

Quick guide - Filling the «Form for statistical classification of programmes/projects»

1. General information

When filling in the form, please make sure the form includes information for the complete agreement period with Norad. The form must also be in accordance with the agreement with Norad and approved budget. For Norad's systems to successfully import the forms, do not format/code cells or columns.

Each row represents the organisation's/network's "subunit": a breakdown and more detailed information about each programme and/or project according to sectors and sub-sectors. How each programme is coded, depends on its nature and/or arrangement. At the same time, many and small subunits will complicate the breakdown. It is for new agreements recommended to have an annual budget of minimum 1 million NOK per subunit.

A programme can be coded as a single subunit or be divided into several subunits. For instance, if a programme has several components, it could be divided into several subunits depending on the size of the budget e.g.:

- If a project consists of educating teachers (DAC code 111.30) *and* food crop production (DAC code -311.61), the programme should be divided into two separate subunits.
- If a programme has activities in several countries, then it could also be divided into several subunits. An option is to mention all countries in the agreement description.
- It is not necessary to create a separate subunit for each implementing partner. It is sufficient to list the largest implementing partner for each subunit and then give information on the other partners in the application form and the sub-agreement description.

	A	B	C	D	E	F	G	H
1	Form for statistical classification of programmes/projects							
2	Please fill in English descriptions where indicated, correct mistakes and/or fill in empty cells. Columns marked grey shall not be filled in or changed.							
3	Agreement no:	QZA-xxx/xxx	Agreement partner:	Undefined	Period:	2015	TO	2018
4	Details							
	Sub-agreement no	Agreement title in English (programme/project)	Implementing (local) institution	Agreement tag (optional)	Agreement partners own programme/project codes (optional)	Subunit amount inclusive adm. costs (decimal values will be rounded)	Subunit amount inclusive adm. costs (decimal values will be rounded)	Subunit amount inclusive adm. costs (decimal values will be rounded)
5	Do not fill in or change	max 72 characters including spaces	Click the cell and select impl. institution from the drop-down list. If the institution cannot be found, choose "Undefined" and register necessary information column AK "New implementing institution"			2015	2016	2017
6		Women empowerment through literacy education (Daikundi)	Undefined		1153	4 500 000	2 000 000	
7		Coordinating input to authorities on curriculum in secondary schools	GAL - Generation Alive		1155	1 000 000	1 200 000	1 200 000
8		Emergency Preparedness and response - Uganda	Undefined		1558		5 000 000	4 500 000
9		Safe spaces and Women empowerment in South Sudan	South Sudan Women's Association		1160	1 000 000	1 000 000	1 000 000
10								
11								
12								
13								
14								

Figure 1 – An outline of Norad's form. Each row represents one subunit. The form must include information about the agreement's programmes and budget for the complete period.

2. Filling out the form for statistical classification of programmes and projects

The information to be filled in is mainly based on definitions agreed on by the OECD/DAC (Development Assistance Committee). For information about the categories and choices available, please use Norad's Statistical Classification Manual: <https://norad.no/statisticsmanual>.

Please note

Three new focus areas have been included in the statistics, in order to provide data on six of the indicators under the Global Compact on Refugees (GCR) indicator framework; Refugees and host communities, Refugee return and reintegration and IDPs and host communities. The focus areas should only be used if the primary objective of the activity is to support refugees, asylum seekers, stateless persons or IDPs. For larger programmes, they must be at least 50 % of the targeted beneficiaries or supporting durable solutions for these groups must be the main objective of the programme. Detailed definitions can be found in the Statistical Manual.

2.1. Details

- **Sub agreement no:** The agreement numbers are automatically generated by Norad's systems. Therefore, *do not* edit this column.
- **Agreement title:** Must be in English. Do not exceed 150 characters. Titles should be precise and informative. Avoid the use of abbreviations and colloquialisms/idioms.
 - Examples of titles that should be avoided:
 - UN-REDD
 - PSE/TIPH HOM
 - Amendment no 4
 - Examples of good titles:
 - STEPS – Climate Change Impact – enhancing capacity of women
 - Learning from REDD+: Enhanced global comparative analysis
- **Implementing (local) institution:** Click on the cell and select the right implementing (local) institution from the drop-down list. If the institution cannot be found, choose "Undefined" and register the necessary information under column AK "New implementing institution". Use the institution's full name. Avoid abbreviations.
- **Agreement tag (optional):** For programmes that fit one of the agreement tags from the drop-down list. If several of the options are applicable, choose the most fitting tag. If none of the tags fit, leave the cell empty.
- **Agreement partners own programme/project codes (optional):** Can be used if the organisation or network wishes to use its own internal codes. Will not be used for statistical purposes or made available for others.
- **Subunit amount inclusive adm. costs (decimals will be rounded):** Totals must include administrative costs and be in accordance with approved budget/sum granted. Sums must be in Norwegian kroners (NOK). Avoid decimals and formatting/coding (e.g. =SUM() or =F7+G7+H7) when filling in the form.
- **Sub-agreement period (4 digits):** Fill in the first year and planned exit year under the present agreement. E.g., if the agreement runs from 2015-2017, then the planned exit year should not exceed 2017.
 - **Sub-agreement description in English (Max 500 characters including spaces. All text for the same programme/project in the same cell. Description is reported to OECD/DAC):** Like the agreement titles, the descriptions should give accurate and precise information about each programme. They must also justify the statistical coding, such as DAC sector codes, policy markers and SDGs. If the sub-agreement has more implementing institutions than the one that is registered, please mention the secondary institutions in the description. If the sub-agreement has a global or regional

“ Recipient country” you may, if possible, mention the countries involved the description.

- Descriptions must be in English. Avoid abbreviations. Do not exceed 2000 characters.

2.2. Statistical classifications

- DAC- sector 3 & 2 digits Statistical manual gives more information in English regarding DAC sectors: See *Norad's Statistical Classification Manual, Appendix 1* for more information.
- Recipient country: See *Norad's Statistical Classification Manual, Appendix 3* for more information.
- Form of assistance: The design and nature of the cooperation between the Norwegian government/Norad and cooperation/agreement partner. See *Norad's Statistical Classification Manual* for more information (section 2.8).
- Policy marker (choose 0, 1 or 2 for relevant policy markers) Statistical manual gives more information in English regarding policy markers: See *Norad's Statistical Classification Manual* for more information (section 2.10).
- Focus areas (choose 0 or 1 for relevant focus areas) Statistical manual gives more information in English regarding focus areas: See *Norad's Statistical Classification Manual* for more information (section 2.11).

2.3. Other information

- Type of assistance: Automatically classified by Norad. Therefore, *do not* edit this column.
- New Implementing institution: For implementing institutions marked “Undefined” (ref. paragraph about “Implementing (local) institution”). Fill in the name of the new implementing institution according to the guidelines.
- Local institution: Not to be filled out.
- GPS coordinates: Not to be filled out.