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| --- | --- |
| Results Report <ID>*The results report is submitted to Norec after the each round of exchange in the collaboration agreement period. The results report describes the achievement of expected results as described in the overall project description.*  |  |

 |

*The results report is submitted to Norec after you have ended your one-year collaboration agreement period. The results report describes the achievement of expected results as described in the overall project description*.

## 1. FACT SECTION

**1.1 Coordinating partner**

* Name[[1]](#footnote-2):
* Organisational ID number or tax number:
* Visiting address:
* Postal address:
* Contact person for the Norec project:
* E-mail:
* Phone number:

**1.2 Partners**

* Name[[2]](#footnote-3):
* Organisational ID number or tax number:
* Visiting address:
* Postal address:
* Contact person for the Norec project:
* E-mail:
* Phone number:

**1.3 Project name and content**

**1.4 Project duration**

Please specify any major deviations from the planned project and the agreement, if any.

* Exchange project period:

## 2. INSTITUTIONAL FRAMEWORK

**2.1 Partnership cooperation**

Description of how the collaboration has been between the partners so far

* Considering the pandemic, what are the main positive and negative effects for this project?
* Name new areas for collaboration in the partnership and describe how these have contributed to your communication, cooperation and learning.
* Discuss communication, decision-making procedures and how responsibilities have been shared within the partnership.
* Reflect upon the learning you have gained on digital competence and virtual exchange of knowledge and experiences.

**2.2 Partner overview**

<For each partner >

* Partners’ experiences with recruitment of resource personnel
* Partners’ experience with guidance of Norec participants and resource personnel
* Knowledge and competencies gained for each partner this year

**2.4 Project administration**

* Explain the administrational set-up within the partnership, describe managerial challenges, and possibilities for improvement (Partner meetings, monitoring, coordination/communication, allocation of administrational grant/salary etc.)
* Discuss the procedures concerning budget, transfers, and financial monitoring. Is there room for improvement to ensure increased transparency?

**2.5 Major deviations from the project agreement[[3]](#footnote-4)**

Please specify any major deviations from the project agreement, if any.

## 3. PROJECT RESULTS

**3.1 Important changes**

Describe the most important changes resulting from this year’s implementation of the project.

**3.2 Results achieved by project as a whole**

The results may be summarised in the following table, or by using your own format.

|  |  |  |  |
| --- | --- | --- | --- |
| Expected result | Indicators (1 – 3) | Situation at start (baseline value): | Situation after (target): |
| Result 1: |  |  |  |
|  |  |  |
|  |  |  |
| Summary of main activities completed |  |

* What results were achieved?[[4]](#footnote-5)

Please provide a brief narrative summary of each expected result

* Sustainability of results

Will you be able to sustain the results from this year’s implementation?

**3.3 Results achieved by each partner**

The results may be summarised in the following table, or by using your own format.

|  |  |  |  |
| --- | --- | --- | --- |
| Expected result | Indicators (1 – 3) | Situation at start (baseline value): | Situation after (target): |
| Result 1: |  |  |  |
|  |  |  |
|  |  |  |
| Summary of main activities completed |  |

* What results were achieved?

Please provide a brief narrative summary of each expected result

* Sustainability of results

Will you be able to sustain the results from this round of exchange?

* Sustainable Development Goals (SDGs)

Please also include any results related to the SDGs, that you had not planned for, but which has come about due to efforts in your partnership or from work related activities from the current participants or former participants (who are still active in the organisations).

**3.4 Unintended results**

Description of unintended favourable and/or counter-productive results for the partners or resource personnel funded under this project.

**3.5 Consequences and special considerations**

Shortly describe the consequences and special considerations faced in the project period:

* Did the project have positive or negative side-effects of the expected results?
* Did the project have positive or negative environmental consequences?
* Did the project have positive or negative consequences when it comes to non-discriminatory practices[[5]](#footnote-6)?

## 4. RISK AND RISK MANAGEMENT

Shortly describe the risks you anticipated (as per the project description) and the risks you encountered during the exchange.

**4.1 Expected results**

Main factors that negatively influenced the achievement of the expected results, and how the project managed these risks. Please include a brief evaluation of the risks you presented in the project description.[[6]](#footnote-7)

**4.2 Project administration[[7]](#footnote-8)**

Main factors that negatively influenced the project administration, and how you managed them. Please include a brief evaluation of the risks you presented in the project description.

## 5. ACTIVITIES AND EQUIPMENT

**5.1 Activities and equipment per partner**

* Summary of main activities and how these have contributed to the achievement of the expected results of the project
* Describe how the equipment purchased under this agreement contributed to the achievement of the results. Elaborate on the utilisation of these investment in the near future.

## 6. LESSONS LEARNT

* Summary of the main results achieved on individual level during the last three rounds of exchange
* Summary of the main results achieved on institutional level during the last three rounds of exchange
* Possibilities and challenges facing the project and possible results in the next three rounds of exchange

## 7. PUBLIC RELATION ACTIVITES

Please fill out the following form. If any of the questions do not apply to your project, please note N/A.

|  |  |
| --- | --- |
|  | **Yes/No** |
| Have you mentioned Norec on your website, with link to [www.norec.no](http://www.norec.no)?  |  |
| Have you posted about the project on your website? |  |
| Have you posted about the project in social media? |  |
| Have there been articles or stories about the project in the media (newspapers, TV, radio etc)? |  |

**Other (please specify):**

**Provide the links to relevant websites, social media or newspapers, radio or TV:**

## 8. SIGNATURE

<Date>

On behalf of <coordinating partner>

<NN>

<Chief Executive Officer>

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**ANNEX: FINANCIAL REPORT**

 **AUDIT REPORT**

1. For Norwegian partners the name must be identical to name in the Brønnøysund Register Centre. [↑](#footnote-ref-2)
2. For Norwegian partners the name must be identical to name in the Brønnøysund Register Centre. [↑](#footnote-ref-3)
3. Include all changes in the project due to Covid-19 [↑](#footnote-ref-4)
4. If you have amended your agreement and made changes to the results framework, remember to report on this as well. [↑](#footnote-ref-5)
5. No discrimination based on gender, ethnicity, religious belief, disability, medical condition, or sexual orientation. [↑](#footnote-ref-6)
6. Include the various risks that covid-19 presented to the project and describe how you handled them. [↑](#footnote-ref-7)
7. Also include the various risks that covid-19 presented to the project and describe how you handled them. [↑](#footnote-ref-8)