



Canadian International
Development Agency

Agence canadienne de
développement international

Post-Conference Reporting Form

Canadian International Development Agency

200 Promenade du Portage

Gatineau, Quebec

K1A 0G4

(For the hearing and speech impaired only (TDD/TTY): (819) 953-5023

Toll free for the hearing and speech impaired only: 1-800-331-5018)

Canada 

POST-CONFERENCE REPORTING FORM

Applicants that receive financial assistance from CIDA must provide a financial and narrative report upon completion of the conference. Payments are only made to reimburse eligible expenses that have been incurred or paid. (For information on reporting, please consult CIDA's Guide to Project Performance Reporting: For Canadian Partners and Executing Agencies.

Financial Report

The financial report identifies the conference's total actual expenditures and revenues in Canadian dollars, and must clearly identify the expenses incurred related to CIDA's assistance. A [detailed listing of incurred eligible expenses](#) must be submitted in the format provided by CIDA.

The organization must safeguard supporting documentation for each expense. CIDA reserves the right, during the implementation of the project and for a period of three years following the final payment of CIDA's contribution, to audit the organization's accounts and financial records, and to access all supporting documents relating to expenses incurred to implement the project.

Narrative Report

The narrative report should be concise and provide the following:

What has the conference achieved compared with the goals initially set out for it? Explain any difference between activities planned and activities held.	
Explain how the organization evaluated the conference (lessons learned and recommendations to be applied to future conferences)	
Complete list of CIDA-sponsored representatives , including their postal and electronic mail addresses	
Describe how you informed people of CIDA's support for the conference	
How were gender equality-related issues addressed?	
What publications, videos, etc. were distributed at, or produced following, the conference to ensure knowledge-sharing and follow-up?	