**Regional Synthesis Report**

**Summary of**

**key findings and recommendations**

[***note*:** *THE text in italics IS used for guidance purposes only AND should be deleted from the template before the report IS submiTTED*]

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# I. An overview of the country annual report submissions – status and quality

## The status of the reports submissions: findings and recommendations *[max 1/2 page]*

## Quality of the annual reports: findings and recommendations *[max 1 page]*

#### Overall observations

*<Please describe any overall observation with respect to the quality of ARs in terms of the prescribed format and quality of information presented, i.e. do the reports provide a clear and persuasive view of the key achievements, challenges and support needs, what are the key areas of improvement in comparison to last year’s reporting (if any)[[1]](#footnote-1).>*

#### Specific observations, findings and recommendations

*[Using the format below, please list/indicate: (i) any specific information gaps/ weaknesses observed to be common across the region or subregion (making a distinction between those issues that have not been resolved and any new weaknesses); and (ii) recommendations to be implemented by the Regional Offices either to improve the quality and usefulness of the reports (as applicable) and recommendations to OSD to improve the quality and usefulness of the guidance to prepare the reports (as applicable).]*

| **Specific Observations and Findings by Regional Offices** | **Recommendations** |
| --- | --- |
| **Part I: Progress in CPF implementation** |  |
| *<insert any specific observations or findings related to a specific section of AR>* | *<insert recommendations>* |
| *<insert any specific observations or findings related to a specific section of AR>* | *<insert recommendations>* |
| **Part II: Country office management and relations** |  |
| *<insert any specific observations or findings related to a specific section of AR>* | *<insert recommendations>* |
| *<insert any specific observations or findings related to a specific section of AR>* | *<insert recommendations>* |

# Programme implementation: Status, challenges and support needs

## Current status of CPF implementation *[max 1/2 page]*

*<In this section, please indicate (i) overall findings with respect to progress in achieving the CPF outputs for the Region, i.e. the number of countries perceived to be on track, moderately off-track or significantly off-track in achieving the results, using the information available in Annex 3* [[2]](#footnote-2)*; and (ii) any specific observations as to the progress in achieving the CPF resource mobilization targets[[3]](#footnote-3).>*

## Issues, challenges and areas for improvement: Findings, recommendations and support needs *[max 1- 2 pages]*

*<In this section, list the common issues and challenges (i) faced by FAO in the countries in achieving the results (e.g. country context; resource mobilization; office management; relations with the key stakeholders and/or interactions with/ support requested from SRO/RO/headquarters), as well as (ii) those faced by the Regional and Subregional Offices requiring immediate attention (e.g. any issues in relation to their support function to countries, programme implementation under their direct responsibility, and/or issues related to office management and relations with key stakeholders and/or interactions with/ needed support from headquarters).*

*Details with respect to each of the issues and challenges listed above should be presented in the table below (column i), including also information on the Actions already undertaken by the RO or other units to address them (column ii); recommendations for further follow-up by FAORs, SROs, RO and/or headquarters (column iii); and a priority ranking in terms of support needs (column iv).*

|  |  |  |  |
| --- | --- | --- | --- |
| Common issues/ challenges or areas for improvement | **Actions undertaken** during the year to address it/them (if applicable) | **Recommendations** for follow-up by ROs and HQ  (as relevant) | **Priority ranking**  (H – high/urgent, M -medium, L- longer-term) |
| (i) | (ii) | (iii) | (iv) |
| Programme implementation[[4]](#footnote-4) | | | |
| *[E.g. insert any specific issue related to country context])* |  |  |  |
| *[e.g. insert any specific issue related to RM]* |  |  |  |
| Office Management and Relations[[5]](#footnote-5) | | | |
| *[e.g. insert any specific issue related to budget management, HR, …]* |  |  |  |
| […] |  |  |  |
| Other comments | *[please insert any other comment as considered relevant]* | | |

# Lessons learned and best practices *[max 1 page]*

*<In this section please indicate the key lessons learned and the best practices in delivery of the CPF results, management of the country, Subregional and Regional Offices, interactions with the key in-country stakeholders, and/or interactions with other FAORs, SRO/RO and HQ staff , if any, to be shared with other offices. A reference to the countries concerned should be noted>.*

## Annex 1: 2015 Status of Country Annual Report submissions

*[Note: OSD is compiling the information on the status of submissions for all regions. The information is available on the workspace at this* [*link*](https://workspace.fao.org/osd/Reporting/Monitoring%20of%20submissions/Annual%20Report_Monitoring%20Table.xls) *for use by Regional Offices]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **No. of countries for which the 2015 Annual Report is:** | | | **List of countries** | |
| **Expected** | **Actually submitted** | **Submitted on time \*** | **The AR submitted** | **The AR submission pending** |
| TOTAL number |  |  |  |  |  |
| <Subregion> |  |  |  |  |  |
| <Subregion> |  |  |  |  |  |
| <Subregion> |  |  |  |  |  |
| \*Includes the list of countries that have submitted the report by the established deadline (31 January), including also those countries that submitted a report with a 5 working days’ delay. In the case of countries where the extension of the deadline has been formally granted, a specific reference should be made. | | | | | |

## Annex 2: 2015 Annual Report outline – Country follow-up sheet (optional)\*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sections of the Annual Report | Subregion/ Country | | | | | | | | | | | | | | | | | | | | | | | | |
| Subregion X (as applicable) | | | | | | | | Subregion X (as applicable) | | | | | | | | | Subregion X (as applicable) | | | | | | | |
| *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | ***[…]*** | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | ***[…]*** | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | *[country name]* | ***[…]*** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Country overview |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Part I – Progress in CPF implementation** | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| Summary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.Country results |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2. Challenges, emerging opportunities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Part II – Office management and relations** | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| 2.2. Office management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2. Relations with key stakeholders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3. Lessons learned and best practices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4. Other matters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Annexes** | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| Annex 1: CPF results and monitoring framework |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Annex 2: CPF resource requirements |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other (if any) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*\*RO may wish to use colour coding for noting if the report addresses fully the requirements of each of the sections (green), to some extent (amber) and if the section is missing, or significantly not addressing the requirements (red). Otherwise, just a sign “X” would suffice (see* [*example*](https://workspace.fao.org/osd/Reporting/Regional%20and%20Global%20Synthesis%20Reports/Reporting%20on%202014/Regional%20synthesis%20reports%20for%202014/RLC_RegionalSynthesisReport2014.docx) *of RLC regional synthesis report).*

## Annex 3: 2015 Status of CPF formulation across region

*[Note: OSD will compile the information on the status of CPF formulation for all countries using information from the Country Annual Reports and make it available on the workspace at this* [*link*](https://workspace.fao.org/osd/Reporting/Regional%20and%20Global%20Synthesis%20Reports/CPF%20progress_matrix2015.xlsx)*. For the preparation of the table below, therefore, the Regional Office can extract the information directly from the workspace.*

**Table 3.1: A summary overview of the CPF status of implementation across the Region**

|  |  |  |  |
| --- | --- | --- | --- |
| Status of the CPF implementation | Number and list of countries of countries with reports submissions | | |
| *[insert name of Subregion as applicable]* | *[insert name of Subregion as applicable]* | *[insert name of Subregion as applicable]* |
| **On track**  (Number and list of countries on track, as perceived by COs; no specific action/support required) | *<insert # of countries>* | *<insert # of countries>* | *<insert # countries>* |
| *<insert list of countries>* | *<insert list of countries>* | *<insert list of countries>* |
| **Moderately off-track – Attention**  (Number and list of countries moderately off-track as perceived by COs; no specific action/ support required) | *<insert # of countries>* | *<insert #>* | *<insert #>* |
| *<insert list of countries>* | *<insert list of countries>* | *<insert list of countries>* |
| **Significantly off-track - Support required**  (Number and list of countries, considered by COs to be significantly off track and requiring assistance from RO/SRO or headquarters) | *<insert # of countries>* | *<insert #>* | *<insert #>* |
| *<insert list of countries>* | *<insert list of countries>* | *<insert list of countries>* |

**Table 3.2: Progress in achieving the CPF results – Country overview**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subregion/countries | CPF timeframe | Number of outputs reported (in Annex 1 of the AR) to be: | | | | | % of outputs achieved, on track or still planned | Average country status\* |
| Achieved | On track | Moderately off track | Significantly off-track | Planned as per schedule |
| *[insert name of the Subregion, as applicable]* | | | | | | | | |
| *[country name]* |  | *<insert number of outputs>* | *<insert number of outputs>* | *<insert number of outputs>* | *<insert number of outputs>* | *<insert number of outputs>* | *<insert %>* | *<insert score>* |
| *[country name]* |  |  |  |  |  |  |  |  |
| *[country name]* |  |  |  |  |  |  |  |  |
| *[country name]* |  |  |  |  |  |  |  |  |
| *[country name]* |  |  |  |  |  |  |  |  |
| *[country name]* |  |  |  |  |  |  |  |  |
| *[country name]* |  |  |  |  |  |  |  |  |
| *[country name]* |  |  |  |  |  |  |  |  |
| *[…]* |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| *% of outputs achieved/ on track/planned (as a sum)* | *\*Score* | *Meaning* |
| *Equal or > 60%* |  | *On track* |
| *Between 40 and less than 60%* |  | *Moderately off track* |
| *Less than 40%* |  | *Significantly off track* |

1. *Regional Offices may wish to consult the respective 2014 Regional Synthesis report and/ or the Global Synthesis report, as key reference for comparison, including also the status of the Follow-up actions. See* [*here*](https://workspace.fao.org/osd/Reporting/Regional%20and%20Global%20Synthesis%20Reports/Forms/AllItems.aspx?RootFolder=%2Fosd%2FReporting%2FRegional%20and%20Global%20Synthesis%20Reports%2FReporting%20on%202014&FolderCTID=0x0120009C0695E567C11044A77DC79E417C0843&View=%7B29575F09%2DC9F8%2D4340%2D9792%2D4C8CA0DBEE0A%7D)*.* [↑](#footnote-ref-1)
2. *Annex 3 is prepared using the information available on OSD – Reporting workspace, at this link.*  [↑](#footnote-ref-2)
3. *Starting with the 2016 Country Annual reporting, The Regional Offices will also be able to aggregate country annual resource mobilization targets, and report on their status at the Regional level.* [↑](#footnote-ref-3)
4. *Section 1.2 of the Country Annual Reports should provide an indication on the key issues observed.* [↑](#footnote-ref-4)
5. *Sections 2.1 and 2.2 of the Country Annual Reports should provide an indication as to the areas that might need to be addressed.* [↑](#footnote-ref-5)