**Time line for the preparations of the SC meeting 2021**

* **Annual Report 2020 - ready Friday 5 February**
* **Summary Report 2020 – ready Monday 15 February**
* **Work Plan 2021 - ready Monday 15 February**
* **Annual Report 2020**

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| **DETAILED annual report process** | **Date** | Responsible |
| **Country reports received**  Input from facilitators | 31 December | Sophie and Jhony |
| **Country reports reviewed and cleared Report sent to IIED** | Monday 11 January | Sophie and Jhony |
| **Contents ready**  Contributions from FFF team, IIED, IUCN, AgriCord in google drive | **Wednesday 20 January** | All team members |
| **Putting together the report**  for proofreading (all parts together, headings priority, table titles, acronyms, homogenization, and check what is missing) | Thursday 21, Friday 22 January | Marguerite |
| **Summary from Manager** | Monday 25 January | David |
| **Proofreading** the report | Tuesday 26 - Wednesday 27 January | Marguerite, David |
| **Last revision** of the report | Thursday 28 January | Marguerite, David |
| **Layout** the report | Friday 29 January – Monday 1 February | Marco |
| **Proofreading** the report laid out | Tuesday 2 February | Editor, Svea, Marguerite ? |
| **Doing the changes** in the laid out version | Wednesday 3 – Thursday 4 February | Marco & Marguerite |
| **Final version Annual Report ready to be sent** | **Friday 5 February** | David |

**Table of contents of the detailed annual report – Due by Wednesday 20 January**

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| **DETAILED annual report content** | **Responsible** | Note |
| Introduction, Overview | David |  |
| Summary | David |  |
| Acronyms | Svea |  |
| Country reports | IIED |  |
| Global and Regional | IUCN- Pauline |  |
| Trainings | Sophie & Jhony |  |
| Webinars | Sophie & Jhony |  |
| Exchanges and Learning | Sophie & Jhony |  |
| Communications & outreach | Marguerite |  |
| Communication ComDev | Mario |  |
| Knowledge IIED | Duncan and Anna |  |
| Partnerships | Francesca |  |
| Gender | Svea |  |
| Indigenous peoples | Jhony, David, Marta |  |
| Resource mobilization | Giulia, David |  |
| Financial statement | Zoraya |  |
| Budget tables | Zoraya & David |  |
| FFF team | Svea |  |
| Annexes: List of LoAs, budget | team |  |

* **Summary Report 2020**

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| **SUMMARY Report process** | **Date** | Responsible |
| **Analysis of the results** | **By Wednesday 20 January** | **David, IIED, Marguerite** |
| **Decision on the presentation of the results** | **By Friday 29 January** | **David, Marguerite, Marco** |
| **Contents ready**  Input from IIED, and IUCN, team members | **Friday 29 January** | IIED, Marguerite, David |
| **Summary from Manager** | Monday 1 February | David |
| **Putting together the report** (charts, analysis, summary information, visual elements) | By Friday 5 February | Marguerite, Marco |
| **Editing** the report | Monday 8 February | Mutya/Jen |
| **Layout the summary report** | Tuesday 9 – Thursday 11 February | Marco & Marguerite |
| **Last revision** of the report | Friday 12 February | Marguerite & David |
| **Doing the changes in the laid out version** | Friday12 February | Marco & Marguerite |
| **Final version Annual Report ready to be sent** | **Monday 15 February** | David |

**Table of contents of the summary report – Due by Friday 29 January**

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| **SUMMARY Report process** | **Responsible** | **Note** |
| **FFF vision** with key messages | Jeff |  |
| **Numbers** | Duncan, Svea |  |
| **Summary of the year with highlights from the Manager** (including major event, outreach efforts, knowledge work, gender dimension, IPS focus, resource mobilization progresses, etc) | David, Svea & Marguerite |  |
| **Country factsheets**  Background material:   * Country PPT for the Retreat * Country report * Multi year programme of work | IIED, Svea & Marguerite |  |
| * **Subtitle** with key message | IIED & Facilitators |  |
| * **Map with regions involved** | Svea & Facilitators |  |
| * **Numbers (from FFPOs list, achievements, reports,…)** | IIED |  |
| * **Potential value chains** | IIED |  |
| * **List of partners involved** | IIED, Svea |  |
| * **Achievements by outcome** | IIED |  |
| * **Vision** | IIED |  |
| * **Human story** | Svea & Facilitators |  |
| * **List of LoAs** |  |  |
| **Global and Regional** | IUCN- Pauline |  |
| **Trainings** | Sophie and Jhony |  |
| **Budget tables** | Zoraya & David |  |
| **FFF team picture** | Svea |  |

* **Work Plan 2021**

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| **Work plan 2021 - CONTENTS** | **Friday 5 February COB** | Team |
| **work plan 2021 - LAYOUT** | **Monday 15 February** | Marco & Marguerite |

* **Preparation of the SC meeting**

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| --- | --- | --- |
| **Annual report 2020** | **Sent to SC members on Monday 15 February** |  |
| **Working plan 2021** | **Sent to SC members on Monday 15 February** |  |
| **Power point presentations**   * SC meeting * Donor meeting | Contents ready by 15 February  Laid out by Marco by 19 February |  |
| **Agenda of the SC meeting** | Sent to SC on Monday 15 February |  |
| **Agenda of the Donor meeting** | Sent to donors on Monday 15 February |  |