European Commission

COACHING ON AD DESIGNS

SCOPE

The coaching on Action Document (AD) design aims at supporting Operational Managers (OMs) in formulating AD with a capacity-building approach. It will enable the OMs to strengthen their skills in logical framework (logframe) formulation and corporate indicators while working on the AD they want to improve.

This service works on-demand, thus ensuring that the OMs take ownership of the learning process. The coaching service offers two timely delivered online sessions that combine standardised methodologies and tailored content to the specific needs of the OMs. The OMs will acquire new skills during and after the sessions while working on their AD and will have recourse to the coaches' feedback along the service.

TYPE OF SUPPORT

The standard coaching service has two sessions per unit/delegation involving one or several OMs working on up to five different ADs. The sessions will start with a 30-minute refresher on the main concepts and resources available on AD designs, focusing on the intervention logic and the related sections. OMs will then work on their respective ADs assisted by a coach in break-up sessions.

Coaching on Action Documents design

Coaching sessions last approximately two hours and will be scheduled in agreement with the requesting Service. Coaching sessions are often organized one week apart to allow the OMs to complete their revisions and get feedback from the coaches.

The sequence of activities is:

- Kick-off meeting to discuss the request with the responsible service and to organise the coaching service including IT platform of choice.
- The responsible service will share in advance of the first session the relevant MIP, AAPs or drafted ADs.
- **First coaching session** on the intervention logic and the internal coherence of the ADs (links between sections 1.1, 3.1, 3.2 and 3.6).
- Between sessions: first feedback is to be provided on the revised intervention logic by OMs.
- **Second coaching session** on indicators and reporting and the internal coherence of the ADs (links between sections 3.6, 5.3 and Appendix 1).
- After the second session, the OMs should provide a revised logframe and relevant sections for the coach's feedback.
- The OMs will receive a final annotated AD within 3 working days.
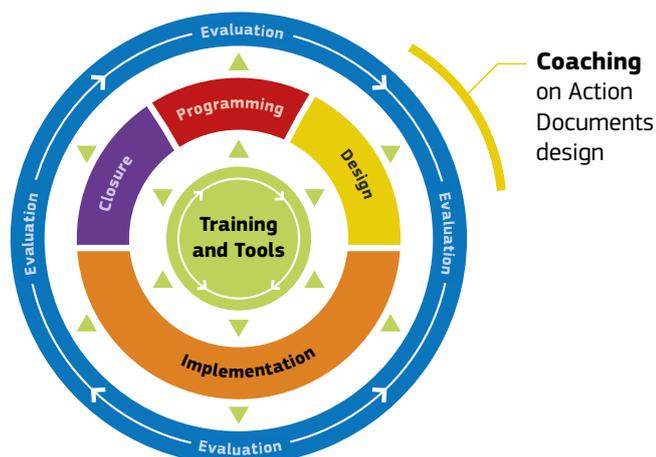
REQUEST

The coaching on AD design can be requested at any stage of the Action Document formulation process via intpa-ad-results@ec.europa.eu

It is recommended to request this support at least two weeks in advance of the start of the coaching to allow enough time to assign the coach/es, check the documents and schedule the initial session. The support typically lasts around 2-3 weeks, depending on the OM's availability for the coaching sessions.