Medium and large programmes

Progress report – how to

Deadline March 1st in year 2 and year 3.

Medium and Large Programmes must prepare a progress report that includes the elements mentioned below:

A narrative report providing a **strategic update** and a description of the **progress of the previous year** (see elements to include below).

The report should have the following annexes:

1. An updated summary result framework – including progress on indicators/targets.
2. One or more case/change stories used for CISU's results communication.
3. An updated programme budget.

The documents must be in English and should be uploaded on “Vores CISU” no later than March 1st.

There is not a formal format for the report, but it cannot exceed 15 pages + annexes. Annexes can either be uploaded separately or included in the narrative report document.

Below is a more detailed description of the elements which must be reflected in the progress report.

**Narrative report:**

1. The strategic update should include:

**General update:** Overall strategic and organisational status. If relevant, a description of changes to the ToC, including a revised illustration (can be annexed) (max 3 pages).

**Specific updates:** A description of relevant changes to the context, the risk assessment, and – if relevant – possible consequences for the Results Framework. Include a brief description of any synergy effects created by the programme (maximum 2 pages).

1. The progress report for the previous year, should include:

Progress reporting should present results achieved in the previous year. The section should not exceed 10 pages and does not need to follow a particular CISU format, as long as the points listed below are addressed.

* Progress against selected indicators from the approved programme results framework. This should focus on significant results and changes the programme has contributed to and/or major deviations from the expected outcome targets for the year. The account should include reflections on the degree of target achievement, highlighting variations in outputs affecting planned outcomes, including analysis of possible causes, lessons learned, and how these are reflected in follow-up activities/corrective actions.
* A description of how contextual or strategic changes has affected the years activities.
* Reflections on progress on locally led development at partner and community level.
* Reflections on how the programme partners have worked strategically towards co-financing, basket funds, and/or joint programmes to match funding of local partners to enhance scale and influence.
* Reflections on the purpose of the usage of the unallocated funds, if these have been activated.
* Follow-up on recommendations from reviews, financial monitoring reports/reviews, and latest pro-gramme consultation with CISU.
* Reflections on how the organisation pursues cost effectiveness.
* Reflection on budget performance: Explain any major differences between the actual spending and the most recently approved budget. Include a note on the progress made in meeting the own-financing requirements.
* Report on Popular Engagement in Denmark, describing main activities implemented, innovative initiatives, and lessons learned.

**ANNEXES:**

**Annex A: An updated summary results framework, including:**

* Aggregated progress on indicators/targets at outcome level.
* Proposed adjustments (if any) to the Results Framework highlighted (should be justified in strategic update or performance reporting).

**Annex B: Case/change story:**

* Present at least one case story highlighting how the programme or certain activities have made a difference (minimum one case, max 1 page per case).

**Annex C: An updated budget, using the CISU programme budget format.** Please notice:

* If unspent programme funds from a previous year (e.g., 2025) are planned to be transferred to the current financial year (e.g., 2026), the current year’s approved budget (2026) should be adjusted accordingly reflecting what budget lines the funds will be allocated to.