

STRATEGIC PARTNERSHIPS PROGRAMME – REPORTING GUIDELINES

The Strategic Partnerships Programme reporting template is available on SESAME and is used to gather outcomes and impacts from awards made under this programme. In addition to submitting the annual/final report, award holders must submit an additional document outlining governance and management structures and details on co-funder interaction and cost share (see below). The document should be uploaded directly to SESAME at the time of annual/final report submission, using the 'Additional documentation' upload button.

ADDITIONAL DOCUMENTATION

Governance and Management (max.1 page)

- If submitting the first annual report on the award, outline the organisational/ governance structures within the partnership, including a brief outline of the governance and advisory committee structures, if relevant. Include a list of members of each committee.
- If submitting a second or subsequent annual report, highlight any updates/changes in composition of the committees that occurred during the reporting period, or any other information of note.
- For all reports, include information on the frequency of meetings during the reporting period and any significant outcomes of the meetings.

Co-funding partner interaction and cost share (max.1 page)

- Highlight any significant successes, setbacks and challenges during the reporting period in relation to interaction with the co-funding partner(s) on the project, and comment on any changes to the commercial strategy, if relevant, with reference to the information provided in the 'Industry Engagement' section of the main annual report template.
- Discuss the performance against co-funding cost share targets for the reporting period and cumulatively to date.