**GUIDANCE ON PREPARING PROJECT FINAL REPORTS**

1. **Background**

Currently APEC does not have any guidelines on how final project outputs such as Final Project Reports should be prepared and what these documents should contain. This note provides some basic guidance on the content and the structure of the documents to ensure that basic quality requirements are met and a standard approach established across the board for key project deliverables.

The Final Reports are not to be confused with the **Project Completion Report** – the latter is a BMC requirement. The Completion Reports aim to seek specific information on a range of issues to satisfy the requirements of APEC’s monitoring and evaluation framework approved by BMC in 2010. Information on Project Completion Reports (CR) is contained in the Project Guidebook under **Chapter 7** of the Project Guidebook and CR templates are at Appendix H of the 8th Edition of the Guidebook on APEC projects.

1. **The Purpose**

The Final Report is a final output or a deliverable submitted upon the completion of an APEC activity. This is in some cases prepared in addition to any technical reports, research/field study reports, special study reports, survey reports, guidebooks, or compilations of workshop/seminar proceedings as agreed and specified under a project-specific contractual agreement.

It serves the needs of Project Overseers, Fora members, the APEC Secretariat and participants by documenting the outcomes of the activity, project achievements and any lessons learned. This should complement the information contained in the CR. Where relevant POs should be encouraged to append the Final Report to the CR.

The document should contain a basic level of detail about the project scope, objectives and achievements (outputs and outcomes). Some reports can be technical in nature and in these cases, the scope and length of the document will vary. The actual content will be determined by the relevant Project Director or working groups/sub-fora based on the specific requirements of the group and the particular topic.

It is expected that a standard format will be followed to ensure that **consistency** is maintained between all Final Reports relating to APEC activities and that value for money is achieved.

The following provides a **basic guide** on the format and content required.

1. **Format and Contents**
2. A Title Page containing the activity name and fora details *(Please refer to Annex 1, Publications guidelines)*
3. Table of Contents, Glossary, List of Acronyms **if relevant**
4. Basic data[[1]](#footnote-1) – information on activity location, key dates of implementation, fora details, participant details, information on experts, summary of management arrangements, information on contracting arrangements if relevant. This section should also contain the basic information from the original project proposal on relevance, objectives and the scope of the project.
5. Key outputs – research reports, surveys etc
6. Key outcomes compared with activity objectives as well as achievements against strategic priorities. This include information on the likelihood, the magnitude and the nature of the anticipated benefits for key stakeholders outlined in the original proposal.
7. Overall Impact and lessons learned; and
8. Conclusions and information on next steps.

1. note that the agenda, participant list, and any presentations should be appended to the main document [↑](#footnote-ref-1)