# Instructions and annual report template for activities funded by the Nordic Council of Ministers by way of framework contracts

## The purpose and structure of annual reports

All administrative bodies whose activities are funded by the Nordic Council of Ministers by way of a framework contract must submit an annual report to the Nordic Council of Ministers by 15 February. The annual report must contain an income statement for the previous year’s activities, and a statement on the utilisation of the funds provided by the Nordic Council of Ministers.

The purpose of the annual report is to demonstrate what activities have been carried out as described in and funded in accordance with the framework contract. This is an important tool for the Secretariat to the Nordic Council of Ministers in the performance of its duties in respect of the committees of senior officials and the councils of ministers. However, the annual report is also a central element for the work of the Nordic Committee for Co-operation, the Nordic Council of Ministers for Nordic Co-operation, and the Danish National Audit Office in reviewing, following up on, and controlling the component of the Nordic budget for the funding of activities with framework contracts.

This annual report template has been drafted to make the annual report as clear and uniform as possible for all the users mentioned above. For this purpose, the income statement of the annual report is separated into an activity section and a financial section.

### The activity section of the annual report

The activity section serves as a comparison with the contract documents (budget and description of activities) submitted as an appendix to the framework contract for the current financial year. This means that the description in the table may vary between different activities depending on the individual project description. The crucial thing is that the annual report reflects what is described in the contract and contract documents in terms of both content and level of detail, and that all sections (objectives, results, budget, utilisation, and comments on any deviations in relation to the budget) are included. In addition, a brief report must be included on how the activities have contributed to *Our Vision 2030* and to cross-sectoral Nordic strategies, as well as a report on Nordic participation.

### The financial section of the annual report

Administrative expenses must be reported separately in the first table of the financial statement. “Administrative expenses” refers to all expenses for the operation and administrative functions of the activities, i.e. all expenses not directly linked to a specific initiative or project.

The financial statement’s second table for unspent funds provides a summary of how much of the funds granted by the Nordic Council of Ministers has not been spent in relation to the budget. The table covers three years as funds from the Nordic Council of Ministers may be used over a maximum of three years under the financial regulations.

The administrative body may, if so stated in the contract, carry unspent funds forwards for use during the next contract year. The administrative body has an obligation to ensure that the obsolescence rule is taken into account. This applies also to underlying allocations where a project or initiative is managed by an external party. However, the guideline is to set as precise a budget as possible and to plan activities so that the budget is used during the contract year. The purpose of the table is, therefore, to show how much of the funds allocated for the year were not spent in accordance with the budget.

### Other

If the contribution from the Nordic Council of Ministers exceeds DKK 200,000 and the administrative body is not subject to an audit by a national audit office in any of the Nordic countries, a state authorised or certified (registered) auditor must audit the annual report’s financial statement. Audit instructions and the template for the audit declaration can be found at [www.norden.org/en/information/about-funding-nordic-council-ministers](http://www.norden.org/en/information/about-funding-nordic-council-ministers)

## Annual report template

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| --- | --- |
|  **(TO BE COMPLETED BY THE ADMINISTRATIVE BODY)** |  **TO BE COMPLETED BY THE SECRETARIAT TO THE NORDIC  COUNCIL OF MINISTERS** |
|  Administrative body:  |  Project name and number in Unit4: |
|  |  DINA number: |
|  |  Budget item: |
|  Project manager: |  Advisor:  |

ACTIVITY REPORT (TO BE COMPLETED BY THE ADMINISTRATIVE BODY)

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| --- |
|  **OBJECTIVES FOR THE YEAR’S ACTIVITIES** |
|  |
| **RESULTS FOR THE YEAR’S ACTIVITIES** |
|  |
| **BUDGET (FUNDS FROM THE NORDIC COUNCIL OF MINISTERS) FOR THE YEAR’S ACTIVITIES** | **UTILISATION IN RELATION TO BUDGET** |
|  | % |
| **COMMENTS ON ANY DEVIATIONS FROM THE BUDGET** |
|  |
| **STATE HOW THE YEAR’S ACTIVITIES HAVE CONTRIBUTED TO OUR VISION 2030** |
|  |
| **STATE HOW THE YEAR’S ACTIVITIES HAVE CONTRIBUTED TO CROSS-SECTORAL PERSPECTIVES: (GENDER EQUALITY, SUSTAINABLE DEVELOPMENT, CHILDREN AND YOUNG PEOPLE’S PERSPECTIVE)** |
|  |

Indicate Nordic participation

[ ]  Denmark [ ]  Finland [ ]  Iceland [ ]  Norway
[ ]  Sweden [ ]  Faroe Islands [ ]  Greenland [ ]  Åland
[ ]  Estonia [ ]  Latvia [ ]  Lithuania [ ]  Other country

FINANCIAL REPORT (TO BE COMPLETED BY THE ADMINISTRATIVE BODY)

|  |  |
| --- | --- |
| **OPERATING INCOME FROM FUNDS FROM THE NORDIC COUNCIL OF MINISTERS (DKK)** | **BUDGET YEAR 202X** |
| Funds from the Nordic Council of Ministers from the budget for the financial year |  |
| Unspent funds from the Nordic Council of Ministers brought forwards from previous years |  |
| Total income from funds from the Nordic Council of Ministers in 202x |  |
| **OPERATING EXPENSES PAID FOR BY FUNDS FROM THE NORDIC COUNCIL OF MINISTERS (DKK)** |
| Of which administrative expenses |  |
| Of which other expenses |  |
| Total expenses |  |
| **Total outcome**  |  |

(TO BE COMPLETED BY THE ADMINISTRATIVE BODY)

|  |
| --- |
|  **UNSPENT FUNDS FROM THE NORDIC COUNCIL OF MINISTERS (DKK) 2020-2022** |
| Budgeted funds from the Nordic Council of Ministers in 2020 |  | Unspent funds from the Nordic Council of Ministers in 2020 |  |
| Budgeted funds from the Nordic Council of Ministers in 2021 |  | Unspent funds from the Nordic Council of Ministers in 2021 |  |
| Budgeted funds from the Nordic Council of Ministers in 2022 |  | Unspent funds from the Nordic Council of Ministers in 2022 |  |
| Total unspent funds from the Nordic Council of Ministers that the administrative body wishes to carry forwards to 2023 |  |

Signatures

Operations manager Finance manager
DD/MM/YYYY DD/MM/YYYY