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

NGOs
FPA 2008 for NGOs

International Organisations
FPA 2008 for IOs

UN Agencies
FAFA 2003

Terms and conditions for partnership are different

Adopted at Commission level

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)
<table>
<thead>
<tr>
<th>Document</th>
<th>Partner</th>
<th>DG ECHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>eRQ</td>
<td>eRQ via APPEL</td>
<td>appraisals via HOPE</td>
</tr>
<tr>
<td>Final version of eRQ</td>
<td>eRQ new version via APPEL</td>
<td>appraisals via HOPE</td>
</tr>
<tr>
<td>Agreement</td>
<td>1 paper copy</td>
<td>2 paper copies</td>
</tr>
<tr>
<td>Confirmation reply /Suspension / suppl. Information</td>
<td>email / paper / fax</td>
<td>email / paper / fax</td>
</tr>
<tr>
<td>Exchange of Letters</td>
<td>eMR via APPEL</td>
<td>Appraisal via HOPE + 1 copy email/paper/fax</td>
</tr>
<tr>
<td>Supplementary Agreement</td>
<td>eMR via APPEL</td>
<td>Appraisal via HOPE + 2 paper copies</td>
</tr>
<tr>
<td>eIR(s)</td>
<td>eIR via APPEL</td>
<td>Acknowledgment via HOPE</td>
</tr>
<tr>
<td>eFR</td>
<td>eFR via APPEL</td>
<td>Appraisal via HOPE</td>
</tr>
</tbody>
</table>
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)
 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
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...
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
DI PECHO 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.
Guidelines for the production of visibility material

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 filing in this form.

Denomination

ECHO is the Directorate General for Humanitarian Aid and Civil Protection.

Visual

Reference of the colors: Yellow / Stars – Pastone Yellow / Blue – Reflex blue

Download the visual

How to get a local copy on your computer: right-click on the link and choose “Save target as”.

- JPG links point to JPG files - 1200 KB
- EPS links point to vector-based EPS files - 500 KB
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 - (full document)

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

- INTRODUCTION
- SHEET 1 - DEFINITIONS
- SHEET 2 - VISIBILITY - GENERAL
- SHEET 3 - INFORMATION AND COMMUNICATION - GENERAL
- SHEET 4 - BASIC VISIBILITY AT FIELD LEVEL
- SHEET 5 - PRINTED PUBLICATIONS
- SHEET 6 - WEBSITES AND WEBPAGES
- SHEET 7 - MEDIA CONTACTS
- SHEET 8 - FUNDING FOR JOURNALISTS’ VISITS
- SHEET 9 - PAID ADVERTISING (ADVERTORIALS)
- SHEET 10 - PHOTOS AND PHOTOS EXHIBITIONS
- SHEET 11 - AUDIOVISUAL (AV) - GENERAL
- SHEET 12 - AUDIOVISUAL - For the media
- SHEET 13 - AUDIOVISUAL - For purposes other than media broadcast
- SHEET 14 - AUDIOVISUAL - PRESS
- SHEET 15 - PUBLIC EVENTS
- SHEET 16 - VISUAL IDENTITY
- SHEET 17 - TERMINOLOGY AND TEXTS
- SHEET 18 - ABOUT THE SINGLE FORM AND FUNDING LIMITS
- SHEET 19 - WHO TO CONTACT
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”
INICIO DE LA TEMPORADA CICLÓNICA.
PROTEGE TU VIDA Y LA DE LOS TUYOS.
¡JUNTOS PODEMOS!
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:

QUESTIONS?
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Thank you