IKI Medium Grants
Debriefing on interim progress report
- Guiding Questions -

General frame of the debriefing

– The debriefing will be scheduled after the first review of the Interim Progress Report: Progress Statement, Inspection Note(s) and Financial Statement by IKI office approximately within 3 months after the submission of the Interim Progress Report package.

– The Debriefing should not exceed 1.5 hours.

– During the debriefing, a presentation should be given by the First Recipient aligned with the Subgrantee(s) touching on aspects complementary to the Interim Progress Report. The presentation should not exceed 0.5h.

– After the Debriefing, the First Recipient should prepare minutes of the debriefing and send it to the IKI Office.

– <u>Participants:</u>
  o Representatives of the First Recipient as well as representatives of the Subgrantee(s)
  o Representatives of the IKI Office: the financial and technical project managers

<u>Guiding questions</u>

1. Clarifications needed by the IKI Office on any of the components of the Interim Progress Report after the first review?

   Queries will be send to the First Recipient ahead of the debriefing for preparation purposes.

2. Have there been significant deviations in the actual disbursement of funds in comparison to the approved allocation of funds per project year and why?

   Please provide information regardless of the type of funding. Significant deviations are defined as any discrepancies between the approved and actual expenditures under the corresponding budget lines that exceed 20% during the reporting period. The budget lines are: A) personnel/staff expenses, B) non-staff administrative expenses, and C) Items >800 EUR.

3. Please provide a brief overview of most recent project activities and developments as well as political developments or challenges.

   This information refers to the months beyond the reporting period from January to April of the current year.

4. The IKI Medium Grants program aims at partnerships between all project partners on an equal footing. How would you describe the partnership from each partners perspective at the moment?

How does the interaction between the partners take place? Is the division of roles balanced and why? Have there already been challenges in the partnership (cultural, in communication, due to legal and/or formal IMG requirements, etc.)?

5. Are there overall learnings of any actors (First Recipient, Subgrantee(s), target groups, etc.) during the project's implementation within the reporting period?

6. *Please mention project low- or highlights.*Target groups outreach

   a. Which activities were initiated in the last project year in order to reach the target groups of the project?

   b. What were the objectives of the activities initiated?

   c. What effects are expected from the activities initiated in the short, medium and long term?

7. Innovations of the project concept

   a. How is innovation defined in your project?

   b. How are the innovative approaches received by the target groups?

   c. Did you have to adapt the planned innovation approach to the local context?

8. Replicability/ Upscaling

   a. Which potentials of replicability or upscaling of the project results have already been identified?

   b. Have any steps already been taken to address these potentials?

9. Please report briefly on any travels on the ground. [if applicable during reporting period]

Please provide e.g. lists of workshops, travel diaries, further documentation, images of the travels etc.

10. Project impressions

Please present photos and/or videos of the project depicting the project region(s); main activities; your work and/or the project's context.