Document No.:

Receiving Date:

*(For APFNet Secretariat)*

**

*Asia-Pacific Network for Sustainable Forest Management*

*and Rehabilitation*

TECHNICAL REPORT

[Project Title (ID)]

[Project Duration]

[Supervisory Agency]

[Executing Agency]

[Date of submission]

**BASIC INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project title (ID) |  | | | | |
| Supervisory Agency |  | | | | |
| Executing Agency |  | | | | |
| Implementing Agency |  | | | | |
| Project Director:  Tel: Email: | | | | | |
| Duration of implementation: [mm/yy-mm/yy], months( extended by months, if any) | | | | | |
| Total project budget (USD) | |  | APFNet total grant (USD) | |  |
| **Research team**  Describe the research and/or project team involved in this project and include their contributions to this project/research. State each person’s position, the organization they belong to expertise and contact information. | | | | | |
| **Abstract**  Present an abstract of the technical aspects of the project, including the main data acquired, methodologies and analysis procedures adopted, as well as key findings and conclusions reached. | | | | | |
| **Prepared and submitted by**  Project Director signature  Date | | | | **Reviewed and endorsed by**  Project Steering Committee Chair signature  Date | |

CONTENTS

[1. INTRODUCTION 1](#_Toc123095786)

[2. METHODOLOGY 1](#_Toc123095787)

[3. SAMPLES AND DATA 1](#_Toc123095788)

[4. ANALYSIS AND RESULTS 1](#_Toc123095789)

[5. DISCUSSION AND CONCLUSION 1](#_Toc123095790)

[6. RECOMMENDATIONS 2](#_Toc123095791)

[REFERENCES 2](#_Toc123095792)

[ANNEX 3](#_Toc123095793)

**LIST OF ABBREVIATIONS**

Please make sure to provide a list of all abbreviations and acronyms used in the report.

**Technical Report Instructions:**

1. A Technical Report (TR) includes various types of 'technical' information of a project. It presents the data acquired, methodologies and analysis procedures adopted, as well as results and conclusions on the data analysis and the project activities themselves.
2. A TR aims to provide **additional, more detailed** information than the completion report on technical aspects of the project. It should include all technical and scientific knowledge acquired through the APFNet project. Except for the introduction, it should not contain content which is identical with the completion report. If the topics covered are widely divergent, several TRs can be produced to cover each topic or incorporate all topics into one TR.
3. Based on this report, an independent person should be able to repeat the measures applied in this project.
4. The project team should provide an analysis and explanation for the results of data collection and monitoring, applying their expertise for project context and the respective scientific field.
5. The technical report is prepared by the project team led by the Project Director (and Project Coordinator, if applicable), and is submitted together with the completion report within 45 days after the project completion date to APFNet with signatures of both the Project Director and the PSC chair or TAG chair.
6. Please delete all the instructions or change the instructions into sub-titles so as to make the report more readable.

## **1. INTRODUCTION**

* Brief description of project context, objectives and intended outcomes. Refer to the Project Document.
* The main technical issue/problem or research question addressed in this project.
* Introduce the background of the demonstration model or research topic and explain the significance and necessity of this activity/research.
* Present the specific study area and necessary related information.

## **2. METHODOLOGY**

* Describe the methodology and approaches applied in this project. For technical demonstrations describe in detail what the intended technical design (e.g. planting design, species choice and reasoning, expected benefits).
* Explain why the project chose such a methodology and where else it has been used nationally or internationally.
* Present all the formulas and techniques used for data processing.

## **3. SAMPLES AND DATA**

* Clearly describe the baseline conditions prior to project intervention. For forestry demonstration plots, this includes information, such as site conditions (climate, precipitation, soil properties, vegetation prior to intervention, biodiversity assessments, ecosystem functionality, erosion rate etc.), land tenure, and socio-economic context (e.g., need to financially rely on demonstration plots, etc.
* Present how the sample plots were set up, how and what dataset was collected, and give detailed tables and figures for the key dataset collected.
* The raw data (e.g., excel files, recording sheets, GIS data, survey sheets and responses) should be attached as annexes of this document.

## **4. ANALYSIS AND RESULTS**

* Describe in detail how the plots or technical demonstrations were set up, especially if they differed from original design (and they differed).
* Explain in detail the methods for data analysis, if applicable.
* Present the results of any data analysis.
* Interpret the results of data analysis.

## **5. DISCUSSION AND CONCLUSION**

* Present key findings, and achievements of this technical demonstration/research.
* List demonstration models that proved worthy to scale up and be applied in similar regions.
* Elaborate on the technical advancement this technical demonstration/research contributes for the project economy(ies).
* Discuss the limitations of this technical demonstration/research.

## **6. RECOMMENDATIONS**

* State how you recommend using the project findings and achievements, for other researchers and practitioners intending to use the models in their own field.
* Suggest future potential follow-up research for this topic.

REFERENCES

* Provide a list of any external literature or additional sources used.

# **ANNEX**

All raw data (more detailed than in the completion report) collected during project activities should be provided here. For tables, please also provide the excel-file version.