

## INTRODUCTION

Community-based Facilitators (CBFs) should write a monthly report for each group. Appended to the report should be meeting minutes. Reports need not follow the same format each time, but should include at least the following items, in as much detail as feasible.

**Project Name:**

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**Report Author:**

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**Reporting Period:**

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**Date of Submission:**

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## REPORT CONTENTS

- Key successes during the month
- Difficulties or challenges and any actions taken
- Issues raised by the group for discussion or support
- Issues raised by individuals for discussion or support
- Engagement with other institutions or individuals
- Any issues that should be highlighted
- Notes on the experience of facilitating the group
- Notes on process that was followed
- Notes on anything that is arising from group meeting minutes, activity reports, and/or follow-up journals
- Notes on decisions made by the primary implementing partner on various aspects of project implementation
- Specify any issues that project management should pay close attention to
- Weekly group meeting minutes