

Monitoring Report Checklist

ELEMENTS	INSUFFICIENT	DESCRIPTION	SUFFICIENT	COMMENT
Structure		Title clearly identifies the issue		
Form		Language used is formal and professional		
Content		First line is a short summary Clear presentation of key developments		
		Body of text covers the 5 Ws: What, Why, When, Where, and Who 5 Ws are well researched and clearly presented		
		The report recommends clear and relevant follow-up actions		
		Does the monitoring report make use of and/or include: <ul style="list-style-type: none"> ● Background of the issue ● Objectives of the Political institutions involved ● Impact on the organization and its members ● Action-plan and schedule ● Type of legislative procedure ● Stage in the process ● Upcoming events ● Key decision-makers in each key political institution 		
Referencing		The report contains in-text referencing (i.e. footnotes or APA)		
		The report contains a bibliography / references with links to the documents used to produce the report.		