



ASEAN Cooperation Project Report

For Multi-Year Projects:
Annual Interim Report
(complete Section A)

For End of Project:
Completion Report
(complete Section B)

1. PROJECT DETAILS

Project Identification Code:

Project Title:

Sponsoring ASEAN Body:

Implementing Agency's Name and Address:

Contact Person and Contact Details:

Authorized Signature

Funding Source:

Approval Date:

Approved Project Budget:

Commencement Date:

Date of Disbursement:

Reasons for deviations, if applicable:

Planned Completion Date:

(for Annual Interim Reports and Completion Reports).

Completion Date:

(for Completion Reports. Provide reasons for any deviations).

Report Prepared By:

Date of Report Preparation:

SECTION A: ANNUAL INTERIM REPORT

Budget Spent:

2. PROJECT PROGRESS

(a) Progress in Implementation

(Describe the progress and, if applicable, highlight any problems or challenges that might

endanger project completion).

(b) Progress toward Achievement of Objectives

(Provide a brief assessment of the likelihood in achieving project objectives and, if applicable, highlight any difficulties).

(c) Work Plan Adjustments

(If applicable, describe reasons for any changes made to project objectives or activities).

(d) Budget Implications

(If applicable, describe budget implications of work plan adjustments).

Annex A.1: Annual Financial Report

(Use the financial report template, Annex A, from the Standard Operating Procedures for Project Financial Disbursement and Reporting).

Annex A.2: Output Documents

(Attach relevant documents, only to the extent needed to understand the report’s contents, e.g., a list of participants or workshop proceedings).

SECTION B: COMPLETION REPORT

3. PROJECT RESULTS

(a) Direct Beneficiaries

(Provide details on numbers and types—either planned or reached—of participants and explain reasons for any deviations, as needed).

(b) Achievements

Results	Indicators		Reasons for Deviations
	Planned	Achieved	
Objective:			
Output:			
Output:			
Output:			

(Using the table, assess project achievements against the planned result and explain any deviations).

(c) Plan Adjustments

(If applicable, describe reasons for any changes to objectives, outputs, and activities during implementation).

(d) Project Outcome

(Describe how the project has contributed to ASEAN Community Blueprints).

4. PROJECT SUSTAINABILITY

(State how sustainability of the results was ensured during project implementation).

5. GENDER AND OTHER CROSS-CUTTING ISSUES

(Outline how gender or other cross-cutting issues have been addressed during project implementation).

6. OVERALL PROJECT ASSESSMENT

(Outline two or three key findings and lessons learned. For projects with more than one year's duration, or with a budget of over 1 million USD, include key findings and recommendations from the project evaluation and attach a full evaluation report).

7. FINANCIAL ANALYSIS

	Planned	Actual	Variance
Total Project Revenue:			
Other Contributions:			
Total Eligible Project Costs:			
Total Balance:			

(Based on the table, provide an overview of planned and actual project revenues, expenditures, and variances).

Annex B.1 – Project Financial Report

(Use the financial report template, Annex A, of the Project Financial Disbursement and Reporting/PFDR)

Annex B.2 – Output Documents

(List down and attach the output documents of the project or provide hyperlink if the documents are uploaded online)

To be completed by ASEC

Financial Completion Report (including budget proposal, financial summary, financial report, and attachments) :

Additional Output Documents attached, e.g., list of participants, agendas, programmes of activities, proceedings, operational manuals, etc. :