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| **Evaluation question, evaluation criteria (eg. Effectiveness) or the theme (e.g. management system) recommendation relates to; Add refrence to level if recommendations are divided into strategic and operational** |
| **Recommendation 1:** Copy text straight form the evaluation report |
| **Justifications for the recommendation (OPTIONAL – may be left out in simple project evaluations)**This can be picked from the report. In a good evaluation report each recommendation is well justified. See also ”Checklist for Recommendations”**Conclusion X****Conclusion Y**, etc.:  |
| **Findings and observations** Here you can note:* If the recommendation will not be taken into consideration, explain here the reasons for doing so.
* You may also include information on
	+ Activities and measures that are already ongoing or tools that have already been developed but pending implementation etc.
	+ Strategic or operational processes the foreseen recommendation and the activities are related to; include name of the process in table column 4 below.
* List here also assumptions and conditions that may affect the implementation (e.g. reference to Programme/Project logframe of risk assessment)
 |
| **Activity** | **Responsibilities** | **Schedule** | **Links to other processes** |
| Include here short description of a measure or activity to be taken. To make follow-up easier, break down measures by responsibility, if clear sub-activities with different stakeholders or duty bearers are concerned. | List here responsible actors, e.g. unit, TA-team, Gov. of X.**BOLD the party responsible for reporting on progress.** | Eg. Commence Q1 – 2021Completion Q2 – 2022 | *Examples:* *Preparation of guidelines for XXX; Implementation of XXX policy; Monitoring of XXXX;* *Financial planning of XXX* |
|  | **Unit X A**TA TeamGov. of XXX | XXXX  |  |
| **Reporting:**Use this space for regular, cumulative progress updates. Start each new note with a month and year; then include a short description of progress / results achieved. Follow-up cycle depends on Project/programme reporting cycle and e.g. frequency of steering/advisory committee meetings. |