Annex 4 – Monitoring Report template

**

*The instructions for this template are provided in blue. They have to be deleted before submission of the Monitoring Report to the Programme Operator.*

**Monitoring Report**

|  |  |
| --- | --- |
| Programme Name: | Supporting Social Inclusion (SSIP) |
| Programme Operator: | Ministry of Culture |
| Swiss Support Measure Partner: | Bern University of Applied Sciences |
| Reporting Period: | *First Monitoring Report covers the period from the beginning of the Agreement until 31.12.2025.**Second Monitoring Report covers the period from 01.01.2026 until 31.12.2026.**Third Monitoring Report covers the period from 01.01.2027 until 31.12.2027.**Fourth Monitoring Report covers the period from 01.01.2028 until the end of the Agreement.* |

|  |
| --- |
| **Overview** |
| *Provide a brief overview of progress during the reporting period and cumulatively since the start of the Agreement. How the implemented activities contributed to the goals of the SSIP. You can list here key and positive achievements or challenges and obstacles encountered during the reporting period that have impacted the progress. Give an overall assessment to the partnership during the reporting period.*  |

|  |  |
| --- | --- |
| **Programme Component 1:** | **Cultural and linguistic integration** |
| Programme Component Operator: | Ministry of Culture |
| Summary of the activities implemented during the reporting period: | *Please summarize the overall achievements in this component during the reporting period and cumulatively since the start of the Agreement. Give a brief assessment on implemented activities.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Activity | Planned start date and end date of the activity during the period | Actual start date and end date of the activity during the period | Notes |
| 1.1 | *As it presented in agreed Action Plan* | *As it presented in agreed Action Plan* |  | *Please provide comments on implementation.*  |
| 1.2 |  |  |  |  |
| … |  |  |  |  |

|  |  |
| --- | --- |
| **Programme Component 2:** | **Strengthening the social- and child protection services** |
| Programme Component Operator: | Ministry of Social Affairs |
| Summary of the activities implemented during the reporting period: | *Please summarize the overall achievements in this component during the reporting period and cumulatively since the start of the Agreement. Give a brief assessment on implemented activities.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Activity | Planned start date and end date of the activity during the period | Actual start date and end date of the activity during the period | Notes |
| 2.1 | *As it presented in agreed Action Plan* | *As it presented in agreed Action Plan* |  | *Please provide comments on implementation.*  |
| 2.2 |  |  |  |  |
| … |  |  |  |  |

|  |  |
| --- | --- |
| **Programme Component 3:** | **Increasing multicultural competence in the education sector** |
| Programme Component Operator: | Ministry of Education and Research |
| Summary of the activities implemented during the reporting period: | *Please summarize the overall achievements in this component during the reporting period and cumulatively since the start of the Agreement. Give a brief assessment on implemented activities.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Activity | Planned start date and end date of the activity during the period | Actual start date and end date of the activity during the period | Notes |
| 3.1 | *As it presented in agreed Action Plan* | *As it presented in agreed Action Plan* |  | *Please provide comments on implementation.*  |
| 3.2 |  |  |  |  |
| … |  |  |  |  |

|  |  |
| --- | --- |
| **Programme Component 4:** | **Strengthening civil society through social innovation** |
| Programme Component Operator: | Ministry of the Interior of the Republic of Estonia |
| Summary of the activities implemented during the reporting period: | *Please summarize the overall achievements in this component during the reporting period and cumulatively since the start of the Agreement. Give a brief assessment on implemented activities.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Activity | Planned start date and end date of the activity during the period | Actual start date and end date of the activity during the period | Notes |
| 4.1 | *As it presented in agreed Action Plan* | *As it presented in agreed Action Plan* |  | *Please provide comments on implementation.*  |
| 4.2 |  |  |  |  |
| … |  |  |  |  |

|  |
| --- |
| **Management cost** |
| Summary of the activities implemented during the reporting period: | *Please summarize the overall achievements during the reporting period and cumulatively since the start of the Agreement. Give a brief assessment on implemented activities.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Activity | Planned start date and end date of the activity during the period | Actual start date and end date of the activity during the period | Notes |
| 5.1 | *As it presented in agreed Action Plan* | *As it presented in agreed Action Plan* |  | *Please provide comments on implementation.*  |
| 5.2 |  |  |  |  |
| … |  |  |  |  |

|  |
| --- |
| **Conclusion *(this part has to be presented only in the last monitoring report)*** |
| *Summarize the overall achievements.**Describe and assess the collaboration and the exchange of know-how over the entire implementation period.* *Inform about lessons learnt.*  |

|  |
| --- |
| **Annexes** |
| 1. Financial Progress
 |
| 1. *If needed include any supporting documents, reports, or data that provide additional context or information*
 |