**Reporting template for decentralised event**

Dear Rapporteur,

This template is aimed to collect the data that you have been monitoring for your activities of the European Year for Development (EYD 2015). The template contains the following elements:

* Introduction
* Guidelines
* A space for a description of the activity
* The various indicators to be reported on as well as space to report on these
* The definitions of the indicators

This independent evaluation is carried out by Deloitte & Coffey for the European Commission, Directorate-General for International Cooperation and Development (DG DEVCO), who is responsible for the European Year for Development.

## Introduction

The evaluation of the European Year for Development is very important for the European Commission and is highly relevant for the EU as a whole. Three main reasons for this: first, because it serves to improve the current Year, during the implementation and at the end of the Year to draw lessons learnt for future European Years. In addition to these, it also helps to draw some lessons learnt on communicating on development.

As every year is a new European Year covering a specific topic, it is important to understand how to maximise the impact of these. Furthermore, in the specific context of the Year for Development, it is also important for both the European Commission and other stakeholders to gather data about the activities and their results so that the evaluation can be carried out.

For this reason, we ask you to please fill out this template, following the guidelines and report back to your contact person.

## Guidelines

This section provides guidelines on the reporting, including the following elements:

* General advice on monitoring
* How to use the template
  + General instructions
  + Naming of files
  + How to report (numbers to use, adding additional information, etc.)
  + When to report (reporting interval)
  + To whom to report
* Contact for support

#### General advice on monitoring

In order to provide the data needed for the evaluation, we ask that you respect the reporting intervals and as best as possible follow the following principles:

* Please setup your monitoring plan from the outset; As you are receiving the templates at the in March, you are kindly requested to include to the extent possible the data for the activities in January and February as well.
* Please be as objective as possible when reporting;
* Please try to be as consistent as possible when reporting;
* To the extent possible, please provide both quantitative and qualitative reporting;
* If you are doing interviews, surveys or polls, please consider ensuring a balanced sampling of stakeholders to include.

Finally, if you have other monitoring foreseen, please also share any data you may be able to share as well as any resulting evaluation reports of your own, this will be very useful for this evaluation of the European Year for Development.

#### How to use the template

The template consists of three main elements in addition to the introduction and these guidelines:

* **Reporting details** – this is aimed at providing the Commission and the evaluation team with a clear overview of what the reporting template relates to (the country, type of activity, contact details, etc.). This is important for the Commission and the evaluation team because of the large amount of templates that will be collected and the need to be able to easily aggregate the information from related templates.
* **Reporting** – this is the section that should be filled in with the data that you have collected for reporting purposes.
* **Definition of indicators** – this section contains the definition or explanation of the indicators that you are requested to report on.

##### Naming of files

Due to the large amount of reporting templates that the Commission and the evaluation team will be receiving, we ask you to follow this strict naming policy to facilitate the organisation of the submitted reporting templates:

Please name the file as follows:

“EYD2015 – Decentralised event – [country code] – [level of reporting] – [month of reporting MM]”

Country code is the two-letter code for your country e.g. DK for Denmark or IT for Italy. If your activity is supra-national, please use “EU” for EU activities instead of the country code, if it is international, please use “II”.

The level of reporting relates to who you are; the following options are available:

|  |  |  |
| --- | --- | --- |
| Abbreviation | Level | Description |
| NC | Member State national coordinator | You are a part of the central team at Member State level meaning the national coordinator |
| SubNC | Organisation/responsible with granted or delegated responsibility from the Member State national coordinator | You are the representative of either a grantee or a delegated responsible not part of the Member State national coordinator |
| CC | Concord | You are a direct representative of Concord, reporting on behalf of concord |
| SubCC | Grantee of Concord | You are the representative of a grantee of Concord having received funding from Concord for your activity |
| IO | International Organisation | You are the representative of an international organisation that is branding or co-branding your activity with EYD 2015 |
| EUi | EU institution | You are the representative of an EU institution or Agency (other than the European Commission) |
| EC | European Commission | You are the representative of a European Commission DG (other than DG DEVCO) |
| DEVCO | DG DEVCO | You are a representative of DG DEVCO |
| OS | Other stakeholder | You are the representative of another stakeholder group |

So an example of the file name could be:

“EYD2015 – Decentralised event – BE – SubNC – 08”

Please also use this name as the subject of the email you are sending with the reporting template.

##### How to report

The reporting templates include examples of how to report on the individual indicators, however, to further facilitate the best possible evaluation results as well as facilitate aggregation of data, we ask you the following:

* **When using numbers**:
  + Please use a dot “.” as decimal separator so one and a half should be “1.5” not ~~1,5~~
  + Please do not use separators ~~100,000~~, please just write the number without using spaces or commas “100000”.
* **Providing additional reporting**:
  + The Commission and evaluation team is eager to receive any additional reporting on any additional data you may collect for your activity/activities. This can be any type of reporting that you may have from surveys to evaluations. If you wish, you can add your indicators at the end of the reporting template or in separate documents. When providing such additional reporting, we ask you to attach it to the email that you use for reporting.
  + Providing additional documentation about the activities ranging from screen-dumps and reports to press clippings and examples of promotional prints and flyers, etc. is also more than welcome.
  + Satisfaction surveys are highly recommended, an example has been provided. Should you be carrying out your own survey, then we are eager to get the data and findings from these. However, when possible using the approach in the provided example of a satisfaction survey is beneficial to the evaluation as it makes the data comparable and aggregatable.

Should you have any questions, please do not hesitate to contact the European Commission or the evaluation team.

##### When to report

Regular reporting is very important for the Commission and the evaluation team. The general rule that we ask you to follow for events is to provide the reporting within a week of the event. If you have additional analysis of the event or if you send out a satisfaction survey, then please wait and report when you have the results of this additional work.

##### To whom to report

We ask you to provide your reporting by email to the Commission and the evaluation team through the means of the functional email address [BEEYD2015@deloitte.com](mailto:BEEYD2015@deloitte.com).

We ask you kindly to put in the subject, the name of the reporting following the approach laid out under naming of files.

“EYD2015 – Decentralised event – [country code] – [level of reporting] – [month of reporting MM]”

So an example could be:

“EYD2015 – Decentralised event – BE – SubNC – 08”

#### Contact for support

If you have questions, please do not hesitate to contact us.

If you have questions relating to the implementation of the year please contact either your National Coordinator, Concord or the European Commission ([EuropeAid-EYD@ec.europa.eu](mailto:EuropeAid-EYD@ec.europa.eu)).

If you have questions regarding reporting, please contact the evaluation team through the functional email ([BEEYD2015@deloitte.com](mailto:BEEYD2015@deloitte.com)). Please start the subject by “Support”, for example: “Support – help understanding the event reporting template”, this will help us distinguish your request for support from the reporting template, thus enabling us to respond more rapidly.

## Reporting details

We ask you below, to provide your contact details and information. This will not be shared with the wider public, but will be used by the European Commission and/or the evaluation team in case there is a need for clarification or further information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rapporteur** | | | |
| **General Contact Information** | | | |
| **Rapporteur:** | [First Name and Last Name] | **Date:** | [dd.mm.yyyy] |
| **Salutation:** | Prof /  Dr /  Ms /  Mr | **Country:** |  |
| **Organisation:** |  | **Department:** |  |
| **Phone number:** | [e.g +32…] | **Other:** |  |
| **email:** |  | | |
| **For whom are you reporting (and at what level):** | ***Category*:** [Member State, sub-Member State level, EU institution, international organisation, Concord, EC, DG DEVCO, other stakeholder]  ***Name of Member State/Organisation*:** [name]  ***Has your Member State/Organisation received funding from the Commission?:***[yes/no] | | |

Both the European Commission, Directorate-General for International Cooperation and Development as well as the Deloitte & Coffey evaluation team thank you very much for your valuable contribution to the European Year for Development and for helping to monitor and report back on activities linked to it, so the evaluation can be of the highest possible quality.

## Reporting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Name of the event]** | | | |  |
| **Ref.** | **Indicator** | | | **Answer** |
|  | **Is the event a dedicated EYD 2015 event, if not, then please provide a measure of how visible EYD 2015 was at the event?** | | | [Yes/No] – If no, then please describe how visible EYD 2015 was at the event |
|  | **Promotion of EYD 2015** | | | Please tick the box(es) for EYD 2015 activities that were promoted – multiple answers allowed  **No EYD 2015 activities were promoted**  **EU EYD 2015 website/online activities**  **EU EYD 2015 social media activities**  **EU EYD 2015 Press activities**  **EU EYD 2015 Campaign materials**  **Other EYD 2015 activities in your Member State**  **Other EYD 2015 activities at EU level**  **Other EYD 2015 activities in other Member States**  **Other development cooperation activities in your Member State** |
|  | **Please provide a description of the event** | | | [A description of the event – rough guide: 100-300 words – can of course be more if needed] |
|  | **Purpose of the event** | | | [A description of what you are trying to achieve with the event, what the objectives are – rough guide: 100-300 words – can of course be more if needed] |
|  | **Strategic objective of the event** | | | Please tick the box for which of the following describe the aim of the event (you can select as many as you think are needed):  **To inform Union citizens about the Union's and the Member States' development cooperation, highlighting the results that the Union, acting together with the Member States, has achieved as a global actor and that it will continue to do so in line with the latest discussions on the overarching post-2015 framework;**  **To foster direct involvement, critical thinking and active interest of Union citizens and stakeholders in development cooperation including in policy formulation and implementation.**  **To raise awareness of the benefits of the Union's development cooperation not only for beneficiaries of the Union's development assistance but also for Union citizens and to achieve a broader understanding of policy coherence for development, as well as to foster among citizens in Europe and developing countries a sense of joint responsibility, solidarity and opportunity in a changing and increasingly interdependent world.**  **Other/None of the above [feel free to provide a description of the strategic objective]** |
|  | **Relevant themes** | | | Please tick the box(es) for the main theme(s) of the event – multiple answers allowed  **National development cooperation**  **EU development cooperation**  **Other development cooperation**  **Europe in the world**  **Education**  **Women and girls**  **Health**  **Peace and security**  **Sustainable Growth, Decent Jobs and Businesses**  **Children and youth**  **Humanitarian aid**  **Demography and Migration**  **Food Security**  **Sustainable Development**  **Human Rights**  **Other (please specify)** |
|  | **Was the event open or by invitation?** | | | [Open/by invitation (if by invitation was it mailing list or personal invitation)] |
|  | **Promotion of the event** | | | Please tick the box(es) for the main means of promoting the event – multiple answers allowed  **Printed press**  **Online press**  **Flyers**  **Posters**  **Email**  **Social media**  **General development cooperation website**  **Dedicated website**  **EYD 2015 website**  **Other (please specify)** |
|  | **Target number of participants:** | | | [e.g. 120] |
|  | **Actual number of participants:** | | | [e.g. 87] |
|  | **Targeted audience :** | | | Please tick the box(es) for the main target audience(s) of the event – multiple answers allowed  **No specific target audience**  **Information multipliers (press, media, etc.)**  **Youth (15-24)**  **Senior citizens**  **Development cooperation professionals**  **Civil society organisation professionals**  **International organisation (UN, OECD, etc.)**  **Academia**  **Think Tanks**  **Private sector**  **Other (please specify)** |
|  | **Actual audience profile:** | | | [where possible e.g. with online registration and profiles e.g. employment status, field of employment, age, gender, etc.]  Suggest minimum reporting format:  **Age**  [#] of <15  [#] of 15-24  [#] of 25-39  [#] of 40-54  [#] of 55+  **Profiles:**  [#] of *Student/At school*  [#] of *Employed in the public sector*  [#] of *Employed in an NGO*  [#] of *Employed in the private sector*  [#] of *Information multipliers (press, media, etc.)*  [#] of *Employed in* *Civil society organisation*  [#] of *Employed in International organisation (UN, OECD, etc.)*  [#] of *Employed in Academia*  [#] of *Employed in Think Tanks*  [#] of *Self-employed*  [#] of *Unemployed*  [#] of *Pensioner*  [#] of *Other*  **Area of occupation**  [#] of people studying development cooperation/work in the area of development cooperation  [#] of people that can be considered as information multipliers  [#] of people relatively without significant prior knowledge about development cooperation |
|  | **Budget** | | | [Please provide the budget that was used in euro – e.g. 12000) |
|  | **Use of EYD 2015 branding** | | | [the EYD 2015 motto and emblem and/or other branding was used:]  [the EYD 2015 was referenced in a key speech]  [information material about EYD 2015 was distributed]  [Yes/No] |
|  | **Use of EYD 2015 toolbox** | | | [EYD 2015 toolbox tools were used]  [Yes/No]  Details:  [Please specify which of the following materials made available, you have used and when relevant]  **1. Campaign Information and Material**  PowerPoint Presentation on the EYD2015 campaign  EYD2015 Fact Sheet  EYD2015 Political Messages  EYD 2015Thematic Months Fact sheets  EYD2015 Storytelling Guidelines  Leaflet on the Capacity4dev.eu EYD2015 Stakeholders group  **2. Background Documentation on EU Development Cooperation**  2014 Annual Report on the European Union’s development and external assistance policies and their implementation in 2013  The "Fighting poverty in a changing world" brochure  **Material on EU development cooperation results:**  Brochure on the EU's contribution towards the Millenium Development Goals,  PowerPoint presentation on Communicating Results for Development  One page chart with statistics on the EU contribution to the Millennium Development Goals, presenting key results from European Commission programmes 2004-2012  **3. Visual Identity**  Guidelines for branding materials  Motto  Emblem (on 1 line with or without url, and on 3 lines)  **4. Social Media**  Social Media Guidelines for the EYD2015  Co-curation guidelines  Social Media Posting – One Pager to Distribute to Partners  Top Tips for Facebook  Top Tips for Twitter  **5. Web: Guidelines on EYD Website co-curation**  Guidelines on contributing to the EYD Website  **6. Ready-made electronic materials**  Ready-made electronic banner (if so 300x250 px or 728x90 px)  Printable roll-up banner (if so, in what quantities and languages)  Poster photo  **7. Other elements:**  Educational toolkit  Educational materials  Monthly infographics  Photo bank  Electronic newsletter  Stories of the week  Campaign video trailer  Giveaways (if so, which and in what quantities and languages)  Radio spots  PowerPoint template |
|  | **Number of press articles about your event (if feasible, please join press clippings)** | | | [e.g. 3] online or traditional or both? |
|  | **Number of social media posts regarding your event** | | | [e.g. 25 tweets and 30 Facebook posts] |
| **ADVANCED REPORTING IF POSSIBLE** | | | |  |
|  | **Overall information take-up and assessment of satisfaction about the event by the people who attended it (e.g. via a survey – see example)** | | | [Please provide this in whatever format you can – but using the standardised approach provided in the example enables comparison and aggregation of data, helping to make the overall evaluation better] |
|  | **Cross-referencing participants registration with referrals from websites or social media, or using “how did you hear about us” questions on registration forms** | | | [Please provide this in whatever format you can] |
|  | **Carrying out evaluation: combining interviews with predefined categories of participant with ex post interviews and/or online surveys.** | | | [Please provide this in whatever format you can] |
| **INDICATORS RELATED TO THE SPECIFIC OBJECTIVES OF THE EVENT** | | | You may have your own specific objective for the event. Please provide us with any relevant information | |
|  | | **Please indicate here the first indicator that relates to the specific objective of the event** | [Please provide this in whatever format you can] | |
|  | | **Please indicate here the second indicator that relates to the specific objective of the event** | [Please provide this in whatever format you can] | |
|  | | **…** | … | |
|  | | **Comments/best practices** | Additional comments or sharing of best practices | |

|  |  |  |
| --- | --- | --- |
|  | **Policy initiatives/content** | Any information on suggested policy initiatives or content |