

## **Guidelines for the preparation of**

### **FAO Representative Reports**

#### **1 Introduction**

This document provides general guidance on the preparation of the Inception, Annual and Terminal Reports by FAO Representatives (FAOREps).

Specific instructions regarding the report formats, which are updated on a regular basis, can be found in the [Country Office Management Manual](#).

#### **2 Types of FAO Representative Reports**

**Inception Report.** Prior to taking up his/her assignment in a country, the new FAOREp will receive a welcome package from OSD that includes FAO information, a 100-day checklist to guide the new FAOREp during the transition period and the Terminal Report prepared by his/her predecessor, in addition to other information. Using the Terminal Report as a baseline, the new incumbent produces an Inception Report within three months of arrival providing a snapshot of the situation that he/she found on arrival. This ensures an effective transfer of institutional memory from the previous to the new FAOREp, while providing the latter with appropriate leeway to make adjustments based on his/her own findings.

**Annual Report.** The Annual Report represents the main reporting tool at country level on the overall FAO performance in achieving country-level results (CPF outputs) during the reporting period. It is composed of two parts covering: (i) programmatic matters, and (ii) managerial and representational matters. The reporting period of the Annual Report is January through December and the report is submitted no later than 31 January of the following year.

**Terminal Report.** Prepared one month in advance of the FAOREp's departure from the country, the Terminal Report focuses on transferring insights and recommendations to the successor. In addition to updates on any changes that occurred since the previous Annual Report, it also contains mandatory certifications of the budgetary, imprest account (if applicable) and inventory situation of the office.

All reports are addressed to the Regional Representative, who will ensure their distribution to other units as appropriate, are copied to the Director, OSD, and are uploaded into COIN by the FAOREp.

#### **3 Preparation of Reports**

##### **3.1 Responsibilities**

FAOREps are responsible for the content of the reports following the appropriate consultative process (i.e. timely commencement of drafting, appropriate consultations with the FAO Country Team and other FAO units, etc.). In the absence of a FAOREp, the responsibility for the

preparation of the Annual Reports rests with the FAOREp *a.i.*, with the full support of the Officer-in-Charge of the office (normally the Assistant FAOR Programme).

In Country Offices under multiple accreditation with a non-resident FAOREp, the Assistant FAOR (Programme) plays a central role in the report preparation under the guidance of the FAOREp. Technical Officers, Programme Officers and National Correspondents are responsible for the preparation of Annual Reports in Country Offices where there is no resident or accredited FAOREp.

### 3.2 Contents

The content of the reports should follow the structure and headings of the relevant annotated outlines.

FAOREp Reports should not duplicate information available from the full Country Briefs, FPMIS, COIN, PIREs or any other information already available on the Internet/FAO Web site/FAO Intranet such as, for example, the country profiles. Where possible, appropriate links (URLs) should be provided in the text.

As FAOREp Reports have a fairly wide distribution within FAO, they should **not** contain confidential matters, which should be sent to the concerned unit separately. Furthermore, the report is not to be the tool to present urgent problems to Management. Urgent issues should be immediately communicated to the relevant office, as appropriate.

### 3.3 Frequency

<i>Frequency of FAO Representative Reports</i>			
<i>Type of Country Office</i>	<i>Inception Report</i>	<i>Annual Report</i>	<i>Terminal Report</i>
<i>Countries with an accredited FAO Representative</i>			
Partnership and Liaison Office	Within three months of the arrival of the FAOREp	Compulsory	One month before the departure of the FAOREp
Fully fledged FAO Representation	Within three months of the arrival of the FAOREp	Compulsory	One month before the departure of the FAOREp
Representation co-located with SRO/RO	Within three months of the arrival of the FAOREp	Compulsory	One month before the departure of the FAOREp
Multiple Accreditation with Deputy FAOREp or Assistant FAOREp or National Correspondent	Within three months of the presentation of credentials by the FAOREp	Compulsory	One month before the departure of the FAOREp
Technical Officer/FAOR	Within three months of arrival of the Technical Officer/FAOR	Compulsory	One month before the departure of the FAOREp
<i>Countries without an accredited FAO Representative</i>			
Other representation arrangements (e.g. Office with a Programme Officer)	Within three months of arrival of the Programme Officer	Compulsory for countries with a CPF in place. Optional for other countries, to be discussed between Regional Office and OSD.	One month before the departure of the Programme Officer
National Correspondent without FAOREp	<i>n/a</i>		<i>n/a</i>
Countries without any type of FAO Representation	<i>n/a</i>		<i>n/a</i>

### **3.4 Quality standards**

Reports should conform to the highest editorial and linguistic standards and should be carefully proofread. They will be prepared in the working language applicable in the country, i.e. English, French or Spanish.