



UNISDR

The United Nations Office for Disaster Risk Reduction

Progress Reporting Process

Report	Frequency	Type	Deadline	Responsibility / Process	Format/Features	Utilization / Purpose
Monthly Executive Report	Monthly	Incremental	Last Friday of each month	RBMS Focal Points in regional and section offices collect information from their colleagues in their relevant offices/sections and submit compiled version to Executive Office (EO) in HQ	<ul style="list-style-type: none"> • Update on human resources • Update on financial status • Bulleted progress on activities carried out during the month • Upcoming activities for next month • Challenges / opportunities • Critical issues share with Senior Management 	EO coordinates and follow-up with the RBMS Focal Points in the regional and HQ section offices for the timely submission of the reports. Once submitted, EO further submits the individual reports from each office, to SRSG office. The reports are then utilized to update SRSG on the progress, before her monthly meeting with all the regional and HQ section offices.
Mid-Year Review	Annual	Incremental in first year of the biennium and cumulative in the second year	End of July		<ul style="list-style-type: none"> • Summary of achievements against the Strategic Objectives (One chateaux against each SO) • Progress update against the Results Indicators, at global and regional levels. • Challenges / opportunities • Analysis on the progress • Corrective measures / adjustments required. 	EO coordinates and follow-up with the RBMS Focal Points in the regional and HQ section offices for the timely submission of the reports. Once the report from all the regional and HQ section are received, EO then further reviews the reports and compiles one report at the HQ level. The final product is presented to the SLG for progress updated and further actions.
Annual Report	Annual	Incremental in first year of the biennium and cumulative in the second year	End of Decemb_er		<ul style="list-style-type: none"> • Summary of achievements against the Strategic Objectives • Progress update against the Results Indicators, at global and regional levels. • Means of verification for the reported progress against the Results Indicators • Outcome/impact level progress updated against the 5 Programmes • Challenges / opportunities • Good Practices • Feedback from partners. • Financial Updated 	EO coordinates and follow-up with the RBMS Focal Points in the regional and HQ section offices for the timely submission of the reports. Once the report from all the regional and HQ section are received, EO then compiles one report against the Results Indicators. The Results Indicator progress Report is then further shared with Resource Mobilization Unit (RMU), along with rest of the information from offices. The RMU then develops finished product (UNISDR Annual Report), based on it. Once published, the report is shared with the partners and donors. This report is also important in terms of financial management, since the contribution from many donors is subject to completion and submission of this report.