Semi-Annual Report – Activity Plan

To be presented to the Norwegian Mission Society (NMS)

|  |  |
| --- | --- |
| Project title |  |
| Project number | NMS |  |
| Digni |  |
| Norad |  |
| Year of reporting |  |

|  |
| --- |
| **Information to project:**This form is to be used for semi-annual reporting for the first half of the current year for governmental funded projects (Digni). This form is attached to the financial report in Excel. Both this report and the financial report must be dated and signed by the project leader and the accountant.Reporting and planning should be carried out by the Project Management. The report should be approved by the project owner (Church, Synod or organization), before being sent to NMS.This report should relate to existing documents: e.g. Applications, Project Documents, annual plan etc.  |

# Activity Plan

Please present your approved annual activity plan below for each semester and specify for each activity known deviations from the original/revised annual plan – activities which cannot be completed, change of prices, inflation, security challenges, changes in the structure of the organisation.

This short narrative should help read the semi-annual accounts in excel and be comparable.

1st semester (1 Jan to 30 June)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme** | **Planned activity** | **Planned for (month)** | **Status; completed, on track or postponed** | **Comments and/or challenges** | **If postponed, when will it be conducted**  | **Percentage****of budget spent** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

2nd semester (1 July to 31 Dec)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme** | **Planned activity** | **Planned for (month)** | **Status; completed, on track or postponed** | **Comments and/or challenges** | **If postponed, when will it be conducted**  | **Percentage****of budget spent** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Corona Measures

Have any of the funds been redirected to any Corona measures? If yes, please specify the activities and expenses on those activities.

Has this been agreed with NMS in advance?

|  |
| --- |
|  |

# Additional Information

Please provide any additional comments or information to the semi-annual report and reallocation budget in this space.

|  |
| --- |
|  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_