## Pilot report template

This is a final report of the pilot testing in [Country Name] and includes the deliverables planned for the pilot. It can make use of template tools made available for national consultants and focal points. This template also provides a progress report table for the main tasks.

### **a) IFF risk assessment**

Provide here the report on IFF risks (max 10 pages) following the IFF risk assessment template. Please annex the filled self-assessment questionnaire as an Annex I.

### **b) Mapping of national institutions and stakeholders**

Provide here the overview table of agencies (see template) in the country that have data or expertise on IFFs. Describe the set-up of the Technical Working Group. Please annex Terms of Reference for the Technical Working Group adjusted to the national conditions including a timeline for main tasks as Annex II. List the dates of meetings held and provide brief minutes of meetings in Annex II.

### **c) Training**

Provide the agenda for national training, mention key materials used, dates and place, and list of agencies and participants (male/female) trained.

### **d) A review of data availability**

Provide the data review table (see template), and text considering the legal framework, e.g., influence on access to data or division of work due to mandates of agencies and discuss the statistical capacity of involved agencies that may influence estimation of IFFs. Underline which data and statistical capacity are available, and what are the most pressing data and capacity gaps.

### **e) Pilot testing plan**

Provide a plan for pilot testing of the statistical measurement of IFFs, what data are used and who will carry out the calculations. Explain briefly how the plan was informed by previous steps, e.g., types of IFF risks, available data, gaps, and division of work between agencies. Explain how the methods for testing were selected.

### **f) Report on the results of pilot testing**

Describe the findings, challenges with the data and methods and lessons learned (max 10 pages).

### **g) Action plan**

Provide the action plan (see template) for the future measurement of IFFs. The action plan should include a table with short and long-term measures assigned to agencies/experts with a rough timeline and agreed within the Technical Working Group for future improvement of data and measurement of IFFs in the country. Consider development of national data infrastructure, statistical capacity and partnerships necessary for further work.

### **h) Assessment**

### **Challenges**

Did you face any challenges carrying out these activities? Did any challenges significantly impact the work or schedule, and how? How have the challenges been addressed and resolved?

### **Lessons learned**

What are the key take away messages and lessons learned from all pilot activities?

### **Recommendations going forward**

Based on the above, what are your recommendations for developing comprehensive measurement of IFFs in the country?

### **Progress report table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Planned start date** | **Planned finish date** | **Actual start****date** | **Actual finish****date** | **Parties involved** | **Status\*** |
| IFF risk assessment |  |  |  |  |  |  |
| Mapping |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |
| Review of data availability |  |  |  |  |  |  |
| Pilot testing plan |  |  |  |  |  |  |
| Report on pilot testing results |  |  |  |  |  |  |
| Action plan |  |  |  |  |  |  |
| Final report |  |  |  |  |  |  |

\* not started / started / in progress / first results / final or agreed