

Annex I

Combined annual reporting and forward planning format

Annual Summary Report for Year 2018 and Plan for Year 2019 (4 pages maximum)

1. Title of your Regional Initiative: Nordic Baltic Wetlands Ramsar Regional Initiative

2. Work and activities undertaken during Year 2018

Provide a simple summary on your work undertaken by listing your activities, the results achieved and your indicators of success according to the format below:

objectives	activities	results/outputs	indicators
1. Chairmanship of NorBalWet and starting up a new project and	1.1. Finland coordinates the RRI	Metsähallitus Parks & Wildlife Finland took over the coordination role of the RRI	
2. Improve the website Norbalwet.org	2.1. Maintenance and updates of the norbalwet.org	Web site is on a new platform with improved security	
3. Meetings of the NorBalWet	3.1. two face-to-face meetings within NorBalWet (European meeting, Ramsar COP13)	Minutes, draft action plan and project ideas for 2019	

If felt useful, you may add narrative text to specify further your achievements, improvement of Ramsar implementation in the region, etc.

3. Financial report for Year 2018

Provide a summary of income and expenditures. If you use another currency than Swiss Franc (CHF), please provide an average **exchange rate to the CHF**: 1.1

activities	planned expenditures	real expenditures
1.1 activity	12 500 €	0
2.1. activity	3 500 €	1 426 €
3.1. activity	0	0
total	16 000 €	1 426 €

sources of income (donors)	income received
2.1. Ministry of Environment Finland	1 426 €
Ramsar core budget (where applicable)	amount (currency)
Total	1 426 €

Financial balance on 31 December of Year X: -

4. Work and activities planned for 2019

Provide a simple summary of your planned work, by listing your activities, their anticipated results and your indicators of success according to the format below:

objectives	activities	results/outputs	indicators
1. Chairmanship of NorBalWet	1.1. Internal coordination meetings (coordination team/FIN)	Activity plan developed	
	1.2. Coordination meetings (skype/teleconference)	NorBalWet action plan for 2019-20	
2. Development of new joint projects	2.1. Project workshop	Funding instruments screened and draft for a project application developed	
3. Improve the website Norbalwet.org	3.1. Review and update of contents	Website contents up-to-date	
4. Communication	4.1. World Wetlands Day and other communication events	Raised awareness, communication materials and events	
	4.2. NorBalWet social media visibility	Analysis of social media visibility and potential	

5. Financial plan for the year 2019

Provide a summary of expected income and budgeted/planned expenditures. If you use another currency than Swiss Franc (CHF), please provide an average **exchange rate to the CHF**: 1.1

activities	planned expenditures	expected income and source
1. activity	300 €	Ministry of Environment, Finland (application approved)
2. activity	6 000 €	Ministry of Environment, Finland (application approved)
3. activity	1500 €	Ministry of Environment, Finland (application approved)
4. activity	3 000 €	Ministry of Environment, Finland (application approved)
total	10 800 €	12 000 €