



# **Submit Annual Programme Reports**

**Step Guide** 

December 2019 – V1.0

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# Introduction

The below document is a short step guide that briefly explains how to navigate GrACE pages to Submit Annual Programme Reports. This document relates to version 3.0.5 of GrACE.

For further help and support, please contact grace.support@efta.int

## Annual Programme Reports (APR)

The objective of the Annual Programme Report (APR) is to provide key information on the implementation of the programme, achieved results, lessons learnt, any issues affecting the implementation and the measures taken to address them. The deadline for the submission of the APR is 15<sup>th</sup> of February each year.

Only the programmes with programme Agreements signed before 30<sup>th</sup> of June previous year will submit their first APR in February. The Programmes with Programme Agreements signed after 30<sup>th</sup> of June will submit the first APR in February the following year.

In order to allow submission on time, the APR workflow is automatically started in GrACE on the **1**<sup>st</sup> of **January each year** for the programmes required to submit an APR in that year. The first task of the workflow is assigned to the Programme Operators or Fund Operators required to submit the APR.

## Submit Annual Programme Report

The task "Submit Annual Programme report" be available for the Primary contacts from the Programme Operators and Fund Operators under "Dashboard>My tasks" (See Step 1). If necessary, the other contacts in the organization can acquire the task from "Dashboard>My team(s) tasks".

## Step 1 - Annual Programme Report task

To access the APR document, click on the task name (1).

GRACE =		NG PERIOD 2014-2021			
2		ly tasks			-
				Search	View Options 🛃
	0		Context	Planned end date	Document
•	0	Submit Annual Programme Report			APR 2019
<u>lan</u>	Show	ing 1 to 1 of 1 entries			

#### Step 2 - Navigate Annual Programme Report Sections and Tabs

The sections in the Annual Programme Report in GrACE reflect the sections from the <u>Annual</u> <u>Programme Report template</u>.

To navigate through the different sections, click on the different titles in the ribbon under "Structured Data tab" (2). As per similar structured documents like IFRs, you will register data and information in the "Structured Data" section.

As for any other tasks, you can reassign the submit Annual Programme Report tab to another user with the same role in GrACE (3)

GRACE	FUNDING PERIOD 2014-2021							Search for programmes and co	ountries Q loeland Liechtonstein No
	Submit Annual Program	ime Report							Norway grants gra
2	- Task : Submit Annual Pr	ogramme Report							In progress 🛱
	Details Comments	; (0)							
	Workflow			ain document			Actions		
O	Annual Programme Repor	t for programmes with PA workflo	W AF	R 2019		28.11.2019	Select		-
ы	Assignee			condary documents			Write yo	ur comments here	
	(Programme Operator)	(3)		her documents					
	Task description		PR.	ne					Submit
0									Jubint
	<ul> <li>Document : APR 2019</li> </ul>								Ø X ≛ ≐
	Preview Structured	d Data							
	(2) → Main text	Annex 1: Updated results		mmunication mary	Annex 3: Contracted projects	Annex 4: Risk mar	nagement	Annex 5: Monitoring plan	Annex 6: Evaluation report

By clicking on the "Preview" tab, you will be able to see a printable version of the APR that GrACE created, based on what is registered under "Structured Data" (3)

Document : APR 2019      Preview      Structured Data			© X ≵ ≞
(3)	Leichtenstein Norwaygrants	Norway grants	P Find ❷ Help ⓐ Accessibility Mode
	ANNUAL PROGRAMME FM14-21	E REPORT	
	2019		

Until you press "Submit", you have the possibility to **edit/update/save the information registered as many times** as necessary.

# Step 3 - Fill in textboxes in the Main text section

The Main text section contains a textbox for each heading in the APR. The instructions from the <u>Annual</u> <u>Programme Report template</u> are visible at the beginning under each section (6). You can proceed to editing the textbox by clicking on the button "Edit" (5).

<ul> <li>Document : APR :</li> </ul>	2019					<mark>⊗ X ≵</mark> ≢
Preview Str	ructured Data					
Main text	Annex 1: Updated results	Annex 2: Communication summary	Annex 3: Contracted projects	Annex 4: Risk management	Annex 5: Monitoring plan	Annex 6: Evaluation report
						(5) 🛨
A. Executive sumn	nary				-	🖌 Edit
Please provide a summa	e as a stand-alone document that gives a wider ry of the principal elements of the report. (i) Br an example of how the visibility of the program	iefly point to the 3 - 5 most significant re	sults of the programme, including i	bilateral results. In addition, (ii) assess to		
Please provide a summa Furthermore, (v)include	ry of the principal elements of the report. (i) Br	iefly point to the 3 - 5 most significant re	sults of the programme, including i	bilateral results. In addition, (ii) assess to		

After you click "Edit", the text editor opens, and you can type in or paste the formatted text in the field (7). The textbox will resize automatically according to the amount of text. Pressing the "Save" button (8) will save the data and exit the edit mode.

Document : APR RO-HEA	ALTH 2019					© X ± ≢
Preview Structured	d Data					
Main text	Annex 1: Updated results	Annex 2: Communication summary	Annex 3: Contracted projects	Annex 4: Risk management	Annex 5: Monitoring plan	Annex 6: Evaluation report
× ° 6 6 6 • *		<u>R</u>				Đ
B I U S X <sub>2</sub> X <sup>2</sup> I <sub>X</sub>	;;;;; **  <b>?</b> ] = = = =	I Normal • Font • Size	• <u>A</u> • 🖾•			
xecutive summary text						
(7	7)				Cancel	Save
						$\overline{\mathbf{x}}$
B. Performance						\ -
1. Results						(8)
Outcome 1: Policies and s	services for prevention of diseases imp	roved				x-7
Pre-defined projects						
For pre-defined projects be	elonging to Outcome 1, please describe t	he progress of implementation and any re	sults. Describe how these project	ts are contributing to the results under th	is outcome.	
Outcome 2: Access to hea	Ith care services for vulnerable group	s improved				
Dwa-dafinad projects						

The instructional text from the <u>Annual Programme Report template</u> is replaced with the text inserted by the user, but it is still possible to read the instructions by hovering the mouse pointer over each section (9)

Description and analysis of results Tax For the current Outcome, provide a description and analysis of	None	
the 3-5 most significant results (results are the outputs,		
outcomes and impacts of an intervention or a programme)		
achieved since the start of the programme. Significant results		
might vary from year to year. Provide concrete examples,		
referring to specific projects (including a reference to the relevant project codes). Refer to achievements for the outcome		
and output indicators agreed in the results framework in Annex		
I of the Programme Agreement, as well as their link to the		
programme objective. In case of under- or overachievements		
compared to the targets set in the results framework, please	Annex 2: Communication	Annex 3: Contracted
provide an explanation. In addition, please describe additional	summary	projects
results not included in the results framework.		
For programmes under the Active Citizens Funds, all results		
related to capacity building should be reported under the		
A. dedicated capacity building outcome, regardless of which		
regranting budget line those results were funded from.		
Pre-defined projects		
For pre-defined projects belonging to the current Outcome,		
B. please describe the progress of implementation and any results.		
Describe how these projects are contributing to the results		
under this outcome.		
Outcome Policies and services for prevention of diseases imp	proved	
Pre-defined projects (9)		
Example APR text on pre-defined projects		
Example At it text on pre-defined projects		
Outcome 2: Access to health care services for vulnerable group	s improved	

When filling in the Main text sections:

- Note that the main text section should **not exceed 20 pages**. You can check the number of pages in the "Preview" tab mentioned above.
- The **A. Executive summary** textbox: write this last, as a stand-alone summary. Limit to **1 ½ page** maximum.
- **B1. Programme context** textbox will be visible only from the second APR.
- **Description and analysis of results** textbox (by outcome) from **B 2. Results** will be visible only from the second APR submitted in the programme. In the first APR, you still need to register the progress of implementation for any predefined projects under each outcome as well as the description of the results for the Bilateral outcome.
- Illustrate results with **examples.** Do include results from predefined projects, especially if they are significant. Below are some questions to guide your assessment on the results:
  - Which effects were experienced by whom (target groups)?
  - Did some outputs have a better effect than others? Why?
  - What might need to be changed to increase the effect of the programme?
- For **programmes under the Active Citizens Funds**, please report on bilateral results at both project and programme levels (including the results funded by the ACF Bilateral Fund).
- For programmes not under the Active Citizens Funds: Do not include JCBF-funded (Bilateral Fund) activities or results under the Bilateral Outcome. The results reported under the Bilateral outcome are related to the bilateral cooperation in the programme.

# Step 4 - Fill in achievements in the Annex 1: Updated results

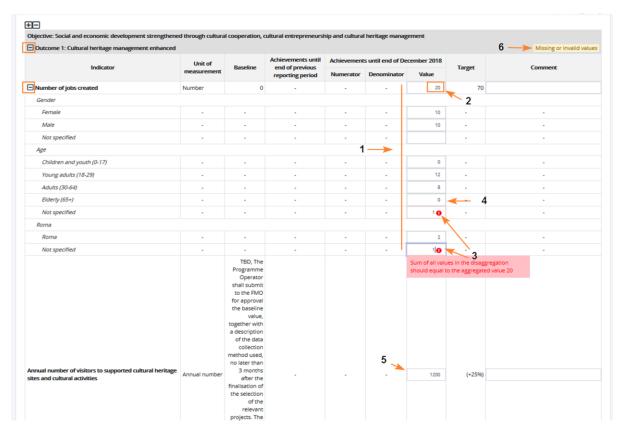
When the tab Annex 1: Updated results is selected (1), the indicators from the Results framework of the programme are displayed. There is an option to expand/collapse all indicators (2) and an option to expand/collapse a chosen indicator (3). You can then also open the form in edit mode (4).

	<ul> <li>Version 0.1 (not saved)</li> </ul>		X 🕹
	Preview Structured Data Template		
	Main text Annex 1: Updated Annex 2: Annex 3: Contracted Annex 4: Risk Communication projects management summary	Annex 5: Monitoring plan	Annex 6: Evaluation report
2	Annex 1: Updated results	4>	Edit
	¥ +=		
	Objective: Social and economic development strengthened through cultural cooperation, cultural entrepreneurship and cultural heritage management		
	Outcome 1: Cultural heritage management enhanced		
	Output 1.1: Monuments restored and revitalised		
	Output 1.2: Innovative cultural exhibitions of restored objects supported		
	Output 1.3: Roma cultural heritage revived		
	Outcome 2: Access to culture increased		
	Output 2.1: Cultural entrepreneurship enhanced		
	Output 2.2: Larger audience developed		
3	Output 2.3: Roma cultural initiatives developed		
3	Bilateral Outcome: Enhanced collaboration between beneficiary and donor state entities involved in the programme		
	Bilateral Output 1: International cultural cooperation in the field of cultural heritage supported		
	Bilateral Output 2: International cultural cooperation in the field of contemporary arts supported		

When the indicators are expanded:

 The columns from the Results Framework (Indicator, Unit of measurement, Baseline, Target) are displayed on the screen. In addition, the columns Achievements until the end of the previous reporting period, Achievements until end of December <reporting year>, Comments are displayed. When submitting the APR, you need to input data only in the Achievements until end of December <reporting year> and, if desired, in Comments.

- If the Unit of measurement is **Number**, the value to be reported under the **Achievements until end of December <reporting year>** should include what has been achieved by the end of the previous calendar year, including any baseline.
- Any **disaggregations** set in the Programme Agreement (e.g. gender) are displayed on the screen under each indicator, together with the list of categories for each diss-aggregation (e.g. Female, Male, unspecified)
- If the Unit of measurement is:
  - **Number** or **Annual Number** the system will check that the sum of achievements registered in the disaggregation categories equals the total achievement value registered for the indicator (see 1-2-3-4 in the screen below)
  - **Percentage** the data for the numerator and denominator will be registered by the user and the system will calculate the % on the screen. If there's any disaggregation, the system will check that the sum of the numerator values registered for the disaggregation categories equals the total numerator value registered for the indicator. The same applies for the denominator values.
  - For all other units of measurement, the achievements for the disaggregation (if any) are simply filled in.
- For the programmes funded by both Financial Mechanisms (EEA Grants, Norway Grants), the system will ask for disaggregation by EEA FM and Norway FM for core indicators
- Additional validations and warnings are also displayed (3-6)



- When hovering over the icon "i" (1) for a unit of measurement, a tool-tip is displayed (2) with guiding information. Please consult these tool-tips before proceeding:

<b>H=</b>									
Objective: Increased value creation and sustainable grow	th								
Outcome 1: Increased competitiveness of Bulgarian en	terprises within	the for	cus areas Gre	en Industry Innovation	and Welfare T	echnology			Missing or invalid valu
	Unit of		Desertion	Achievements until	Achievement	s until end of Dec	ember 2017		6
Indicator	measuremen	It	Baseline	end of previous reporting period	Numerator	Denominator	Value	Target	Comment
Estimated annual decrease of CO2 emissions (in tons of CO2)1	Annual number	0	0			•		60,000	
Estimated annual decrease of other emissions than CO2 (in kg)2	Annual number	0	0		•	2.		3,500	
+ Number of jobs created	Number	0	0		1	· · · ·		180	
Output 1.1: TEST				oorted should include					Missing or invalid valu
Indicator	Unit of measurement	Basel	lines should a	nd of the previous cale Ilso be taken into acco gregate value.		s until end of Dec	ember 2017	Target	Comment
	Incasurenier			reporting period		Depominator	Value		
Number of enterprises using external research expertise/research institution to develop green technologies/processes/solutions	Number	ó	0			•		4	
Bilateral Outcome: Enhanced collaboration between b	eneficiary and do	onor st	tate entities in	wolved in the program	me				Missing or invalid value
	Unit of			Achievements until	Achievement	s until end of Dec	ember 2017		
Indicator	measuremen	ıt	Baseline	end of previous reporting period	Numerator	Denominator	Value	Target	Comment
Level of satisfaction with the partnership	Scale 1-7	0	TBD					≥4.5	
State type 0									
Beneficiary State									

When the data is correctly filled **for an indicator** – then the notification **"Missing or invalid values"**, displayed in edit mode, disappears **(1)**.

- Version 0.1 (not saved)						X 🕹
Preview Structured Data	Template					
	1: Updated esults	Annex 2: Communication summary	Annex 3: Contracted projects	Annex 4: Risk management	Annex 5: Monitoring plan	Annex 6: Evaluation report
Annex 1: Updated results						
<b>+-</b>						
Objective: Social and economic development	t strengthened thro	ough cultural cooperation, cultura	al entrepreneurship and cultural her	itage management		
Outcome 1: Cultural heritage management	nt enhanced				1 -	
Output 1.1: Monuments restored and r	evitalised					Missing or invalid values
Output 1.2: Innovative cultural exhibition	ons of restored obj	ects supported				Missing or invalid values
Output 1.3: Roma cultural heritage revi	ived					Missing or invalid values
Outcome 2: Access to culture increased						Missing or invalid values
Output 2.1: Cultural entrepreneurship	enhanced				2 —>>	Missing or invalid values
Output 2.2: Larger audience developed	l i i i i i i i i i i i i i i i i i i i					Missing or invalid values
Output 2.3: Roma cultural initiatives de	veloped					Missing or invalid values
Bilateral Outcome: Enhanced collaboration	on between benefic	iary and donor state entities invo	lved in the programme			Missing or invalid values
Bilateral Output 1: International cultura	al cooperation in th	e field of cultural heritage suppor	rted			Missing or invalid values
Bilateral Output 2: International culture	al cooperation in th	e field of contemporary arts supp	ported		3	Missing or invalid values
					<u> </u>	
					Cancel	Save

If you try to save with missing or invalid values (see 2-3 above), the system displays a warning message and invites you to include comments for indicators where an achievement was not reported.

Version 0.1 (not save	ed)									×
Preview Struct	tured Data	Template								
Main text		1: Updated esults	Commu	iex 2: unication imary	Anney 3: Cont Please, confirm acti		Annex 4: F managem		Annex 5: M plai	Annex 6: Evaluatio report
Annex 1: Updated res	sults				The achievements f are missing. Please					
Objective: Social and econ		•	ugh cultural c	ooperation, c	include the reason i for these indicators	in the Comment	manageme	nt		
Objective: Social and econ     Outcome 1: Cultural he		ent enhanced	Unit of	ooperation, c Baseline	include the reason i for these indicators	in the Comment		nt ember 2018	Target	Comment
Objective: Social and econ	eritage managem	ent enhanced			include the reason i for these indicators	in the Comment 5.			Target	Comment
Objective: Social and econ	eritage managem Indicator	ent enhanced	Unit of	Baseline	include the reason i for these indicators	in the Comment 5.	l end of Dec	ember 2018	Target 70	Comment
Objective: Social and econ	eritage managem Indicator	ent enhanced	Unit of easurement	Baseline	include the reason i for these indicators	in the Comment 5.	l end of Dec	ember 2018 Value		Comment
Objective: Social and econ Objective: Social and econ Outcome 1: Cultural he I I Number of jobs created	eritage managem Indicator	ent enhanced	Unit of easurement	Baseline	include the reason i for these indicators	in the Comment 5.	l end of Dec	ember 2018 Value		Comment
Objective: Social and econ Outcome 1: Cultural he I Number of jobs created Gender	eritage managem Indicator	ent enhanced	Unit of easurement mber	Baseline	include the reason i for these indicators	in the Comment 5.	l end of Dec	ember 2018 Value 20	70	

#### Step 5 - Fill in textboxes in the Annex 2: Communication Summary

The communication summary Annex is filled in a similar way to the Main text. This is a series of textboxes that you can edit by clicking the "Edit" button. Click "Save" after you finished editing.

	(not saved)					×
review	Structured Data T	emplate				
Main text	Annex 1: Updated results	Annex 2: Communication summary	Annex 3: Contracted projects	Annex 4: Risk management	Annex 5: Monitoring plan	Annex 6: Evaluation repo
Annex 2: Co	mmunication summary				$\rightarrow$	Edit
a. Visibility	of the Grants and the donors					
Please elab	prate on the visibility of the progra	amme, the Grants, its object	ives and the contribution	from the donors. Please bri	efly assess the effect of the	key communication
activities un	dertaken as well as key national, i	regional and/or local media	coverage.			
b. Commu	nication with the National Foca	l Point				
Please desci	ribe the communication collabora	tion with the NFP, including	, the participation in the c	communication network.		
	ribe the communication collabora	tion with the NFP, including	the participation in the c	communication network.		
c. Website					m social media, if applicab.	le.
<b>c. Website</b> Please descr	and social media				m social media, if applicabi	le.
c. Website Please descr d. Best pra Please prov.	<b>and social media</b> ribe how the web requirements of	the programme are being fu ting projects from this progr	lfilled. Please include a s ramme relevant for comm	ummary of main activities o		
c. Website Please descr d. Best pra Please prov.	and social media ribe how the web requirements of ctice examples ide one or two examples of interes ide one or two examples per outco	the programme are being fu ting projects from this progr	lfilled. Please include a s ramme relevant for comm	ummary of main activities o		

## Step 6 - Update information displayed in the Annex 3: Contracted projects

Annex 3 contains statistics based on the existing Project level information (PLI) and Calls data registered in the system under the programme. You don't need to input any information on this screen but to check the information displayed. If you find the information inaccurate, you have the possibility to update the project-level information.

The data in the table can be updated several times before the APR is submitted.

• The **data shown is based on the PLIs and Calls** registered in GrACE (the most recent data submitted by PO or FO under the programme).

- It is possible to to **update the table with the latest data** before the report is submitted **(1-2-3** below).
- For each outcome (4) and for each modality (5) (pre-defined projects, projects contracted through open calls, projects contracted through small grant schemes), the system shows the data in the following columns (6):
  - number of projects registered in the system (#)
  - **number of distinct donor project partners** (if a donor project partner is included in several projects, it is counted only once)
  - Amount contracted the sum of the project grant submitted in the PLIs.
  - % of the outcome budget contracted, that is calculated as the amount contracted divided by the outcome budgets allocation.
- When the project is associated to more than one outcome in the PLI, the project is counted under each outcome, but will be counted once in the Programme Total.
- The system **reads the information** from the **Calls** module, and **if** the Number of applications contracted from the Calls module is different than the number of PLIs submitted in the PLI module, a **warning is displayed** the "Number of applications contracted' registered in the Calls module (X) does not correspond to the number of PLIs (Y)". If this happens, please review carefully the information indicated under PLI and Calls information
- A Link to Create/Update PLI information is available (7).
- The validation messages displayed under this section are warnings only and will not stop the user from submitting the APR.

<ul> <li>Version 0.1 (not saved)</li> </ul>				1		×
Preview Structured Data Template						
Main text Annex 1: Updated resu	ilts i	Annex 2: Communication Annex 3: Con summary projec		Annex 4: Risk management	Annex 5: Monito	ring plan Annex 6: Evaluatio report
Annex 3: Overview of contracted projects						2
Create/Update project level information from here	-	— 7 6		3 —> та	ble last updated on 24	.09.2019 Update with the latest da
Outcome		Projects	#	# of donor project partners	Amount contracted	% of outcome budget contracte
		Pre-defined	0	0	€0	0.00
		Contracted through open calls		0	€0	0.00
Outcome 1: Cultural heritage management enhanced	Contracted through small grants scheme		0	€0	0.00	
	Total Outcome 1		0	€0	0.00	
		Pre-defined		0	€0	0.00
Outcome 2: Access to culture increased	× ×	Contracted through open calls		0	€0	0.00
Outcome 2: Access to culture increased	Contracted through small grants scheme		0	€0	0.00	
		Total Outcome 2		0	€0	0.00
		Total	0	0	€0	0.00

## Step 7 - Fill in the risk assessment in the Annex 4: Risk Management

As PO/FO you will register/update the information for programme risk assessment when submitting the APR, so that the information is up to date and available for FMO.

In the same manner as for the other sections, when accessing the tab **Annex 4: Risk management**, you will click on **Edit** in order to register the information.

In edit mode you will fill the data for the **risks in the APR** (**1-2-3**, **4-5**, **6-7**) according to your assessment and then save the data (8).

- All fields for a registered risk are mandatory.
- Risk score auto calculated = SQRT (Likelihood \* Consequence)
- You register risks one by one by clicking on Add new

Document : APR 2019	-								₿ X ¥
Preview Structured Data									
Main text A	Innex 1: Updated results	Annex 2: Communication summary	Annex 3: C proj		Annex 4: Risk manage	ement Annex 5: M	onitoring plan A	nnex 6: Eva	luation repo
Annex 4: Risk management				L					
Programmatic risks			4	1	5				
Risk description		Risk related to		Likelihood	onsequence	Risk score	Response type	e	Risk N/A?
Example Risk#1	R	educing social and economic disparities	Ŧ	1	• 1	<b>▼</b> 1.00	Mitigate	Ŧ	Remove
2	D	Description of planned response		Example description of previously planned response					
	escription of actual response	3	Example description of planned response						
¥ <sup>1</sup>	P	anned future response		Example descrip	tion <u>of planned</u> respo	nse <u>for the</u> future			
Add new									
Operational risks									
Risk description		Risk related to		Likelihood	Consequence	Risk score	Response type	e	Risk N/A?
Add new									
Overall risk of the programme									
		20		Likelihood	Consequence	Risk score			
OVERALL RISK OF THE PROGRAM	ME			2	• <u>1</u>	▼ 1.41			
			6	7		Cancel		Save	

In the first APR submitted in GrACE, you will register the risks one by one with all the fields:

- the **Risk Description** identified during the Programme Agreement preparation;
- the **Planned response** identified during the Programme Agreement preparation;
- the Actual response to the risk;
- the **Planned future response** to the risk;
- the current Likelihood and Consequence, and the current Response type.

From the second APR submitted in GrACE, the **risk assessment information as of the previous APR is pre-filled**. In **edit mode**, for the risk identified in the previous years, the data in the following fields is in **grey and it is in read-only view: Risk description, Risk related to, Planned response**.

For the risks identified in the previous years, you can:

- Update the Likelihood and Consequences (1-2);
- fill-in the description for actual response and for planned future response (3-4);
- select the N/A box (5) to indicate a risk previously registered is not applicable anymore then the risk is greyed out from the current APR (6) and is not displayed anymore in the next APRs;

You can add new risk/s that occurred during the last year (7-8). When ready – click Save (9)

Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Risk N/
risk1/ 2017	Reducing social and economic disparities	· 2 ·	4	2.83	Transfer/Share •	
15617 2017	Description of planned response	Response		1		
	Description of actual response	Actual response	e			
	Planned future response	Planned				5
risk2/ 2017	Strengthening bilateral relations	• 3 •	1 -	1.73	Transfer/Share •	₹
	Description of planned response	Response - ===				
	Description of actual response 6					
	Planned future response					
RISK-4/ 2018	Both objectives	· 2 ·	2 *	2.00	Accept *	Remo
	Description of planned response	Response:				
Add new 🗲 7						
Operational risks						
Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Risk N/
risk3/ 2017	Both objectives Description of planned response 2	Response	2 *	2.00	Accept *	
	Description of actual response	Actual response	e;=====			
	4					
	Planned future response	Planned				
Add new						
Overall risk of the programme			Consequence	Risk score		-
Overall risk of the programme		Likelihood	consequence	NOK SCOLC		9

To summarize:

- 1. "Description of planned response"
  - 1. editable, mandatory in the first APR.
  - 2. read-only from the second APR submitted in GrACE. It will show the text registered previous year in the textbox "Planned response"
  - 3. disabled in case the risk is set as inactive (n/a)
- 2. "Description of actual response"
  - 1. editable, mandatory in all APRs
  - 2. disabled in case the risk is set as inactive (n/a)
- 3. "Planned future response"
  - 1. editable, mandatory in all APRs
  - 2. disabled in case the risk is set as inactive (n/a)

#### Step 8 - Upload Annex 5: Monitoring Plan

Annex 5: Monitoring plan section allows to upload a file containing the requested information. The monitoring plan is a forward-looking document and referring to the projects monitoring plan for the coming year. The Annex 5 of the <u>Results Guideline</u> provides a suggestion for the Monitoring plan template, but you are free to adjust it or use a different template altogether.

Click on the upload button (1)

- Document : APR 2019						©×≛ ≢
Preview Structured D	lata					8 A 2 =
Main text	Annex 1: Updated results	Annex 2: Communication summary	Annex 3: Contracted projects	Annex 4: Risk management	Annex 5: Monitoring plan	Annex 6: Evaluation report
Annex 5: Monitoring plan						Upload
File name - not uploaded yet -					Date (1	, /

At this point you can drag and drop the file in the highlighted area or click on the button to browse your local computer and upload the file **(2)**.

Annex 5: Monitoring plan	
File name Da	e
- not uploaded yet -	
(2) Napload one file Or drag and drop a file here	
	Cancel

Upon successful upload, the file can be previewed in the section below (3). There is an option to replace the uploaded file (4)

Preview	Structured Dat	a					
Main	text	Annex 1: Updated results	Annex 2: Communication summary	Annex 3: Contracted projects	Annex 4: Risk management	Annex 5: Monitoring plan	Annex 6: Evaluation report
Annex 5: M	onitoring plan						Replace
File name Example mo	onitoring plan file.c	locx	(3)		L.	Date 02.12.2019	<b>(</b> 4)
🕼 🗎 Q	. ( ) <	- → <b>- ≑ ±</b> ⊵	↑↓ 1/1 ९९	183% 📐 🖑	↔ ◆ 当 り ○	n 了	
1							Î

## Step 9 - Upload Annex 6: Evaluation report

Similar with the previous section, Annex 5: Evaluation report section allows to upload a file containing the requested information.

Annex 6: Evaluation report refers to the evaluation carried out in the reporting year. The evaluation report will be uploaded only once, in the APR submitted after the evaluation was completed.

# Step 10 - Submit to FMO

To submit to FMO, please select the action on the top right corner of the Task (1)

Task : Submit Annual Programme Report Details Comments (0)			In progress 🚊
Workflow Annual Programme Report for programmes with PA workflow Assignee (Programme Operator) Task description	Main document APR 2019 Secondary documents None Other documents None	28.11.2019 Select Submit to FMO	ہ Submit
Document : APR 2019 Preview Structured Data			©×≛ ≢
Main text Annex 1: Updated results	nnex 2: Communication Annex 3: Contracted summary projects	Annex 4: Risk management Annex 5: Monitoring plan	Annex 6: Evaluation report

You can leave a comment for the FMO (2) and click submit (3). A confirmation message will appear and after clicking ok, the APR will be submitted to the FMO.

Please, confirm action

You are about to submit the Annual Programme Report to the FMO. Do you want to continue?

OK

Cancel

Actions		
Submit to FMO	•	
Optional comment for the FMO (2)		
	Submit	
(3) 🦯		

## Step 11 - Update the Annual Programme Report

In case further changes are needed, the FMO can return the APR to the FO/PO. The APR will then become editable again by the PO/FO as shown in the steps above.

## View Annual Programme Report(s)

The FMO users, NFPs, PO and FO can see the list of Annual Programme Reports for each programme.

FUNDING PERIOD 2014-2021  Search for programmes									Q Iceland Liechtenstein Norw Norway grants grants
■ 🏠 Programme (1							(1)		
MoU data	Programme Agreement	Documents	Irregularity Cases	Payments	Calls	Project Level Information	Bilateral Initiatives	🛉 Annual	Programme Reports
Annual Programme Reports (2)									View Options 🛓
Name		Period	Version		Submission Date		Status		
APR 2019 <b>(3)</b>			2019	1.0				Submitted	

- The navigation to the Annual Programme Reports (APR) is via the programme page, where there is a separate tab for the Annual Programme Reports (1).
- The Annual Programme Reports are presented in **a list (2)** that is following the time order in which the reports are created and submitted.
  - The columns for the APRs include:
    - Name that will be APR-<programme short name><reporting year>
    - Period year
    - Version
    - Submission Deadline
    - Status
      - Created the APR is created in this state
      - **Submitted** when the APR is submitted to FMO.
      - **Returned** if the FMO decides to return the APR to the PO/FO. From Returned, it becomes again Submitted once the PO/FO resubmits.

- **Approved** from the state Submitted when review process is completed
- The name of an APR in the list (3) (here APR 2019) is a direct link to open it