Activity Reports

Version 1 October 2019

## Reminder

* Needed for every ‘significant’ activity done with CCRP components. This includes:
	+ A workshop or course
	+ Major meeting
	+ A series (not individual) webinars
	+ Support to a project or individual if it spreads over several interactions that build up into something substantial ( eg a major study designed, a set of data analysed and written up)
* Usually written using the template below – use a different format if it makes more sense to you.
* Written soon after the activity so that you remember the main points. Aim to have it done within 1 week of completing the activity
* Placed in the dropbox here and sent to Ric. Send it also to other people who need to know – such as RT members. However these reports are not public domain and will nor be shared widely, so can contain points that are best only circulated to well-defined people.
* The report is most useful if it is short, does not dwell on routine and back ground but does contain your critical thoughts and suggestions.

## Template

Informative Title Summarising Activity

**Dates of Activity**

**Author of Report**

# Background of activity aims, organisation and preparation

A paragraph summarising reasons behind why, where and when activity took place and any preparation work done prior to start of activity.

# Lessons Learned

Synthesis of problems, comments & observations highlighting key lessons that would be valuable to RMS (or other CCRP) colleagues to know. This should include:

## Potential needs for new research methods

Anything new and exciting emerging that needs more discussion within RMS / CCRP and work (e.g. development of new RM resource). Some suggestions may come as solutions to problems or weak points identified below. Include any RM resources created during this activity (see Resources section)

# People

## Resource People

Including RMS and others under CCRP umbrella (RT/LT/X-cutting etc). Including roles/responsibilities within activity

### Grantees

Summarise numbers, and which projects were involved. Gender breakdown.

## Others

If relevant

# Content and Process

*Day by day breakdown*

Or

*Theme by theme breakdown*

Or

*Task by task breakdown*

Or

*Some combination of the above (if large multi-stream workshop)*

Reasonably detailed explanation of what was covered written descriptively, without comment or discussion. Some photos would be nice here.

# Problems, Comments & Observations

All the interesting stuff about what worked, what didn’t, what challenges were faced – how and whether they were overcome, what was well understood (and what wasn’t), weak points in CCRP processes (e.g. lack of RM in market component of AEI; lack of capacity of projects in RM X etc.) etc.

**Organised into clear bullet points and probably grouped under relevant sub-headings as appropriate.**

# Participant/Grantee Feedback/Evaluation

Summary. Either formal or informal feedback – if formal include full results in appendix.

# Direct follow up / RMS action points

## Completed

Any relevant follow up from between activity and writing of this report via email/whatsapp/informal meeting

## To be completed

Concrete follow up that is planned and will definitely be done

## Proposed

Actionable suggestions for follow up communications, events, activities, resources

# Resources

## Existing Resources Used

Listing of all resources used (with direct links). For monitoring usefulness.

## New Resources Created/Used

Listed and (ideally) uploaded to resources site

If a created resource, then comments on how much work needed to get to shareable state, and who should help and/or review – include in the section on: Potential Needs for New Research Methods