**PROGRESS REPORT (HALF-YEAR PROGRESS REPORT)**

This report is due **every six months**. For the semester January-June the deadline for submission is **31 July**; for the semester July-December the deadline is **31 January**. It is advised to submit a draft to the GEF Facilitator 10 days before the deadline, so that improvements can still be made.

A key responsibility of all national coordinators is **to keep record and evidence** of all you do in the framework of the project: minutes and list of participants of meetings, reports of field activities, transcription of interviews on media, plans of awareness raising etc.

Tip: usually coordinators overlook this routine duty and at the time of reporting they miss several items in the report.

Compiling the report using the standard UNEP form is relatively easy. There is first a narrative part where you have to list all key activities and tasks performed and outputs achieved during the specified semester. Then, in the second part , you have to assign an estimate of percentage score for the implementation of each activity of your work plan, accompanied by comments and notes. The report will be completed by adding the list of reports produced, meetings held and lists of participants to the meetings.

You are encouraged to check the Half-Year Progress Reports already submitted by the other countries at **this link**, in order to use them as a model. For any query on how to compile this report please do not hesitate to enter the query in **the SPREP mailing list of the IAS/IIB project national coordinators** or contact the GEF Facilitator.

Please find **here** the empty template for the Half-year Progress Report and download **here** an example of report filled out correctly. Please bear in mind that a good idea is to use your previously submitted Half-year Progress Report (last version file), as this will save you some time (several cells will be already filled correctly, compared to the empty template - and then you will be able to simply update the estimated percentage of activity implementation).