

**ANNEX E: Reporting Template**

Date: [insert date]

**UK FCO Global Future Cities Programme: Implementation Phase  
Quarterly Brief Narrative Report No [insert date] – [insert month],  
[insert year]**

**1. Reporting period**

This [insert ordinal number] narrative report on the UK FCO Global Future Cities Programme covers the period [insert period].

**2. Programme Management and Implementation**

**3. Financial Management**

**4. Implementing Partner**

**5. Activities – Outputs**

- a. Strategic Advice & Technical Recommendations
- b. Capacity Building
- c. Knowledge management

**6. Updates per Country / City**

**7. Safeguards for Programme and Interventions**

THE END

**Attachment**

- 1. Financial Statement (will be shared separately)**