Report on the INCEPTION SEMINAR for recipients of grants awarded following the 2013 DEAR Call for Proposals - Brussels, 28th and 29th April 2015

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Date: June 2015

Report written by members of the DEAR Support Team:
Sandra Oliveira, Harm-Jan Fricke, Caroline Vilos

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Introduction: the programme and the context of the Inception Seminar

The two-day seminar was attended by **68 Civil Society Organisation and Local Authority representatives** of the 23 projects that were awarded a contract following the 2013 DEAR Call for Proposals, covering all lead applicants and various co-applicants. In addition **14 DG DevCo B2 staff members,** with specific responsibilities for the DEAR Programme within the European Commission, took part. (See the Annexes for a list of participants and the projects they represent.)

Plenary inputs were also provided by other Commission staff on Contracting and Financing, the European Year for Development, EU Visibility and Communications, and on the design of a new Results Oriented Monitoring system for EC supported projects. The event was facilitated by members of the **DEAR Support Team**.

The purpose of the seminar was:
To enable new project grant recipients, during a two-day workshop style event:
1. *to discuss challenges and ideas for managing (what are for DEAR) relatively large projects, involving multiple partners and multiple implementation locations, and to identify learning points and good practice principles from that discussion*
2. *to be informed of EC financial and activity/results reporting requirements*
3. *to raise and discuss questions regarding the implementation, further development and changes that may be required during implementation of the relevant DEAR projects*
4. *to increase beneficiaries' networking - also with their EC task managers - strengthening future NSA-LA partnerships – and strengthening communication, transparency and reporting of EC DEAR projects*
5. *to support improved visibility of the EU and communication on the EYD 2015*

The DEAR Support Team introduced the seminar with reference to its purpose and the programme (see Appendix 2). The role of the DEAR Support Team in this and future EC DEAR Programme events was outlined:

Regarding the seminar itself a key intention was to enable participants to raise and discuss questions about the implementation, management and contractual reporting on their projects with a focus on where in existing documentation answers to those questions might be found.

In her welcome and opening address **Rosário Bento Pais**, the Head of Unit DG DevCo B2 'Civil Society & Local Authorities', stressed the importance of Development Education and Awareness Raising in engaging the EU's public in development cooperation efforts, building on existing EU citizen support for such efforts by developing their greater understanding and active involvement.

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Jan Matyas, B2 Task Manager, outlined the results of the 2013 DEAR Call for Proposals:

The Head of the EC's DEAR Programme, **Valentina Auricchio**, provided a further context for the Inception Seminar by referring to future plans for the programme that are currently in development as part of the EC's 2015 – 2017 Multi-Annual Plan. She highlighted the intentions behind the changed conditions which the recent Call for Proposals had introduced to the DEAR programme - in order to stimulate a greater reach of DEAR amongst the EU public. This, however, does create increased demands for quality project management which this seminar wished to explore and contribute to.

Projects, B2 Task Managers

After the opening session all participants linked to a particular B2 Task Manager were assigned to their own table, where they had an opportunity to introduce themselves and their projects. This session proved fundamental to allow the participants to get acquainted with the person responsible for accompanying their project for the next 2 or 3 years, as well as start networking with their fellow participants.

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Participants' evaluation of the Seminar showed that such networking opportunities were much appreciated. In future Inception Seminars this should be built on by also enabling and encouraging participants to display project information they may have.

Financial and Contractual Management

The purpose of this session was to inform participants of key requirements relating to the contract with the EC and enable the participants to start navigating EC reference documents. The session was introduced with a presentation by **Amaia Sarria Icaza,** from Unit 6, dedicated to the most common queries and clarifications regarding the financial management and the contractual obligations of the grant recipients.

Group work commanded the second part of the session, spent on an enabling exercise where each participant searched in pairs for the answer to one of the previously raised questions via the online Question Box. Each table was guided to find the answers in PRAG (http://ec.europa.eu/europeaid/prag/previousVersions.do) and its annexes by the respective Task Manager. One useful reference given by B2 was the DEVCO Companion (http://ec.europa.eu/europeaid/companion/), where most of the doubts of DEVCO grant recipients can find the references and interpretation for the applicable financial and contractual rules.

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Questions and the solutions found were then shared within each group and in plenary. The results of this are given in one of the annexes to this report, reviewed for more accuracy. As **Valentina Auricchi**o stressed, these were the first steps towards a knowledgeable management of the grants and any further queries can be taken up with the Task Managers.

This session in the programme was probably the most complex and challenging in that it had to address the key expectations of participants. A key lesson learned is that plenary presentations should not be longer than 15 minutes, to ensure that participants obtain the key information they need in order to work practically with information that is available from the Commission. Participants typically evaluated the session with comments such as: "could go deeper in terms of practice, real examples, real problems and concrete answers to our questions". However, time constraints do not allow for a more exhaustive approach. Our suggestion would therefore be that in future Inception Seminars participants and organisers give greater attention to preparation for this session, such as becoming familiar with key documents (e.g. PRAG and project contracts) before the event takes place.

Project narrative reporting

This session aimed to highlight key characteristics of informative and quality reporting. The session was introduced by a series of short plenary presentations. The **DEAR Support Team** referred to the key issues that need to be covered in interim and final narrative reports.

The main difference between the two types of reports is that interim reports each cover a part of the project period, while the final report should cover the whole project period.

Contributions from the floor by **Markus Pirchner, Michel Laloge** and other Task Managers, stressed that, in conforming to reporting requirements, projects should adhere to the version of PRAG that is referred to in the contract between the EC and the lead applicant, and that this is *not* necessarily the latest version of PRAG – but the version valid on the date of the signature of contract.

Valentina Auricchio gave an overview of good, not so good and bad narrative reporting. What is **not** required, or indeed welcomed, are long lists of activities carried out by the project in each country. Instead the focus should be on the intended projects results and outcomes and how particular planned and executed activities contribute to such results and outcomes (or, if they haven't, why this has not been the case). The data should be presented aggregated - not several descriptions of results country per country – allowing an overview of the project.
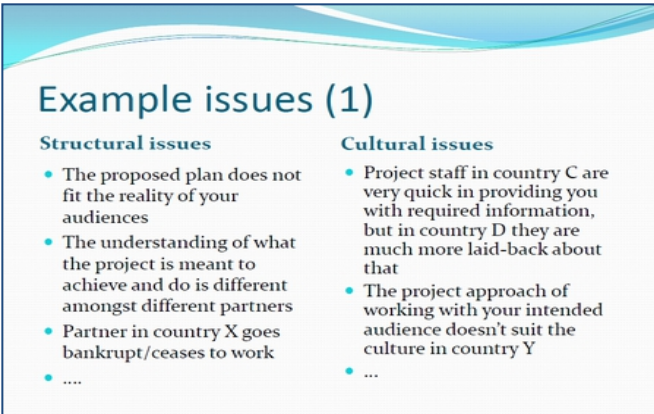
Group work enabled participants to discuss with B2 Task Managers more specific, practical issues regarding narrative reporting including for example, timetabling, format, and obtaining feedback and queries from Task Managers. Although participants would have liked a more direct answers to all questions, time constrains do not allow for such an exhaustive approach - so Task Managers stressed the

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point that in general terms the requirements regarding narrative reporting are outlined in the contract, and its supporting documentation, between the EC and the lead applicant (and hence with the partners).

Partnerships and large projects

This session involved participants in identifying, discussing and – where possible – resolving issues that may affect implementation of relatively large DEAR projects involving multiple partners and work in multiple locations.

Given that projects present at the seminar were significantly larger in terms of partnerships and countries reached than previous EC supported DEAR projects, potential issues which the project faces are also significantly larger. The introduction by the **DEAR Support Team** highlighted some of these potential issues:

Example issues (1)
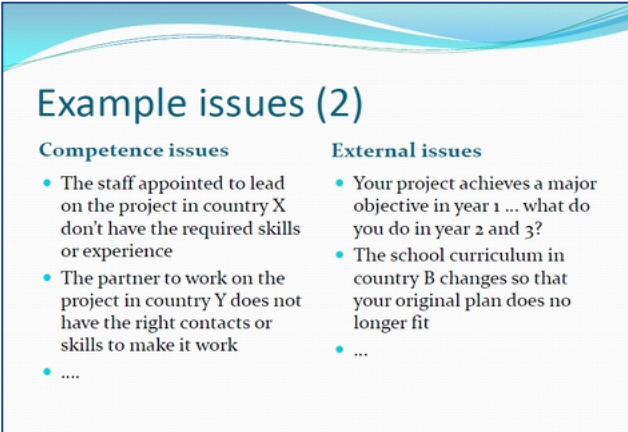
Structural issues

- The proposed plan does not fit the reality of your audiences
- The understanding of what the project is meant to achieve and do is different amongst different partners
- Partner in country X goes bankrupt/ceases to work
- ….

Cultural issues

- Project staff in country C are very quick in providing you with required information, but in country D they are much more laid-back about that
- The project approach of working with your intended audience doesn't suit the culture in country Y
- …

Example issues (2)

Competence issues

- The staff appointed to lead on the project in country X don't have the required skills or experience
- The partner to work on the project in country Y does not have the right contacts or skills to make it work
- ….

External issues

- Your project achieves a major objective in year 1 … what do you do in year 2 and 3?
- The school curriculum in country B changes so that your original plan does no longer fit
- …

Participants were asked to identify on a post-it note a potential issue which they felt might affect the operation of their partnership and project. Groups of three then briefly discussed the identified issues before selecting one which was presented for further discussion and resolution with a larger group of participants. B2 Task Managers took part in the discussions about possible solutions, where possible offering their experience in having seen how organisations or LAs dealt with a similar problem. Issues discussed are noted in the Annexes.

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The European Year for Development

The session was dedicated to the presentation of the objectives, tools and agenda of The European Year for Development – EYD 2015 and the ongoing projects, visibility and requirements that concern the EC DEAR programme projects.

The presentation and a request for more participation and interaction was delivered by the Team Leader **Dörte Bosse**, from Europaid's Unit 5. **Kostas Berdos** complemented the presentation with the monitoring and evaluation tools for the EYD. For many participants this introduced new information about the tools and reporting requirements for EYD, which were shared by the EYD team shared (reference documents included in the Annexes).

EC Visibility and Communication

Kostas Berdos introduced the complementary session, on the EC rules for visibility to apply in DEAR grants beneficiary projects and stressing some communication ideas for DEAR projects and how it can be coordinated with the EYD but maintaining the respect for Unit 5 'Communication and Visibility Manual for EU External Actions'.

On the EYD and visibility sessions, participants referred again the length of the presentations, that can be more short, efficient and complemented with previously prepared documentation and participants preparation in advance.

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Results Oriented Monitoring

This session was dedicated to brief the participants on the ROM - Results Oriented System that is being developed in B2 and EUROPEAID in general. **Kostas Missirlis**, from the ROM development team, introduced the ROM and its components and phases.
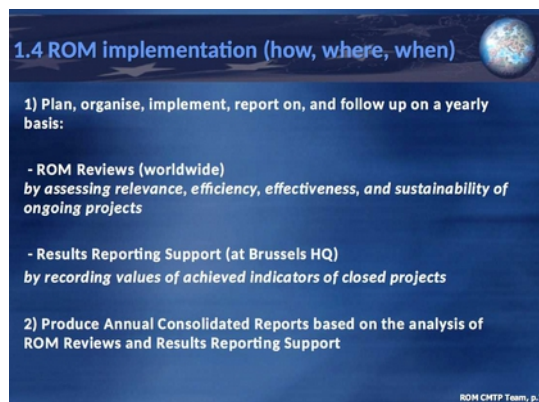
'Tell the Story behind the Project Cycle'

The main purpose of this session was to promote the sharing of knowledge on this central field of DEAR – communication – and to provide a moment of more informal sharing and a critical view on DEAR projects and their concrete results. The DEAR Support Team introduced some of the main aspects concerning a strategic use of communication and dissemination tools – and collective brainstorm gathered the participants contribution on 'How communication is specific to DEAR projects' – a summary of the brainstorm can be found on Annexes.

The participants were then invited to "Tell the story behind the project cycle': each group received a card with a specific DEAR project data (objective, activities, results) and was invited to create and perform the meaningful story of that project from the main beneficiary point of view. Very interesting moments of performance and plenary sharing were achieved, even critical views on the relevance of less successful DEAR actions – overall was a good sharing moment, though a few participants would prefer shorter time for such type of role play in future Seminars.

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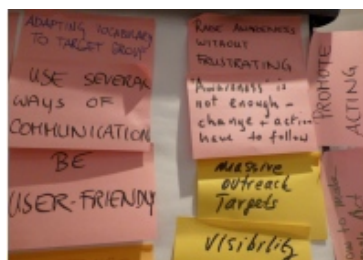
Implementation monitoring

This session offered participants an opportunity to exchange and identify tools and methods useful in monitoring progress towards intended results and objectives. Groups were established according to the focus of their project (monitoring of * Global Learning in Formal education, * Global Learning in Non-formal education, and * Advocacy-Campaigning) and method (monitoring * the use of Sub-granting). The methods, tools and approaches identified by each group are shared in Annexes.
 The two groups dealing with 'sub-granting' in particular felt that more thought needed to given to the design of worthwhile monitoring of this mechanism.

Conclusions and participants evaluation

Participants **Cinzia Tegoni**, **Tereza Čajková** and **Rosen Matev** provided short reflections at the end of each day of the seminar. They appreciated the interactive nature of the process, the ability to meet with B2 staff and other projects funded by the Commission - considering the large group and the many subjects that needed to be presented and discussed. These informal rapporteurs also stressed the networking and the feeling of being part of a DEAR larger community working for the same meaningful goals.

During the proceedings participants had been asked to identify further issues and make suggestions for future events. The suggestions included:
- Considering the organisation of a one-day or parallel sessions for *administrators* of co-funded projects. Most participants at the seminar were primarily concerned with the content and project management of their project, while many lead organisations have appointed separate staff to deal with the financial and contractual administration of the project.
- An analysis of how many organisations in each EU member state have received funding from the 2013 DEAR Call, as well as total amounts across EU member states
- Organise future events that are more sustainable in their nature, e.g. regarding food and carbon footprint, and greater variety of menu such as inclusion of vegan and vegetarian options
- Consider a larger (allowing for more participatory approaches) and more sustainable venue
- Increase the time available in the programme for networking of projects with similar topics, free talks (a la Open Space) between participants and with Task managers
- Consider organising a separate session on issues of sub-granting
- Consider including attention to dealing with/involving 'affiliated entities'
- Have more supporting documentation for financial and monitoring sessions, demand more preparation from participants but also be more concise and efficient with presentations, giving more practical examples to foster learning but also allowing more discussion space
- Design and facilitate the dynamics/group work as more results oriented, correcting when needed
- Even if not possible in advance, provide answers and solutions for every group work (all sessions)

Overall, the participants evaluated the Inception Seminar positively – on a scale of 1 to 10, the overall success of the event was considered as 6,95 and the DST/B2 facilitation and LDK logistics were considered of a good level, around 7,50.

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Annexes

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- Annex 2. Session finance and contract requirements: Group enabling exercise
- Annex 3. Partnerships and large projects
- Annex 4. EYD / Communication and visibility – example of template
- Annex 5. "How communication is specific on DEAR" brainstorm
- Annex 6. Implementing monitoring - methods, tools and approaches
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	Funded by EC	COUNTRY	ORGANISATION	PROJECT TITLE	NAME	Email of invited participants	TASK MANAGER
1	X	A	Creating Effective Grassroots Alternatives Foundation (CEGA Foundation)	Map your Meal	Emil Metodiev	emil@cega.bg	Efterpi Verigaki
2		A	Future Worlds Center (Cyprus Neuroscience & Technology Institute)	Map your Meal	Annagrace Messa	annagrace@futureworldscenter.org	Efterpi Verigaki
3	X	A	Südwind Agentur - Austria	Map your Meal	Renate Sova	renate.sova@suedwind.at	Efterpi Verigaki
4	X	B	Municipality of Bilbao.	Food Smart Cities for Development	Miguel Perez Cerda	mperez@ayto.bilbao.net	Jacques Perrot
5		B	Municipality of Milan	"Food Smart Cities for Development	Cinzia Tegoni	cinzia.tegoni@comune.milano.it	Jacques Perrot
6	X	B	Municipality of Utrecht	Food Smart Cities for Development	Jan Bloemheuvel	j.bloemheuvel@utrecht.nl	Jacques Perrot
7		C	ALDA	(Local Authorities as Drivers for Development Education and Raising awareness)LADDER	Nikos Gamouras	nikos.gamouras@aldaintranet.org	Silvio Lazzari
8	X	C	NALAG (National Association of Local Authorities of Georgia)	(Local Authorities as Drivers for Development Education and Raising awareness)LADDER	David Melua	dmelua@nala.ge	Silvio Lazzari
9	X	C	UTC Slovakia (Union of Towns and Cities of Slovakia)	(Local Authorities as Drivers for Development Education and Raising awareness)LADDER	Natalia Sovkoplias	natalia_shovkoplias@yahoo.com	Silvio Lazzari
10	X	D	City of Bologna	Amitie Code	Lucia fresa	Lucia.fresa@comune.bologna.it	Silvio Lazzari
11	X	D	City of Toulouse	Amitie Code	Bernard Isach	Bernard.isach@mairie-toulouse.fr	Silvio Lazzari
12	X	D	Gruppo Volontariato Civile	Amitie Code	Stefania Piccinelli	Stefania.piccinelli@gvc-italia.org	Silvio Lazzari
13		E	Christliche Initiative Romero	Boost for sustainable European supermarket store-brands as a key driver	Sandra Dusch Silva	dusch@CI-Romero.de	Joseph Schermesser
14	X	E	Christliche Initiative Romero	Boost for sustainable European supermarket store-brands as a key driver	Thomas Krämer	kraemer@ci-romero.de	Joseph Schermesser
15	X	E	Global 2000 (Austria)	Boost for sustainable European supermarket store-brands as a key driver	Martin Wildenberg	martin.wildenberg@global2000.at	Joseph Schermesser
		E	European Environmental Bureau (Belgium)	Boost for sustainable European supermarket store-brands as a key driver	Leida Rijnhout	Leida.rijnhout@eeb.org	Joseph Schermesser
16	X	F	Associação In Loco	Don't waste our Future!	Vanessa Duarte de Sousa	vanessa.sousa@in-loco.pt	Alfredo Jananpa Ramos
17	X	F	Education for Global Citizenship Unit, University of Glasgow	Don't waste our Future!	Alan Britton	Alan.Britton@glasgow.ac.uk	Alfredo Jananpa Ramos
18		F	FELCOS Umbria	Don't waste our Future!	Rita Biconne	rita.biconne@felcos.it	Alfredo Jananpa Ramos
19	X	G	Association "Lijepa Nasa"	Eat Responsibly!	Josip Gregac	udrugalijepanasa@gmail.com	Lucia Parducci
20	X	G	Foundation for Environmental Education Latvia	Eat Responsibly!	Daniels Truksans	daniels.truksans@zemesdraugi.lv	Lucia Parducci
21		G	Glopolis	Eat Responsibly!	Tereza Čajková	cajkova@glopolis.org	Lucia Parducci
22		H	Fondazione ACRA-CCS	European Youth Engagement from School Gardens to Sustainable Food Systems	Michele Curami	michelecurami@acraccs.org	Markus Pirchner
23	X	H	Fondazione ACRA-CCS	European Youth Engagement from School Gardens to Sustainable Food Systems	Nicola Barbaglia	nicolabarbaglia@acraccs.org	Markus Pirchner
24	X	H	Udruga Zmergo	European Youth Engagement from School Gardens to Sustainable Food Systems	Helena Traub	zmergo@zmergo.hr	Markus Pirchner
25		I	CEE Bankwatch Network	Financing development and developing finance for EYD2015	Ana Colovic Lesoska	ana@bankwatch.org	Christine Lamarque
26	X	I	Estonian Green Movement	Financing development and developing finance for EYD2015	Kadri Green	kadri.green@bankwatch.org	Christine Lamarque
27	X	I	Latvian Green Movement	Financing development and developing finance for EYD2015	Aris Adlers	aris.adlers@bankwatch.org	Christine Lamarque
28	X	J	Diputación Provincial de Zaragoza	Global Schools: EYD2015 to embed Global Learning in primary education"	Luis García Arrazola	lgarcia@dpz.es	Silvio Lazzari
29	X	J	Expert Support Association (ESA)	Global Schools: EYD2015 to embed Global Learning in primary education"	Petya Romanova	petya.romanova@hotmail.com	Silvio Lazzari
30		J	Provincia autonoma di Trento	Global Schools: EYD2015 to embed Global Learning in primary education"	Francesca Vanoni	francesca.vanoni@gmail.com	Silvio Lazzari
31	X	K	European Coordination Via Campesina	Hands On the Land for Food Sovereignty	Hanny van Geel	hanny@eurovia.org	Lucia Parducci
32		K	Transnational Institute (TNI)	Hands On the Land for Food Sovereignty	Silvia Kay	sylvia.kay@tni.org	Lucia Parducci
33		K	Transnational Institute (TNI)	Hands On the Land for Food Sovereignty	Kees Kimman	kees@tni.org	Lucia Parducci
34	X	L	FTAO Fair Trade Advocacy Office	Make Fruit Fair!	Peter Möhringer	moehringer@fairtrade-advocacy.org	Jan Matyas
35	X	L	Mai Bine	Make Fruit Fair!	Alexandru Bodnar	alexandru.bodnar@maibine.eu	Jan Matyas
36		L	Oxfam Deutschland	Make Fruit Fair!	Mirjam Hägele	mhaegele@oxfam.de	Jan Matyas
37	X	M	Green Liberty form Latvia	Media for Development	Inga Belousa	inga.belousa@gmail.com	Christine Lamarque
38	X	M	House of Europe from Lithuania	Media for Development	Giedre Birzyte	g.birzyte@gmail.com	Christine Lamarque
39		M	NGO Mondo from Estonia	Media for Development	Johanna Helin	johanna@mondo.org.ee	Christine Lamarque
40		N	ActionAid UK	Mobilizing Eur. citizens to place inequality and tax justice at the heart of the Eur. Dev. agenda	Sandra Martinsone	Sandra.martinsone@actionaid.org	Christine Lamarque
41	X	N	Campaigns Officer	Mobilizing Eur. citizens to place inequality and tax justice at the heart of the Eur. Dev. agenda	Nina Vombergar	nina.vombergar@ekvilib.org	Efterpi Verigaki
42	X	N	LAPAS (Latvia)	Mobilizing Eur. citizens to place inequality and tax justice at the heart of the Eur. Dev. agenda	Inese Vaivare	inese.vaivare@gmail.com	Efterpi Verigaki
43		O	Diputación de Valladolid	Project Rural DEAR Agenda	Ignacio Aranda	ignacio.aranda@dip-valladolid.es	Alfredo Jananpa Ramos
44	X	O	University of Thessaly	Project Rural DEAR Agenda	Stavroula Divane	sdivane@ireteth.certh.gr, sdivane@gmail.com	Alfredo Jananpa Ramos
45	X	O	University of Valladolid	Project Rural DEAR Agenda	Carmen Duce	oficina.cooperacion@uva.es	Alfredo Jananpa Ramos
46		P	Biodiversity	Promoting sustainable consumption and production of raw materials	Klára Hajdu	hajdu@ceeweb.org	Paolo Barabesi
47	X	P	Christliche Initiative Romero	Promoting sustainable consumption and production of raw materials	Anna Backmann	backmann@CI-Romero.de	Paolo Barabesi
48	X	P	London Mining Network	Promoting sustainable consumption and production of raw materials	Andrew Whitmore	whit@gn.apc.org	Paolo Barabesi

#	X	Letter	Organization	Project	Contact	Email	Coordinator
49		Q	World Wide Fund for Nature Austria	aising awareness for implications of seafood choices highlighting the global interdependenc	Sabine Gisch-Boie	sabine.gisch-boie@wwf.at	Jan Matyas
50	X	Q	WORLD WIDE FUND FOR NATURE GREECE IDRYMA	aising awareness for implications of seafood choices highlighting the global interdependenc	Vicky Markolefa	v_markolefa@hotmail.com	Jan Matyas
51	X	Q	WWF EUROPEAN POLICY PROGRAMME - BRANCH OFFICE	aising awareness for implications of seafood choices highlighting the global interdependenc	Sergi Tudela	studela@atw-wwf.org	Jan Matyas
52	X	R	SSOC. PER LA CREACIÓ D'ESTUDIS I PROJECTES SOCIALS – CEPS	S.A.M.E. WORLD -SUSTAINABILITY.AWARENESS.MOBILIZATION.ENVIRONMENT	Juan Pedregosa	jj@e-itd.com	Joseph Schermesser
53	X	R	BGRF	S.A.M.E. WORLD -SUSTAINABILITY.AWARENESS.MOBILIZATION.ENVIRONMENT	Elena Triffonova	etriffonova@gmail.com	Joseph Schermesser
54		R	Centro Informazione e Educazione allo Sviluppo	S.A.M.E. WORLD -SUSTAINABILITY.AWARENESS.MOBILIZATION.ENVIRONMENT	Silvia Di Laurenzi	s.dilaurenzi@cies.it	Joseph Schermesser
55	X	S	Eesti Roheline Liikumine	School of Sustainability	Kai Allikas	kai@roheline.ee	Joseph Schermesser
56	X	S	Friends of the Earth England, Wales & Northern Ireland	School of Sustainability	Fiona Ranford	f.j.ranford@gmail.com	Joseph Schermesser
57		S	Friends of the Earth Europe (FoEE)	School of Sustainability	Sophie Manson	sophie.manson@foeeurope.org	Joseph Schermesser
58	X	T	Junák - svaz skautů a skautek ČR	Scouting our way towards active global citizenship in EYD 2015 and beyond	Eva Novotná	eva.novotna@junak.cz	Lucia Parducci
59		T	NaZemi	Scouting our way towards active global citizenship in EYD 2015 and beyond	Pavla Vyhnánková	pavla.vyhnankova@nazemi.cz	Lucia Parducci
60	X	T	Soma Hellinon Proskopon	Scouting our way towards active global citizenship in EYD 2015 and beyond	Konstantina Lygizou	klygizou@sep.org.gr	Lucia Parducci
61	X	U	Balkan Institute for Labour and Social Policy (BILSP).	Social & Solidarity Economy as Development Approach for Sustainability (SSEDAS)	Rosen Matev	rmatev@bilsp.org	Efterpi Verigaki
62		U	COSPE	Social & Solidarity Economy as Development Approach for Sustainability (SSEDAS)	Elisa Delvecchio	delvecchio@cospe-bo.it	Efterpi Verigaki
63	X	U	Südwind Agentur, Austria	Social & Solidarity Economy as Development Approach for Sustainability (SSEDAS)	Nora Niemetz	nora.niemetz@suedwind.at	Efterpi Verigaki
64	X	V	Clean Clothes Danmark	Starting point of the way to a ethical and sustainable shoe supply chain	Klaus Melvin Jensen	klaus@cccdk.org	Joseph Schermesser
65	X	V	SÜDWIND	Starting point of the way to a ethical and sustainable shoe supply chain	Martina Schaub	Schaub@suedwind-institut.de	Joseph Schermesser
66		V	Südwind Agentur	Starting point of the way to a ethical and sustainable shoe supply chain	Michaela Königshofer	michaela.koenigshofer@suedwind.at	Joseph Schermesser
67	X	Y	City of Munich	The future we want: Local Authorities for Sustainable Development	Bernadette-Julia Felsch	bernadette.felsch@muenchen.de	Jacques Perrot
68		Y	Climate Alliance	The future we want: Local Authorities for Sustainable Development	Silke Lunnebach	s.lunnebach@climatealliance.org	Jacques Perrot

Annex 2: Session Finance and Contract requirements

Group enabling exercise
Find your answers on reference documents
(reviewed version)

Group A	Question	Solution found
1.	Justification of staff costs / Reporting of staff time	Answer in PRAG – Grants (annex 6) - General conditions (pag. 91): on payrolls, timesheets etc.
2.	Can a private legal entity be contracted to act as staff?	No (in General conditions)
3.	What should be the language of the Procurement procedures?	It can be in our national language

GROUP B	Question	Solution found
1.	Procurement rules: when PRAG Vs. Contract Annex VIII?	The rules of the Contract apply (the Annex VIII is however an annex to PRAG and therefore it should be in line)
2.	Staff costs - Auditor	Rules: 1 contract for 1 person and 1 role; respect initial contract; ask task manager or Auditor is case of doubts; suplementary to contract
3.	Budget changes	Below 25% only inform; to be on the safe side: inform (for eg. on narrative report) (no amendment needed, however, some restrictions to be respected – unit rates in chapter human resources not increased, per diems to respect ceilings set by the EC…) As from DEVCO Companion: Where the amendment to the Budget or Description of the Action does not affect the basic purpose of the Action and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 25% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs, the Coordinator may amend the budget and inform in writing without delay the Contracting Authority accordingly. This method may not be used to amend the headings for indirect costs, for the contingency reserve, for in-kind contributions or the amounts or rates of simplified cost options. (see also answer of Group E.3)

GROUP C	Question	Solution found
1.	Contingency used for exchange loss?	As from DEVCO Companion: A reserve for contingencies and/or possible fluctuations in exchange rates not exceeding 5 % of the direct eligible costs may be included in the budget for the Action, to allow for adjustments necessary in the light of unforeseeable changes of circumstances on the ground. It can be used only with the prior written authorisation of the Contracting Authority, upon duly justified request by the Coordinator.
2.	Final report – detailed list of expenditure all 3 years?	As from DEVCO Companion: The final report shall in all cases include a detailed breakdown of expenditure covering the whole Action. There is no standard template for the detailed breakdown of expenditure. However the following information for each cost heading in the financial report and for all underlying entries and transactions should be provided: - the amount of the entry or transaction - the accounting reference (e.g. ledger, journal or other relevant reference) - a description of the entry or transaction (detailing the nature of the expenditure) - a reference to underlying documents (e.g. invoice number, salary slip or other relevant reference).
3.	BUDGET change – between categories/budget lines	Between categories is possible under 25% of either budget line – over 25% ask permission 30 days before Money saved can be spent (see the answer of Group B.3 and E.3)
4.	ACTIVITIES changes	(see answer by group D.3)
5.	INDIRECT costs – what can be paid from here	What is not specified as direct costs, eg. Infrastructure, operation (doubt subsists: another computer? Phone?) As from DEVCO Companion (pp. 68-70, for more details): The indirect costs for the action are those eligible costs which may not be identified as specific costs directly linked to the implementation of the action and may not be booked to it directly according to the conditions of eligibility in Article 14.1 . However, they are incurred by the beneficiary(ies) in connection with the eligible direct costs for the action. They may not include ineligible costs as referred to in Article 14.9 or costs already declared under another costs item or heading of the budget of this Contract.

GROUP D	Question	Solution found
1.	Exchange rate	PRAG – Annex II (General conditions) at 15.9: monthly Info EUR exchange rate (eg. Poland has EUR account) – do check explanation at DEVCO Companion
2.	Subgrants – can lumpsums be introduced?	- are possible to develop scheme, but check with task manager first - ask auditor first
3.	Changes (depth of detail)	I- changes in project have to remain within the topic of the projects; II – inform task manager in advance; III – apply 'common sense' before notifying the task manager

4.	Inhouse consultatnts	I – national rule for staff applies; II – depending on national rules: apply staff procurement or services procurement

GROUP E	Question	Solution found
1.	Q4.STAFF costs	1. Procedures and justifications: find in 16.9.K 2. No, legal entity should be in other costs and not in human resources, because is a tender
2.	Q2.BUDGET changes	1.If changes in budget line do not affect the total amount of budget line and if changes do not change the number of units (activities & outputs) then no formal addendum (of action) or permission is required – see answer group .
3.	Q7.Relocation of savings	Answer in PRAG 9.4 - Relocation is possible as: - new activity – approved by task manager - extra number of same activity - engage extra participants or speaker or printing material etc.

GROUP F	Question	Solution found
1.	Co-applicant responsibility – mainly financial?	Gen. Conditions, art. 1.6 g: "coordinator role": "have full financial responsibility"
2.	What is an org can reclaim only partial VAT?	Gen. Conditions, art. 14G: "duties, taxes and charges nor recoverable"
3.	Procurements under 60%?	Annex 4 – 5.4 "the procedures established by the beneficiary may be used" if not use 5.3 "negotiated".
4.	Proof of payment needed to justify Administrative costs?	Guideline 2.1.4 Eligibility: "the indirect costs… eligible for flat rate" See pages 68-70 of DEVCO Companion

GROUP G	Question	Solution found
1.	SUBGRANTING	• Clear definition of criteria/legitimacy • Individual reporting • rules to set up • Can not claim 7% overheads • Can modify the budget but not activities • Coordinator role to coordinate budget changes • Template for reporting to coordinator • beneficiary groups the reports
2.	SERVICES contract under 60.000 euro	Annex 4 in 4.3 – procurement under your national rules; EU national eligibility; not criminal; fairness; all docs must be kept for audit
3.	BUDGET changes	Budget lines are not very binding < 25% can change (send e-mail to task manager without delay) >25% - 30 days for permission (see the answers of Groups B.3 and E.3)

GROUP H	Question	Solution found
1.	VAT tax authority and/or law?	See pages 62-64 of the DEVCO Companion
2.	CONTINGENCY reserve	Pages 66-67 of the DEVCO Companion to give more clarity
3.	PER DIEMS – cash or transfer?	Both are possible
4.	SUBCONTRACTING?	Under 20.000 – one single tender Under 2.500 – no tender needed
5.	Information flow project>EU?	When to inform changes? Discuss with task manager

GROUP I	Question	Solution found
1.	3.CONTINGENCY reserve – rules? Previous approval?	Should not exceed 5% of eligible costs. It must be to finance unforeseen changes of circumstances on the ground. Requires written permission of the contracting authority.
2.	4.1. STAFF costs - Procedures and justifications	Timesheet to be used together with staff contracts (based on national legislation)
3.	5. Procurement under 60.000	Internal rules – for example, 3 written offers
4.	2. BUDGET changes	Under 25% of heading (consider both original heading and destination heading) ask for permission with amendment request; if changes are within the same subheading, just inform in writing. Amendments can be approved up to 25% of the budget (see the answer of Group B.3 and E.3)

Annex 3: Partnerships and large projects discussions

Group A
Problem:
One or more of the partners does not fulfil their commitments and obligations towards the project. For example, they do not keep appropriate tally of expenditures made. This leads to delays in project reporting to the EC and hence in delays in re-imbursements of costs by the EC.
Solutions discussed were as follows:
- Overall project coordinator presents to the partners the internal procedures covering for example communication, reporting, financial accounting, monitoring and evaluation. This establishes amongst the partners a shared modus operandi.
- The partnership (steering group) decides to establish different working groups each led by a different partner with overall project responsibility for a particular aspect of work.
- To ensure sound financial management some changes in the rules are suggested so that not only the lead organisation/LA is responsible for the overall spending levels. For example, when one partner does not reach intended spending levels in the first instance that should affect mostly that partner and not the whole project, in other words each partner receives payments according to validated expenditure made by that partner.

Group B
Problem:
The quality of the work of the lead partner or of another partner affects the whole project negatively
Solutions discussed were as follows:
- Developing shared understanding of intentions and expectations amongst and between partners: partners knowing each other
- A kick-off meeting involving all partners in which common procedures and common standards of work are established: partners agreeing to a joint process and standards
- A partnership agreement that includes attention to mutual and several expectations amongst partners: partners being knowledgeable about their own and others commitments and requirements.
- Shared documents: partners being mutually aware of available information.
- Partners having direct contact with each other: partners being aware of issues, perspectives and ideas amongst each other.
- Differentiated contact: 'technical' and 'political' contacts are kept separate amongst the partners.

Group C
Problem:
Financial risk for lead and other partners
Solutions discussed:
- "We don't have a perfect solution"
- Close relationship management structures (and processes)
- Research into potential partners before application
- Partnership agreements
- Monitoring systems
- "Is there an insurance?"

Group D
Problem 1:
The leading partner is not able to fulfil the obligations
Solutions discussed:
- Drafting terms of reference detailing work to be done
- Distributing the tasks of the lead organisation amongst other partners
- Regular meetings between partners (to carry out joint work)
- Ad-hoc support from partners to the lead organisation
- Ongoing communication/discussion between all partners

Problem 2:
A co-applicant fails
Discussed solutions:
- Regular follow-up (calls, meetings, ensuring deadlines are met)
- Support from the lead partner
- (Inform Task Manager)

Group E and Group I
Problem:
Intra-project communication fails or falls short
Discussed solutions:
- Establish common vision
- Find out 'Why?'
- Establish working groups (involving various partners) to manage and allocate responsibilities
- Use quarterly reports to keep up-to-date with each partner's work and progress
- Establish communication rules
- Use software, e.g. Basecamp, Trello to keep in touch
- Accept cultural differences and different perspectives
- Monitor action plans

Group F and Group H
Problem 1:
Some partners do not cooperate as intended/have low performance levels
Discussed solutions:
- Establish regular and open communications: invest in the relationship
- Use accountability systems that have been set up, including contracts/MoUs, etc.
- Show benefit of involvement in the project and implications of dropping out
- Use culturally sensitive mediation
- Ask them deliver the absolute minimum

Problem 2:
'Political' views in the external environment differ greatly amongst partners
Discussed solutions:
- Recognise that local issues may be different, but ensure agreement on shared vision and the key important points (e.g. achievement of agreed 'change objectives')

Group G

Problem 1:

You realise one of the partners manages its finances in a dishonest way. You risk termination of contract. What do you do?

Discussed solutions:

- Establish if the partner is guilty:
    - o   do multiple financial and activity checks
- Inform relevant partner and remind of existence of PRAG and its requirements
- Involve all partners
- Identify consequences
- Involve Task Manager:
    - o   discuss opt-out of relevant partner
- Explore possibility of engaging new partner

Problem 2:

One of the partners is not really active/willing to cooperate/willing to deliver

Discussed solutions:

- Consultations and communications with relevant partner
- Aiming to motivate the relevant partner: sharing best practices– involving all other partners
- Cutting the cash-flow

Problem 3:

How to manage the project so that no partner feels excluded?

Suggested solutions:

- Communication
- Involvement
- Distribution of tasks
- Give space for creativity, time to adept, and ownership
- Establish a partners' communication platform
- Establish a (internal) blog of complaints?

Reporting template for <u>decentralised event</u>

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	You are a part of the central team at Member State

	coordinator	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.

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).

If you have questions regarding reporting, please contact the evaluation team through the functional email (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**

Note: The table above has a 3-column structure (Ref., Indicator, Answer) with an empty Ref. column for all data rows.

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 <u>euro</u> – 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 2015 Thematic 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	[Please provide this in whatever format you can]

	objective of the event	
	…	…
	Comments/best practices	Additional comments or sharing of best practices

	Policy initiatives/content	Any information on suggested policy initiatives or content

Annex 5: ""How communication is specific on DEAR" brainstorm

What is specific on DEAR use of communication tools?
CSOs and LAs present on the 2015 Inception Seminar considered that…

- **Communication is key business of Development NGOs**

- **"Language" is fundamental > talk to your target group!**
  Communication tone & style > Europe does not have all the answers
  Avoid jargon and acronyms; adapt vocabulary to target group
  Create different levels/degrees of use of social media (especially in developing countries)
  Storytelling – to teachers, schools, migrant audiences – way to communicate complex issues
  Be user-friendly

- **Message must be clear**
  Avoid stereotypes / be careful with the "perception" level
  Clear and understandable messages to public > difficult with so many countries/partners > difficult
  to adjust to every country/context
  Alignment on key message > consistent message across Member states
  Specific message to every target group (LAs, CSOs or ordinary citizens)

- **Use your tools adequately and be creative**
  Have a participatory approach (involve people because they are already involved!)
  Allow for 2way communication (dialogue, feedback to people/participants)
  Use storytelling to convey complex issues in interesting and understandable way
  Involving regional journalist to bring message to local community
  Make press breakfasts; use several ways of communicating;
  Balance "online" and "offline" tools and actions

- **Target core audiences, be strategic**
  Include DEAR in the schools formal education curriculum
  DE & AR are very different in approaches and communication strategies
  Balanced approach > beware of effects communication may have on different target groups
  Target a wider group of people by non-traditional ways
  Massive outreach targets?

- **Importance of interdependence**
  Acceptance of the differences
  Expose global issues with local examples (it is difficult!)
  Challenge: to make a link with more impact on European life
  Highlight EU consumers impact globally
  DEAR: to make every person in Europe able to have lifelong access to opportunities to be aware of
  and to understand global development concerns

- **Raise awareness without creating frustration**
  How to make people act?; promote action
  Awareness is not enough > change + action have to follow

- **Celebrate your achievements**
  Relative importance of EU development supported
  Get visibility

- **Be courageous**

Annex 6: Monitoring Implementation

Monitoring of Global Learning projects in the formal education sector
Need to focus on monitoring as a strategic tool for change
• Personal visits to schools: observations
• Reports from schools
• Documentation from schools on websites
• Monitoring of pupils' opinions on learning activities
• Teachers' and students' feedback on methodologies used
• Baseline study: questionnaire for teachers (their knowledge, perceptions, practice)
• Social networks as a method: measuring general interest in a topic: which topics attract much/little attention?
• Structural changes in local policies: what kind of critical mass can we generate on the topic?
• Use social theatre methods for evaluation: assessing change of opinion and behaviour
• Digital storytelling: use of interactive tools
• Evaluation focussed on strategies

Monitoring of Global Learning projects in the non-formal education sector
Monitoring of the process is easier than monitoring the results. Assessment procedures should be introduced in systems (e.g. the Scout system)
• Share and use on-line tools to track activities and results
• Diagnosis of the actual situation before and after implementation of the project
• Develop event reports/feedback forms, for example asking participants about: o the best bit   o most useful   o most surprising   o commitment to future action   o what could have been better
• Questionnaires
• Media impact, including social media
• Before and after questionnaires/surveys
• Interviews
• Pictures and video

Monitoring of Advocacy-Campaigning projects
• set-up of the system is needed early on in the project: o implement sociocracy system   o hire a consultant   o train staff and partners   o …
• monitoring implementation needs to ensure project is on course and identify where the process and/or results may need changing
• evaluation needs to draws conclusions for the future course of the project
• Activity calendar, activity templates and reports and process monitoring

- Monthly conference calls with partners and regular physical meetings
- Media monitoring (clicks, keywords, reach, …)
- Statistics: number of people reached; number of new partnerships established (e.g. with companies)
- ROM
- Log-frame and regular adjustment to meet achievements and changing realities
- Counting of outputs (publications, leaflets, …)
- Audits and reports
- GANTT charts, Basecamp
- Before and after questionnaires/surveys
- Quantity of legislative acts influenced, changed or introduced
- Number of policy makers taking action

Monitoring of the use of Sub-granting

- Monitoring the selection process: transparency, criteria, experience of candidates, results to be achieved by means of sub-granting
- Inputs and outputs:
  - money allocated/money used
  - manpower involved in the action
  - method used by sub-grantee
  - material/resources produced
- Results monitoring