**COMMISSION NAME:**

**DATE:**

1. **REPORT**

**The Commission will provide the following report to the PDC:**

This report is due within two (2) weeks after the completion of the project/programme. The report must include the following:

* Details of the completed project/programme over the period.
* Photos and videos of key activities should also be included as it may form part of FIDE’s annual reporting.
* Evidence of the FIDE brand being profiled.
* Media releases, news articles, links to social media mentions, etc…
* Breakdown on the use of funds
* Lessons Learned.

On behalf of the Commission

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Chair/Secretary