (CHF)** | **(Total amount should be in CHF)** |

Detailed expenditure:

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | **Planned expenditure** | **Actual expenditure** | **Sources of income** |
| 1.1 activity |  |  |  |
| 1.2 activity |  |  |  |
| Administration |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total (CHF)** | **(Total amount should be in CHF)** | **(Total amount should be in CHF)** |  |

Certified by (person in charge of financial management) on (date)

**Financial balance at 31 December XXXX**:

Total amount of unspent and/or uncommitted balance to be carried over to YYYY (the coming year), or deficit: \_\_\_\_\_\_\_\_\_ (CHF)

(Please remove either unspent and/or uncommitted balance or deficit as applicable)

1. If there is an unspent and/or uncommitted balance, please explain how it will be used for the coming year.

b. Please explain how the funding has been spent or committed, and compare this to the plan on which the funding request was based. Explain any significant changes in scope or timetable.

*For those RRIs not receiving funding from the Convention in XXXX, please provide the necessary information in the table below.*

Total planned budget for year XXXX: \_\_\_\_\_\_(CHF) (as submitted in last year’s plan)

Details of sources of income and amounts:

|  |  |
| --- | --- |
| **Sources of income \*** | **Income received** |
| Name of income sources | amount |
|  |  |
|  |  |
|  |  |
| **Total (CHF)** | **Total amount should be in CHF** |

Detailed expenditure:

|  |  |  |
| --- | --- | --- |
| **Budget Items** | **Planned expenditure** | **Actual expenditure (CHF)** |
| 1.1 activity |  |  |
| 1.2 activity |  |  |
|  |  |  |
|  |  |  |
| **Total (CHF)** | **Total amount should be in CHF** | **Total amount should be in CHF** |

Certified by (person in charge of financial management) on (date)

Total amount of unspent and/or uncommitted balance to be carried over to YYYY (the coming year), or deficit: \_\_\_\_\_\_\_\_\_ (CHF)

(Please remove either unspent and/or uncommitted balance or deficit as applicable)

*\*If the RRI cannot disclose financial details, please share with the Secretariat the audit reports or financial reports which were submitted to the governance bodies. Please note that the Secretariat needs to provide such information to the Standing Committee and the Conference of Contracting Parties to ensure the recognized RRI’s financial accountability, in accordance with* [*Resolution XIII.9 paragraph 8.d*](https://www.ramsar.org/sites/default/files/documents/library/xiii.9_rris_e.pdf)*.*

**5. Work and activities planned for (coming year YYYY)**

Provide a summary of the work planned by listing the Initiative’s activities, the results expected, verifiable indicators, sources of information to verify the achievement, and relevant strategic goals according to the format below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objectives** | **Activities** | **Expected results/**  **outcomes** | **Verifiable indicators** | **Means of verification / source of information** | **Relevant Ramsar Strategic Plan Goals (**[**link**](https://www.ramsar.org/sites/default/files/documents/library/cop12_res02_strategic_plan_e_0.pdf)**)** |
| 1. Objective one | 1.1 Activity planned |  |  |  |  |
|  | 1.2 Activity planned |  |  |  |  |
| 2. Objective two |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. Financial plan for coming year YYYY**

Provide financial information on forecasted/budgeted expenditure and income. If a currency other than Swiss francs (CHF) is used, please write each income or expenditure in the currency used and use the current exchange rate to convert the total sum to CHF.

*For those RRIs receiving funding from the Convention in XXXX, please provide the necessary information in the tables below.*

Total planned budget: \_\_\_\_\_\_ (CHF)

Details of planned income sources and amount:

|  |  |
| --- | --- |
| **Sources of income** | **Forecast / budgeted income** |
| **Ramsar core budget** | amount (currency) |
| Other sources (please be specific if possible, such as donor’s name, project name ) | amount (currency) |
|  |  |
|  |  |
|  |  |
| **Total (CHF)** | **Total amount should be in CHF** |

Details of planned expenditure:

|  |  |  |
| --- | --- | --- |
| **Activities** | **Planned expenditure** | **Sources of Income** |
| 1.1 activity | amount (currency) |  |
| 1.2 activity |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (CHF)** | **Total amount should be in CHF** |  |

This report is certified by (responsible person for your RRI) on (date)

*For those RRIs not receiving funding from the Convention in YYYY, please provide the necessary information in the table below.*

Total planned budget: \_\_\_\_\_\_ (CHF)

Details of planned income sources and amount:

|  |  |
| --- | --- |
| **Sources of income** | **Forecast / budgeted income** |
| Name of income sources | amount (currency) |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | **Total amount should be in CHF** |

Details of planned expenditure:

|  |  |  |
| --- | --- | --- |
| **Activities** | **Planned expenditure** | **Sources of income \*** |
| 1.1 activity | amount (currency) | Name of sources |
| 1.2 activity |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (CHF)** | **Total amount should be in CHF** |  |

This report is certified by (responsible person for your RRI) on (date)

**Explanatory notes**

1. Terms of reference of RRIs

Following [Resolution XIII.9](https://www.ramsar.org/sites/default/files/documents/library/xiii.9_rris_e.pdf) paragraph 8, RRIs must develop terms of reference, which cover their own rules of procedure, structure, governance, membership, including the status of the Convention Secretariat’s participation in the RRI, and which should be consistent with the Resolutions and Recommendations of the Conference of Parties (Resolution XIII.9). Equivalent documents must cover the same items.

1. Eligible for core funding from the Secretariat

Following the Operational Guidelines, financial assistance to an RRI from the core budget is provided for a limited period of time, in principle only for a period corresponding to Resolution XIII. 9 paragraph 8.g).

1. Items in activity tables

To fill out the table for undertaken activities and planned activities, please make sure that “Objectives”, “Activities”, “Results/outcomes”, “Verifiable indicators” and “Means of verification / source of information” are consistent with the submitted plan for the year.

* Objectives: Please indicate a specific statement narrating a desired accomplishment or outcome (e.g. to improve capacity of the RRI members in the management of wetlands).
* Results/outcomes: Please indicate whether planned activities are completed or not. If you organized a workshop/seminar/training course, please specify the number of attendees including gender information (e.g. XX trainings were organized, XX people attended (XX women, XX men)). This information will enable assessment of achievements and results.
* Verifiable indicators: Indicators are to measure progress and achievement. Please include indicators to verify to what extent progress is being made towards results/outcomes and how those results/outcomes are achieved (e.g. the number of training courses, the number of publications).
* Means of verification / source of information: Please add means of verification, which show how the information about the indicator can be obtained (e.g. training reports, modules).
* Relevance to the Strategic Plan: Please indicate which of the goals of the Convention’s Strategic Plan each of the objectives most contributes to.