#### Vorgaben für die Berichterstattung

**1. Berichtspflicht**

Der ZE ist verpflichtet, der ZG die im Vertrag nach Art und Häufigkeit genannten Berichte in der jeweils geforderten Sprache und Anzahl termingerecht vorzulegen. Sofern im Vertrag nichts anderes vereinbart ist, sind die Berichte in deutscher Sprache zu erstellen.

Die Berichte sollen kurz gefasst werden und sich auf Informationen beschränken, die in unmittelbarem Zusammenhang zu dem vom ZE durchgeführten Projekt stehen. Sie sollen für das vom ZE durchgeführte Projekt wesentliche Punkte herausstellen und ggf. Problemlösungen aufzeigen. Aussagen zu politischen und wirtschaftlichen Rahmenbedingungen sollten nur dann gemacht werden, wenn sie für das vom ZE durchgeführte Projekt von Bedeutung sind. Ergänzende Unterlagen (Vermerke, Ausarbeitungen, Veröffentlichungen, Gesetze u. ä.) sind nur dann beizufügen, wenn sie zum besseren Verständnis erforderlich sind.

**2. Schlussbericht**

Sofern nicht anders vereinbart, legt der ZE zusammen mit dem abschließenden Verwendungsnachweis der ZG einen Schlussbericht in elektronischer Fassung vor.

Bitte laden Sie die Berichte im Antragsportal Klinikpartnerschaften (als PDF oder Word) hoch. Eine Aufforderung und einen entsprechenden Link zum Portal erhalten Sie zum jeweiligen Berichtszeitraum per E-Mail.

Der Schlussbericht soll über die Erreichung des angestrebten Projektziels aufgrund der Ergebnisse Auskunft geben. Darüber hinaus sollte dargelegt werden, ob aus den gewonnenen Erfahrungen allgemeine Schlussfolgerungen für andere Partnerschaften gezogen werden können. Der Schlussbericht sollte max. 12 Seiten lang sein.

In Bezug auf Inhalt und Gliederung sind die Vorgaben gemäß Anlage zu beachten. Bitte gehen Sie auf alle für Ihr Projekt relevanten Punkte ein. Bitte erweitern Sie die Tabellen nach Bedarf um weitere Zeilen.

**Anlagen:** Gliederung Schlussbericht des Zuschussempfängers

|  |  |  |
| --- | --- | --- |
| **Hospital Partnerships – Partners Strengthen Health** | | |
| **Application number:** | | |
| **Contract number:** | | |
| **Project title:** | | |
| **Country:** | | |
| **Duration of the project:** | | |
| **Reporting period:** | |  |
| **Grant recipient (applicant Germany)** | | |
|  | **Institution:** | |
|  | **Address:** | |
|  | **Authorised representative:** | |
|  | **Project manager:** | |
| **Project partner on the ground** | | |
|  | **Institution:** | |
|  | **Address:** | |
|  | **Project manager:** | |
| **Date:** | | |
| **Signature of grant recipient:** | | |

1. Objective of the project according to project proposal
2. Implementation status of main activities

Please name your main activities according to the project proposal and add complementary information in the table below. Could they be carried out as planned or were there any deviations?

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| --- | --- | --- |
| **Main activity** | **Brief description of the implementation to date** (What has been done so far? Any adjustments or challenges? etc.) | **Implementation status**  0 = at risk  1 = delayed  2 = as planned |
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1. Status of goal achievement according to project proposal
   1. Indicators for achievements of goals   
      Please name the indicators individually.

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| --- | --- | --- | --- | --- |
| **Indicator** | **Inital value** (Baseline) | **Actual value** (time of reporting) | **Target value** (project end) | **Measurement tool** |
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* 1. How would you rate the achievements of your goals?
  2. Status of goal achievement in percentage (estimated):
  3. What are the most essential changes that have occurred during the project period as a result of your project work?

1. Target groups
   1. Direct target group  
      Direct target group describes who is primarily addressed by the project activities (training courses, workshops, e-learning), e.g. physicians, psychologists, nursing staff, midwives, laboratory specialists, hygiene specialists.

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| --- | --- | --- | --- | --- | --- |
| **Target group** | Topic and scope | Number of persons (total) | Female | Male | No indication |
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* 1. Indirect target group   
     Indirect target group describes who benefited from the project activities during the reporting period, e.g. treated patients, advised mothers, addressed population groups, etc. (Please do not enter the catchment area of the facility here.)

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| --- | --- | --- | --- | --- |
| **Target group** | Number of persons (total) | Female | Male | No indication |
|  |  |  |  |  |
|  |  |  |  |  |
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1. Support of structures and processes
   1. Professional consulting/ peer exchange   
      How regularly and on which channel (telephone/ Skype/ Mail/ Whatsapp) have you exchanged professional information or consulted with your hospital partner?
   2. Cooperations  
      To which extent do you cooperate in your partnership project with other institutions (e.g. in networks, expert groups, etc.) in the partner country? What are the aims of these cooperations?

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| --- | --- | --- | --- | --- |
| **Types of cooperations** | **Established/initiated** | **Terminated** | **Organisations involved** | **Objective** |
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* 1. **Materials developed**Has the project so far produced materials (e.g. recommendations for action, guidelines, curricula, standards, publications, etc.) that have been introduced into the partner organisation's operations or daily work routine?

|  |  |
| --- | --- |
| **Type** | **Field of application / addressee** |
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|  |  |
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1. **Establishment/stabilisation of implemented measures**

Which measures for sustainability or stabilisation have you taken in the reporting period? To which extent is it guaranteed that the knowledge acquired is anchored and applied in the everyday life of the partner institution?

1. **Gender equality**

To which extent can your project contribute to achieving equity between men and women or to gender equality?

1. **Embedding in the country context**  
   To which extent can your project contribute to the implementation of one or several goals of the national/regional health strategy?
2. **Unintended effects**

Have you observed any positive or negative unintended effects related to your project activities during the reporting period?

1. **Special developments**

Have there been any particular changes at the partner institutions involved or in the partner country that had an influence on the implementation of the project?

1. **Development of the partnership**How has the partnership developed during the project period? Are there plans for the future?

**Your feedback is important to us!**(Please indicate the extent to which you agree with the following statements on a scale from 1 = „very dissatisfied“ to 6 = „very satisfied”).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| How satisfied are you with the project´s advisory services in terms of |  | **very**  **dissatisfied** | | | | **very satisfied** | | **don´t know** |
|  | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| * the application process? | |  |  |  |  |  |  |  |
| * the project support? | |  |  |  |  |  |  |  |  |  |  |  |  |
| * the networking opportunities (workshops, network meetings, etc.)? | |  |  |  |  |  |  |  |

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| --- |
| Comments**:** |

THANK YOU!

**List of annexes**

Annex 1: Other *(e.g. project publications, photo documentations with © citation (photographer, place, objects / persons, date).*