## Annex 5 – Reporting Template for CEOs

The findings from the national level consultation (interviews and focus groups) should be reported in writing by a CEOs.

* Each national report should **aggregate the findings** across all interviews and a focus group you conducted.
* The **deadline** for submitting national summary reports is **the 19th December 2025**.
* National reports **can be prepared in the national languages** and will be machine translated by the Secretariat team. CEOs may need to prepare further clarifications as and when necessary.
* Each national report should be **prepared in a table and follow the structure** suggested below. Keeping a common structure across all 14 MS reports will help with the aggregation of findings across all national reports.
* The length of each national report should be **around 5-6 pages**.
* By submitting this form, you are consenting to the Platform Secretariat using the information in this report for Platform Activities and publications. Please highlight any content you have shared that you would prefer to keep confidential.

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| **Consultation country report for [Country name]** |
| **Demographic information** about children who participated in **a focus group and** **interviews**  | **Number of children**  | **Focus group:** **Interviews:** |
| **Ages** | **Focus group:** **Interviews:** |
| **Gender** | **Focus group:** **Interviews:** |
| **Vulnerable background** (choose all that apply and include number if known) | * Which groups were included (choose all that apply and include number if known): minority ethnic or religious group, LGBTIQ+, asylum seekers and refugee, Roma community, any other?
* All known experiences represented in the group: family situation (living with both parents, living with one parent etc.), care experience, children with disabilities, living in poverty, living with violence, living rurally / living in a city, contact with the criminal justice system, young carers, any other?

**Focus group:** **Interviews:** |
| **The process of consultation** | **Date** of consultation | **Focus group:** **Interviews:** |
| **Place and setting** where activities with children took place, for example: Online, SOS or SC Office, in a community centre | **Focus group:** **Interviews:** |
| **Who else** was **present** when the consultation activities took place? For example: notetaker, 3 parents, 2 youth workers. | **Focus group:** **Interviews:** |
| The **length** of consultation (on average) | **Focus group:** **Interviews:** |
| **Psychical observations**, e.g. if children spoke about an issue with enthusiasm, anger or sadness, how easy/difficult and how much children had to say to particular questions. | **Focus group:** **Interviews:** |
| **Key findings**  | Describe **what children said** with regard to each consultation question |  |
| Note down **the level of agreement / disagreement between children**, e.g. if views were generally shared by all/most/some participating children and if there were cases where views were divided.  |  |
| Note down if **children from particular groups had specific views on particular aspects**, e.g. older children felt that… whereas younger children were more optimistic…, children with care experience had different views than other children… |  |
| If you want to include **quotations** on particular aspects raised by children, please note down the child’s gender and age, e.g. a 14-year-old girl expressed view that… |  |
| **Key conclusions and recommendations** | Note down 2-3 key conclusions and recommendations from children |  |
| **Feedback from children** | Describe the feedback method used  | **Focus group:** **Interviews:** |
|  | Report summary of findings for each feedback question |  |