

Appendix



BUILDING STRONGER UNIVERSITIES
IN DEVELOPING COUNTRIES

ACTIVITY COMPLETION REPORT¹

ACTIVITY FACTS		
Name of Platform	PHH	
South Partner Institution	KNUST & UG, Ghana	
Activity number (from LFA)		
Activity name (from LFA)		
Main responsible resource person(s) for activity from Danish university and South partner institution ²	Christian Gregart, UCPH Nadia Tagoe, KNUST Rita Quist-Therson, UG	
Start and end of implementation (dd/mm/yy)	October 2012	
BUDGET DETAILS		
Original Budget (DKK)	Direct BSU – DKK 30.000	
Actual expenses (DKK) ³	Direct BSU – DKK 26.552,33 (½ month salary + meeting costs)	
ACTIVITY DESCRIPTION		
Brief description of planned activity ⁴	Purpose	Project Management Study Tour to DK
	Content	5 days Study Tour programme
	Contribution to research capacity building	
	Indicators	Insight on proposal development, organization and management of project. Introductions to selected financial systems, formats and project management tools
	Other relevant details/comments	
Number of participants	Target	2 persons from Ghana
	Result	2 persons from Ghana
Describe/explain deviations from planned activity (timing, number of participants, content of activity, etc.)	Things went according to the Study Tour programme	
Main lessons learned (list 3-5 issues)	Please refer to the two evaluations	
Suggestions for follow up activities	Please refer to the Study Tour Report	

Activity Completion Report submitted by:

NAME	CONTACT DETAILS ⁵	SIGNATURE
CHRISTIAN GREGART	CG@SUND.KU.DK	

¹ Must be filled and submitted to Platform Secretariat (and other designated staff as outlined in agreement to the assignment) no later than 2 weeks upon completion of activity.

² All responsible parties must sign Activity Completion Report before submission.

³ If actual expenses (per budget line) deviate from original budget, this must be thoroughly explained and approved from Platform Secretariat attached to the Activity Completion Report.

⁴ Use LFA (and/or Monitoring Matrix) as a point of departure, where relevant

⁵ Minimum e-mail address and phone number for all signatories.

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