**Regional KM Quarterly Report template**

[REGION]

Q[X], [YEAR]

Reported by: [NAME, DATE]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Action** | **Activities** | **Progress on Activities** | **Challenges** | **Support requests** | **Lessons Learned** | **Time** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **1. Knowledge Events** | 1. Regional Knowledge Exchange |  |  |  |  |  |  |  |  |  |
| 2. Support to other Knowledge Events |  |  |  |  |  |  |  |  |  |
| **2. Surveys** | 1. Knowledge Needs Assessments |  |  |  |  |  |  |  |  |  |
| 2. Event Satisfaction Surveys |  |  |  |  |  |  |  |  |  |
| 3. Impact assessments |  |  |  |  |  |  |  |  |  |
| **3.Additional Support** | 1. Information provision  |  |  |  |  |  |  |  |  |  |
| 2. Country KM/Comms guidance / capacity building |  |  |  |  |  |  |  |  |  |
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