

Practical Guidelines for Project Implementation

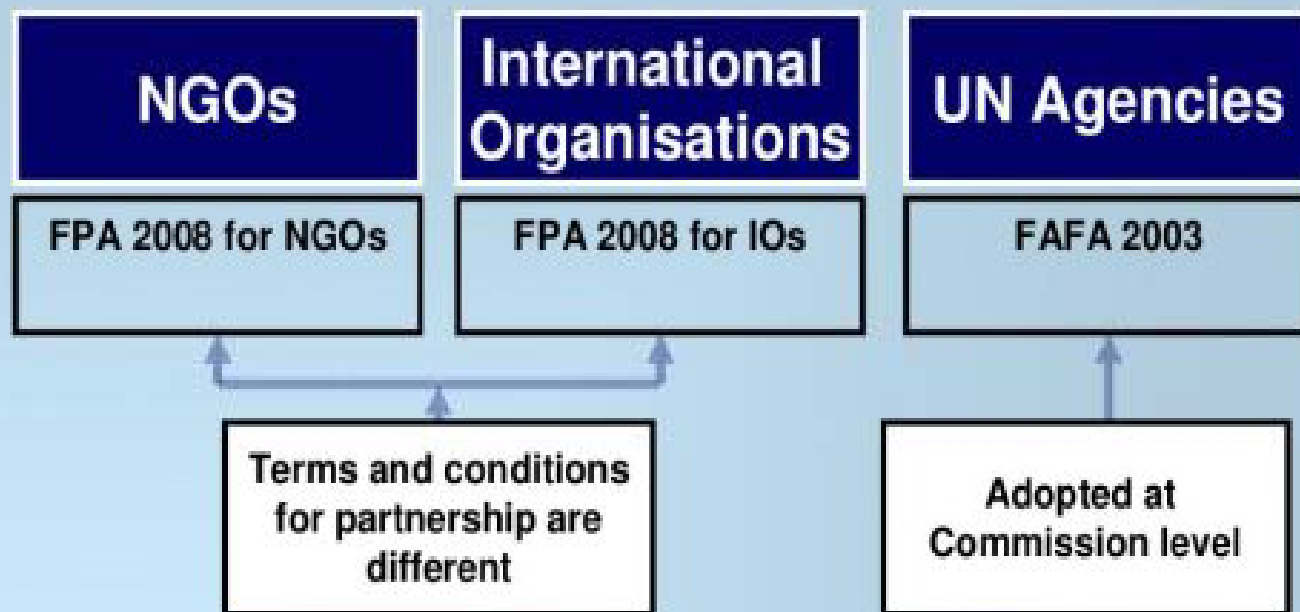
DIPECHO Action Plan for the Caribbean
2011-2012



DG ECHO Partners

- **Framework Partnership Agreement (FPA)** for NGOs and IO
- **Financial and administrative framework agreement (FAFA)** for UN agencies

Partnership instruments



<http://www.dgecho-partners-helpdesk.eu/partnership/instruments>

- Main objectives of the FPA/ FAFA rules are:
 - ▶ To **optimise** the implementation and the results of the actions
 - ▶ To promote the concept of **quality partnership**
 - ▶ To streamline the procedures and to set up the rules governing the relation between the Parties
 - ▶ To define the control framework for sound implementation of the budget

Different Control Mechanisms

- Based on DG ECHO's assessment of the organisation's internal control mechanisms /risk management, financial strength and procurement rules
 - ▶ A-control mechanism ("Action related monitoring")
 - ▶ P-control mechanism ("Prior assessment of own Procedures").

Implementation of the Action

- Communication with DG ECHO is vital!
 - ▶ At field level
 - ▶ At HQ- desk officer
 - ▶ Via e-tools:
 - APPEL (for PARTNERS)
 - HOPE (intranet, managed by DG ECHO staff)

Means of transmission

Document	Partner	DG ECHO
eRQ	eRQ via APPEL →	appraisal via HOPE
Final version of eRQ	eRQ new version via APPEL →	appraisal via HOPE
Agreement	1 paper copy ←→	2 paper copies
Confirmation reply /Suspension / suppl. Information	email /paper / fax ←→	email /paper / fax
Exchange of Letters	eMR via APPEL ←→	Appraisal via HOPE + 1 copy email/paper/fax
Supplementary Agreement	eMR via APPEL 1 paper copy ←→	Appraisal via HOPE+ 2 paper copies
eIR(s)	eIR via APPEL →	Acknowledgment via HOPE
eFR	eFR via APPEL →	Appraisal via HOPE

Agreements

- Grant Agreement (for NGOs) and Contribution Agreement (for International organisations and UN Agencies)
- The Agreement is composed of :
 - ▶ General Conditions
 - ▶ Special Conditions, including Annexes I and II.
(Annex I is the logical framework and Annex II is table 11)
 - ▶ Last version of the Action Proposal sent by the Partner and accepted by DG ECHO

E-SINGLE FORM

- The E-SF is an **Unique document** used to submit
 - ▶ Action Proposal
 - ▶ Intermediate report
 - ▶ Modification request
 - ▶ Final report

Intermediate Report (E-single form)

- State of implementation of the Action (helps as a monitoring tool)
- Should be submitted at the time indicated in **article 4 of the agreement** (usually for DIPECHO'S of this AP at 9 months before the end of implementation)
 - ▶ The IR covers the period up to 1 month before date of submission and reports on the whole action
 - ▶ No financial report included but should have an updated financial overview (table 11 of the SF)

Intermediate Report

- Can serve to notify desired changes and include analysis of proposed modifications
- For external evaluations, audits and studies financed by the Action, TORs have to be submitted to DG ECHO in advance.
- Use annexes to provide additional information
- Don't use annexes to provide key information

Changes

■ Untouchables:

- ▶ Country of Action
- ▶ Action's title
- ▶ Action's principal and specific objectives
- ▶ The fundamental parameters that define the crisis
- ▶ Types of beneficiaries (e.g. IDPs, Refugees)

Amendments

- ▶ Requests must be submitted by the Partner no later than one month before the end of the implementing period of the Action
- ▶ DG ECHO will normally reply within 30 days of the receipt of the request

humanitarian aid



Field Visits



DG ECHO Visits

- Field visits:
 - ▶ To participate/support a specific event
 - ▶ Monitoring missions (usually 2 for a project) and would be carried out by ECHO SD/RSO personnel
 - ▶ HQ visits by Desk Officer / special missions (with other ECHO /EU colleagues)

- Previous coordination with partners and other key actors

MEETINGS

■ DIPECHO AP for the Caribbean 2011-2012

- ▶ Project Managers workshops (usually 2)
- ▶ Regional DRR meetings (Consultative meetings, exchange of experiences...)
- ▶ National Workshops
- ▶ Events from regional IGOs and national authorities
- ▶ Other...

humanitarian aid



AN COMMISSION



Humanitarian Aid and Civil Protection

Final E-Single Form

- Final narrative
- Final financial report (financial and accounting system of the partner)
- Must be submitted within three months after the end of the implementation period of the Action both in electronic and hard copy (article 4.2 of the agreement)

EUROPEAN COMMISSION



Humanitarian Aid and Civil Protection

Communication & Visibility DIPECHO partners

- In 2010, the department of Civil Protection is incorporated into ECHO's structure.
- As a result, ECHO is in the process of defining a new visual identity that will properly reflect that change.
- While that process reaches a conclusion, a **new logo** has been approved to include Civil Protection.



http://ec.europa.eu/echo/index_en.htm

The screenshot shows a web browser window with the address ec.europa.eu/echo/media/identity_en.htm. The page header features the European Commission logo and the text "European Commission Humanitarian Aid & Civil Protection". A navigation menu includes "Search", "Sitemap", "F.A.Q. & Contact", "Legal Notice", and "English (en)". The main content area is titled "Media Library" and contains the following sections:

- Humanitarian aid:** A sidebar menu with links to "ECHO and its partners", "Policies & Evaluation", "Aid in action", "Funding", "News & updates", "Media Library", and "Jobs".
- Media Library:** A sub-menu with links to "Audio", "Photos", "Publications", "Videos", and "Visual identity".
- Guidelines for the production of visibility material:** The main heading, followed by a "Share" button and a paragraph: "This section has been set up to disseminate practical instructions for ECHO's partners with the aim of giving a homogeneous image to all ECHO-produced materials. If you have any questions concerning ECHO's visual identity or its symbol, please contact us by filling in [this form](#)."
- Denomination:** A section stating "ECHO is the **Directorate General for Humanitarian Aid and Civil Protection**."
- Visual:** A section with the text: "Reference of the colors : Yellow 'stars' = Pantone Yellow ; Blue = Reflex blue C" and links to "[Graphical specifications for the European Emblem](#)" and "[Monochrom reproduction process](#)".
- Download the visual:** A section with the text: "How to get a local copy on your computer: right-click on the link and choose 'Save target as'." and a list: "JPG links point to JPG files - 1200KB" and "EPS links point to vector-based EPS files - 500KB".
- Related information:** A sidebar menu with links to "The European Flag" and "Visibility toolkit 2009".

At the bottom of the page, there is a small image of the European Commission logo with the text "EUROPEAN COMMISSION" above it and "Humanitarian Aid and Civil Protection" below it.

Visibility Toolkit

Partners - visibility guidelines

ec.europa.eu/echo/about/actors/visibility_en.htm

Google

ECHO and its partners

Humanitarian aid:

ECHO and its partners

- > What is ECHO?
- > Humanitarian Partners
 - Partners
 - Framework Partnership Agreement (FPA)
 - NGO application
 - FPA with international organisations
 - Framework agreement with UN
 - Specialised agencies of the Member States
 - Project submission
 - eTools
 - Humanitarian Procurement & HPCs
 - Useful links

Policies & Evaluation

Aid in action

Funding

News & updates

Media Library

Jobs

Share

Visibility toolkit

A more cost-effective approach from 2009 onwards

The present toolkit has been produced to reflect the new approach adopted on visibility/information/ communication in the framework of humanitarian operational agreements between the European Commission and its partners, and to address the need expressed by partners for more detailed guidance in this area.

Download the Toolkit for Partners - [en](#) (full document)

Consult the above Toolkit sheet by sheet (the links below are part of the full document):

- INTRODUCTION - [en](#)
- SHEET 1 - DEFINITIONS - [en](#)
- SHEET 2 - VISIBILITY - GENERAL - [en](#)
- SHEET 3 - INFORMATION AND COMMUNICATION - GENERAL - [en](#)
- SHEET 4 - BASIC VISIBILITY AT FIELD LEVEL - [en](#)
- SHEET 5 - PRINTED PUBLICATIONS - [en](#)
- SHEET 6 - WEBSITES AND WEBPAGES - [en](#)
- SHEET 7 - MEDIA CONTACTS - [en](#)
- SHEET 8 - FUNDING FOR JOURNALISTS' VISITS - [en](#)
- SHEET 9 - PAID ADVERTISING ("ADVERTORIALS") - [en](#)
- SHEET 10 - PHOTOS AND PHOTOS EXHIBITIONS - [en](#)
- SHEET 11 - AUDIOVISUAL (A/V) - GENERAL - [en](#)
- SHEET 12 - AUDIOVISUAL - For the media - [en](#)
- SHEET 13 - AUDIOVISUAL - For purposes other than media broadcast - [en](#)
- SHEET 14 - AUDIOVISUAL - FORM - [en](#)
- SHEET 15 - PUBLIC EVENTS - [en](#)
- SHEET 16 - VISUAL IDENTITY - [en](#)
- SHEET 17 - TERMINOLOGY AND TEXTS - [en](#)
- SHEET 18 - ABOUT THE SINGLE FORM AND FUNDING LIMITS - [en](#)
- SHEET 19 - WHO TO CONTACT - [en](#)

Related information

Key Issues for V I &C

- Limits to funding for V,I &C in humanitarian operational agreements are:
 - ▶ **0.5% of the direct eligible costs with a maximum of 8,000€**
- **Operational** information or communication must come under the appropriate result and sub-sector
- Purely **institutional V,I &C** should be described under Section 9 and the total costs should be reported under "Other costs"

humanitarian aid



IMPORTANT!

■ FPA/FAFA training sessions from 16 to 23 November in Santo Domingo

- ▶ 16 November : one-day training “Humanitarian Food Assistance” delivered in **English**
- ▶ 17-19 November: three-day general training on FPA “Working with DG ECHO” delivered in **English**
- ▶ 20 November: day-off
- ▶ 21-23 November: three-day general training on FPA “Working with DG ECHO” delivered in **Spanish**

▶ Further information at:

<http://www.dgecho-partners-helpdesk.eu/doku.php/training/start>



QUESTIONS?

DG ECHO **Office for the Caribbean**

Head of Office - **Jocelyn Lance**
jocelyn.lance@echofield.eu

Programme Officer- **Gina Sosa**
gina.sosa@echofield.eu

Operations Assistant- **Pilar Orduna**
pilar.orduna@echocaribbean.eu



Comunication & Visibility team for LAC based in RSO Managua

Regional Information Officer: **Isabel Coello**
isabel.coello@ec.europa.eu

Regional Information Assistant: **Ruth Silva**
ruth.silva@ec.europa.eu

Thank you