



**GREEN POWERED  
FUTURE**  
MISSION

---

# Annual Report Planning *Update*

6th September 2023

# Annual Report

## *Purpose*



### **Action Plan Commitment:**

The Mission intends to institute a yearly update for the Action Plan which will result in a document, published annually ahead of the Ministerial. The Mission will maintain a central master spreadsheet of Programmes and Projects submitted by members in response to the initial Action Plan R&I survey, and each year Members will be asked to provide an update on their R&I activities. This mechanism will give members the opportunity to report progress annually and for the Mission to monitor progress.

### **Period Covered:**

Propose that this be September 2022-August 2023 in line with action plan publication and ministerials

### **KPIs:**

1. Cumulative funding spent
2. Number of Innovation priorities tackled by Mission's
3. Number of demo projects underway
4. Number of members actively contributing to the Mission
5. Regular organization and engagement in Mission ExCo meetings
6. Regular update of the GPFM progress against the action plan
7. External engagement and knowledge dissemination of the Mission outputs

# Annual Report

## *Purpose*



### **Action Plan Commitment:**

The Mission intends to institute a yearly update for the Action Plan which will result in a document, published annually ahead of the Ministerial. The Mission will maintain a central master spreadsheet of Programmes and Projects submitted by members in response to the initial Action Plan R&I survey, and each year Members will be asked to provide an update on their R&I activities. This mechanism will give members the opportunity to report progress annually and for the Mission to monitor progress.

### **Period Covered:**

Propose that this be September 2022-August 2023 in line with action plan publication and ministerials

### **KPIs:**

1. Cumulative funding spent
2. Number of Innovation priorities tackled by Mission's
3. Number of demo projects underway
4. Number of members actively contributing to the Mission
5. Regular organization and engagement in Mission ExCo meetings
6. Regular update of the GPFM progress against the action plan
7. External engagement and knowledge dissemination of the Mission outputs

# Annual Report

## Structure



Section	Sub-section	Number of pages	Detail of what should be covered
Introduction		1 Page	Introduction to GPFM and what the annual report is
Progress against the Action Plan and towards the Mission Goal	Gantt chart	1-2 Pages	Gantt chart for the Mission covering all mission activity in the action plan and key milestones
	KPIs	3-4 Pages	Graphics showing how the Mission is performing against its KPIs. 1. R&I activity (KPIs of spend, N priorities, demos) and, 2. Mission delivery (member engagement, external engagement etc)
	R&I activities	1 page	Narrative to accompany the KPI diagram, including headlines of how the mission has progressed against R&I activity, and case studies of activity from across different innovation priorities which have shown significant progress this year.
	Flagship projects	0.5 page	Narrative to accompany the KPI diagram referencing National Pilots Report for the main source of information at this stage.
	Mission delivery	0.5 page	Narrative to accompany the KPI diagram pulling out headlines of the annual progress and update on member engagement with the mission and Mission engagement with other international bodies and groups and with the private sector
Challenges & Barriers		1 page	A short description of the main risks facing the mission and how these are being managed.

# Annual Report

## *Next steps*



- Collect update on the R&I survey from all members, updating the master sheet of programmes and projects contributing to the most urgent Innovation Priorities, including % activity complete
- Members to flag any particular programmes and projects which have significantly progressed in the last year and could be highlighted as a case study
- Members to flag any engagement and dissemination activity
- Mission co-leads to support with data on mission engagement (member and external)
- Aim to distribute at COP