**CONTINENTAL BODY:**

**YEAR:**

1. **REPORT TYPES**

**The Continent will provide the following reports to FIDE:**

* Interim Reports
* End of Period Reports

**Interim Reports**

These reports are required within one (1) month after the first half of the calendar year at a minimum. FIDE reserves the right to request interim reports at any time. Each interim report must include:

* Summary of Continental Tournaments and special projects during period, including any pictures of key highlights
* Details of all seminars, workshops including number of participants, results, etc..
* Media releases, news articles, links to social media mentions, etc…
* Budgeted versus actual income and expenditure including: FIDE contributions vs ECU contributions and explanations of any differences.
* Status of KPIs as per Appendix C-Continental Performance Indicators.
* Any other relevant and material information on Continent’s activities.

**End of Period Reports**

These reports are due within one (1) month after the end of the calendar year. The report must include the following:

* Summary of Continental tournaments and special projects over the year including achievements.
* Details of all seminars, workshops including number of participants, results, etc..
* Pictures of key activities should also be included as it will form part of FIDE’s annual reporting.
* Media releases, news articles, links to social media mentions, etc…
* Budgeted versus actual income and expenditure including: FIDE contributions vs ECU contributions and explanations of any differences.
* Updated Appendix C-Continental Key Performance Indicators which includes actual KPI values vs initial targets including any specific details related to each KPI.
* Lessons Learned.
* The way forward for the Continent.

On behalf of CONTINENT

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