

**EG Chairs and ITAs Meeting
Fourteenth Meeting
Helsinki, Finland
18 September 2012**

Reference	EG Chairs and ITAs 14/7/1
Title	Report form for reporting concrete NDPHS EGs/TGs and project results and their impact
Submitted by	OSH TG Chair
Summary / Note	<p>Upgrading of the reporting of concrete results and the impact of the work of EGs/TGs and related projects based on the logical framework approach. The draft has been discussed in CSR 20 and further developed by an ad hoc group. This revision is based on the CSR 20 discussion and follow-up ad hoc group deliberations</p> <p>The OSH TG Chair recommends that the EGs/TGs would do their reporting based on the LFA methodology using the developed templates. This would add to the experience of the EGs/TGs in using the methodology (philosophy) and will possibly provide practical comments on the further fine-tuning of the templates. Increased experience in using the templates may lead to the option of merging both templates into one, as they already now are almost identical.</p>
Requested action	For discussion in the EG and ITA meeting, and submission to next PAC

EG, TG and project reporting in NDPHS

Aim: streamlined reporting and a quick overview

The increased activities in the Partnership have increased the amount and volume of documents and the work needed for reporting. This enlarges the burden on the Groups, adds to the number of documents circulated and makes a quick overview of on-going work and achievements difficult. At the same time, there has not been enough focus on producing results, achieving objectives and creating impacts and added value to partner countries.

To alleviate the problem the Chair is suggesting to use the Logical Framework Approach (LFA) method to decrease work and documents, streamline and make reporting more consistent and more oriented towards impacts and producing results. A first outline is presented below for discussion.

The intention is to use the templates in Annex 1 as a summary front page; additional information (if needed) can be added in free format in additional pages. Thus, a busy reader will get a quick overview from the front page and those interested can read about the details in the following text pages.

Note: It is recognised that individual Donors sometimes require specific formats for project documents and reporting. However, a short "front page" based on LFA should preferably be provided for easy overview.

It is also recognised that not all EG/TGs are operating in project format.

CSR 20 discussion

The discussion in CSR 20 indicated that there is a need for the CSR representatives to receive information on the results of the work of the EGs and TGs and from the individual projects. The provided information should focus mainly on the results (outcomes, impact) and not on performed activities (outputs) and needs to be presented as a compact and clear overview.

Results and impact are of course achieved based on several factors, partners and networks in the present globalised environment and cannot be singularly associated with the action of the Partnership and its EG/TGs. However, in reporting on the results, a self-evaluation is needed to identify the added value provided by the Partnership.

The reporting format needs to be able to present the work on a policy level, including the input of other partners, as well as results of projects.

Though, to manage a project using the LFA approach, it is beneficial to produce a logframe with planned activities, the execution of which will be followed in progress reports to ensure timely delivery.

However, for both purposes it is crucial to define the expected results and specifically the appropriate indicators, which are used to measure the degree to which the result has been achieved.

Thus, the meeting noted that a results based approach is beneficial and that two types of reporting templates will be needed. This revision 2 is prepared based on the CSR discussion.

Timetable:

- a new draft to be developed by end May
- the draft is circulated to the EG/TGs for testing before next PAC in October
- a decision on the introduction on reporting based on results based management is done in PAC

Logical Framework Approach (LFA) in NDPHS

There is a variety of information on LFA; the EU Project Cycle Management Guidelines (http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm) has been used in this document.

When applying the LFA model on the partnership it is essential to observe the hierarchy of objectives and what type of reporting is expected to the various levels.

Based on the operational levels of the Partnership in figure 1

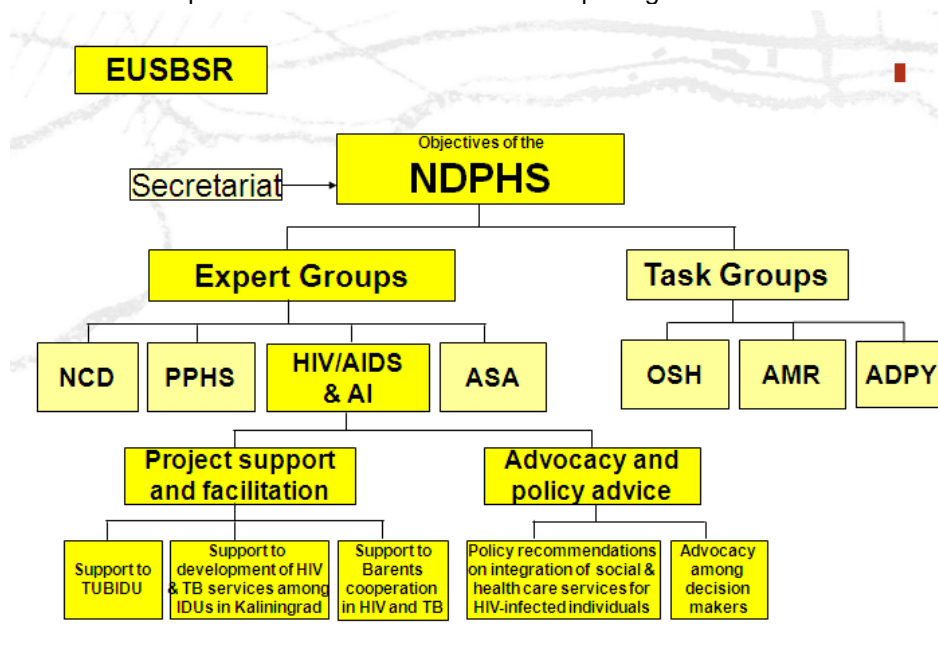


Figure 1. Operational levels of the Partnership, its EG/TGs and European Union

... the hierarchy of sub-ordinated objectives, with related indicators, sources of verification and assumptions, can be defined in figure 2.

Hierarchy of objectives	Indicators	Sources of Verification	Assumptions
Purpose of the NDPHS			
Results from the work of Expert Groups EG HIV/AIDS & AI			
Working Areas of the EG HIV/AIDS & AI <ul style="list-style-type: none"> • Project support & facilitation • Advocacy & policy advice • Monitoring and assessment 			

Figure 2 Hierarchy of objectives (example EG HIV/AIDS&AI)

The reporting on results and impacts from one level to a higher level needs to take into account the objective, expected results and indicators of the higher level. Too detailed reporting, based on the indicators of a lower level, tends to be confusing and obscures the clarity of the overall objective.

The NDPHS CSR Chair suggests that to streamline reporting

A. Policy/strategy development and project (when applicable) proposals are in the future prepared based on LFA matrix

The main focus should be on clear descriptions of results (1 column, 3 row) and indicators, so that the monitoring of the project and planned results can be done by following the defined indicators.

Figure 14: Typical structure of a Logframe Matrix

Project Description	Indicators	Source of Verification	Assumptions
Overall Objective – The project's contribution to policy or programme objectives (impact)	How the OO is to be measured including Quantity, Quality, Time?	How will the information be collected, when and by whom?	
Purpose – Direct benefits to the target group(s)	How the Purpose is to be measured including Quantity, Quality, Time	As above	If the Purpose is achieved, what assumptions must hold true to achieve the OO?
Results – Tangible products or services delivered by the project	How the results are to be measured including Quantity, Quality, Time	As above	If Results are achieved, what assumptions must hold true to achieve the Purpose?
Activities – Tasks that have to be undertaken to deliver the desired results			If Activities are completed, what assumptions must hold true to deliver the results?

Project Cycle Management Guidelines, page 58, Figure 14

An example of a logical framework matrix (logframe) for the overall work of the HIV/AIDS & AIs EG is given as in Example 1.

The introduction of this reporting system can be tested in 2012 and further introduced to the EG and TG as a standard practice.

EXAMPLE 1 HIV/AIDS&AIs Logical Framework Matrix

Note: The following Logical Framework Matrix, including the hierarchy of objectives, is an example, based on the LFA methodology for the overall work of the NDPHS EG HIV/AIDS&AIs

Hierarchy of objectives	Indicators	Sources of Verification	Assumptions
Objectives of the NDPHS and EUSBSR			
Objectives of the work of the EG HIV/AIDS & AI			Funding sources and commitment from NDPHS Partners available
Working Areas of the EG HIV/AIDS & AI 0. Program management 1. Provision of support to policy development and cooperation 2. Improved monitoring and data on epidemiological situation in the ND Area 3. Effective prevention of the spread of HIV, TB and associated infections 4. Improved tuberculosis situation in risk groups, migrants and other minorities 5. Complexity of the HIV and TB situation recognized and new approaches developed 6. Improved capacity of the health care systems as response to the burden of HIV, TB and AIs			0. Resources for the ITA are available 0. EG Action Plan is successfully finalized 1.-6. EG members are committed 1.-6. Authorities in partner countries take the HIV-TB-AI problems seriously 1.-6. Necessary funding is available
0.1. Develop updated Action Plan for the EG 0.1.1. Clarify the needs and expectations of members for the EG 0.1.2. Prepare long-term Action Plan, Including principles for EG meetings 0.2. Further development of reporting mechanisms and practices 0.2.1. Follow-up reporting of projects and EG activities 0.2.2. Reporting to the Secretariat and CSR 0.2.3. Reporting to governments as relevant 0.2.4. Making publicity as relevant 0.3. Promotion of project development 0.3.1. Identification of relevant project ideas, based on the EG Action Plan 0.3.2. Provision of support to identification of project partners 0.3.3. Provision of support to project planning 0.3.4. Provision of support for applications 0.4. Successful identification of funding sources and mechanisms			0.1. EG members are committed 0.2. Necessary support from the CSR received 0.3. Funding is available 4. Relevant information is available

Note: The EG HIV/AIDS & AI is working on an improved example

B. The project progress report will then focus on the cell “Results” (not repeating all other information related to the project), as displayed in the report format below).

The progress report displays the individual results one by one, measured in accordance with the defined indicator. The progress in implementation is described in the 4th column and comments provided in the last one (obstacles and future events).

Example tabular report format for basic narrative reporting on physical progress – based on the Logframe structure

Ref No.	Result description and indicators	Planned target/achievements for the reporting period	Progress/issues	Action required
11	Increased coverage of sewerage network No. of households and factories connected	800 households and 10 factories	400 households (50%) have been connected to mains sewerage and all 10 factories (100%). Primary constraints have been (i) willingness/ability of households to pay the connection fee; and (ii) some delays to engineering works in residential areas due to labour disputes.	Investigation required into householders' ability/willingness to pay. To be conducted as matter of urgency by water board and local government. Labour disputes require action by management to construction contractor. Contract penalty clauses to be applied.
	Etc			

Project Cycle Management Guidelines, page 116

In the case of the NDPHS, the contribution to the NDPHS (and EUSBSR) strategies is essential and a corresponding place has been added to the NDPHS report form.

Note: The following Progress Report (next page) is an example, based on the LFA-process, of drafting a report for the NDPHS EG HIV/AIDS&AIs (next page)

EXAMPLE 2

Report of the NDPHS Expert Group on HIV/AIDS and Associated Infections on Policy development

Policy recommendations on integration of social and health care services for HIV-infected individuals

Overall objective	Social and health care for HIV-infected individuals in the ND area is integrated (Goal 3 of the NDPHS strategy)
Immediate objectives	Review on evidence-based experiences and best practices on integration of social and health care services for HIV-infected individuals, including policy recommendations, prepared and distributed
Immediate & ultimate beneficiaries	Policy makers of the member countries & vulnerable populations (HIV-infected individuals, drug users, sex workers, MSM etc.)
Project area/countries	Countries in the Northern Dimension area
Implementing organisation	A consultant to be hired, HIV/AIDS&AI Expert Group
Essential partners	Relevant organisations in the member countries
Budget 12 210 euro	Financing agency: NDPHS /Project "Coordination and implementation of the cooperative actions in the health sub-area of the EU Strategy for the Baltic Sea Region Action Plan": Activity 2

Reporting period: 2011 - 12

Results (description and indicators)	Planned target/ achievements	Progress (on-going, partly achieved, completed)	Action required in future, obstacles Sustainability and expected long-term impact
1. Review on evidence-based experiences and best practices on integration of social and health care services for HIV-infected individuals, including policy recommendations, prepared and distributed	1.1 Terms of Reference developed	1.1 done	In several countries of the Northern Dimension area the health and social services for people living with HIV/AIDS are organised separately. A big amount of HIV-infected people belong to vulnerable groups as drug users, sex workers, men having sex with men etc. These groups are very difficult to reach by traditional services. It is important to organise basic health and social services for them under one roof or through mobile activities - on basis of "one-stop-shopping". This approach can contribute to prevention of HIV and associated infections, as well as to earlier case finding of tuberculosis
	1.2 Identification and contracting the consultant	1.2 Consultant is hired	
	1.3 Desk-review, interviews and draft report	1.3 to be done by mid-September 2012	
	1.4. Finalizing of the report	1.4 October 2012	
	1.5 Publishing and distribution	1.5 October-December 2012	
		Note: The file will be updated accordingly to review achieved progress.	
Value added (contribution) to the NDPHS and EUSBSR strategies	Goal 3: Social and health care for HIV infected individuals in the ND area is integrated EUSBSR priority area Health; Containing the spread of HIV/AIDS and tuberculosis		

C. Two adapted reporting templates

Taking into account the discussion in CSR 20, which stressed the need for a compact and clear overview on the reporting of results, as well as the “running in” of results based management in the design and monitoring of project, two slightly modified templates have been designed.

The two templates adapted for the NDPHS are attached in Annex 1. Both are based on the LFA methodology, but are focusing on different levels of objectives. The indicators used need to match the relevant objectives.

Template A is designed for the reporting of results from the EG/TG level to the CSR and is focusing on results (outcomes) and impact related more directly to the NDPHS and EUSBSR objectives.

Template B is a progress report template, which can be used for policy/strategy development and project (when applicable) management, following the progress of planned activities, as well as to report on the results of the project (not in terms of activities).

Thus, the reports to the CSR and the Secretariat can be limited to 1-2 pages. If the project or EG/TG desires, it can provide additional information in Annexes, but a quick overview can be gained from the first pages.

D. Reporting period

The calendar year would be the natural reporting period for projects and EG/TGs. Using the calendar year as the reporting period and providing some time to compile the report, the deadline for the annual reports should be end February.

The first CSR meeting of the year can then discuss the reports and make its decisions/recommendations for the PAC in the autumn.

A standardised reporting template and deadlines well known in advance will lessen the reporting and admin burden of the EG/TGs. As the reporting is combined with a results based methodology, the experts can focus more on the professional content in a results oriented manner and less on administration.

The Ad hoc group recommends to use the calendar year as reporting period and that the EG and TG reports (using template A) to the Partnerships should be ready by end February.

Note: Diverging opinions have been expressed concerning the reporting period. The majority seem to favour the calendar year.

Basic NDPHS templates (A and B) for reporting follow below in Annex 1:

EG/TG results report (template A)

<i>Expert/Task Group on yyyy</i>		
Overall group/NDPHS objective		
Immediate group/NDPHS objectives		
Immediate & ultimate beneficiaries		
Project area/countries		
Implementing organisation		
Essential partners		
Budget	euro	Financing agency:

Reporting period:

Results (description and indicators) {Operational target - ZT}	Planned results/targets/ achievements	Progress (partly achieved, completed)	Action required, obstacles Partners, comments {Assumptions, obstacles and action required - ZT}	Sustainability and expected long-term impact
1.	1.1	1.1		
	1.2	1.2		
	1.3	1.3		
2.	2.1	2.1		
	2.2	2.2		
	2.3	2.3		
	2.4	2.4		
3.	3.1	3.1		
	3.2	3.2		
	3.3	3.3		
4.	4.1	4.1		
	4.2	4.2		
5.				
6.				
Value added (contribution) to the NDPHS and EUSBSR strategies				

Policy/strategy and project (when applicable) progress report (template B)

Title		
Overall objective		
Immediate objectives		
Immediate & ultimate beneficiaries		
Project area/countries		
Implementing organisation		
Essential partners		
Budget	euro	Financing agency:

Reporting period:

Results (description and indicators)	Planned results/targets/achievements	Progress (partly achieved, completed)	Action required, obstacles Partners, comments	Sustainability and expected long-term impact
1.	1.1	1.1		
	1.2	1.2		
	1.3	1.3		
2.	2.1	2.1		
	2.2	2.2		
	2.3	2.3		
	2.4	2.4		
3.	3.1	3.1		
	3.2	3.2		
	3.3	3.3		
4.	4.1	4.1		
	4.2	4.2		
5.				
6.				
Value added (contribution) to the NDPHS and EUSBSR strategies				