**Minimal standards for the final report**

After completion of the project, the Committee for Development Cooperation and Missions requests a final **digital** report containing the following information:

1. **Name of project and project number**
2. **Information about the project management/responsible organisation** *(short form)*

**3. Project planning/Goals** *(short form)*

- Situation in the country/project region (starting situation)

- Project description

- Duration of the project

- Goal of the project?

* Target group (characterise benefictiaries)

- collaborators (local, national or international privat or public institutions)

**4. Results**

* What is the number of direct or indirect benefictiaries?
* Which other results have been achieved?
* What other impacts have been achieved with this project?
* Which results have not been achieved?
* In how far is this project sustainable?
* Perspectives (e.g. planned continuance, follow-up projects, cooperations)

**5. Project costs**

* Granted amount
* Budget
* Account statement *(list of expenses; please add copies of exceptionally large bills)*
* Personal contribution of local project management

*11 May 2023 / KEM*