



Renewable Energy Innovative Fund

Quarterly Report Format

Annex 3



1. Background

Date	
Project Title	
Reporter's name and position	

2. Progress Against Developed Plan of Action

Refer to the Action Recommendations and plan of actions in the proposal for the previous quarter.

Planned activities	Achievements	Requirements	Remarks

3. Issues faced this quarter and how did you tackled

This should highlight any problems - delays due to weather, equipment problems, conflicts or disagreements, staff absence, as well as positive challenges - new ideas from the community, scaling up, particular events etc. (Strategy to tackle and outcome: e.g. modifications to the project, to the implementation timescale, more consultations, seeking advice)

SN	Issue Faced	Outcome after Dealing with the Situation
1		
2		
3		



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4. What have we learnt from this? *(Try to identify 3 points e.g. new knowledge, relevance to other programmes)*

5. Recommendations and Plan of Action for the Quarter Ahead: *(e.g. arrange a meeting, find out more information, revise project)*

SN	Plan of Action for coming month	Recommendations	Support by Whom (if needed)
1			
2			
3			
4			
5			
6			