



# **Guidelines for TRIALOG capacity building activities for NGOs and their networks in the New Member States (NMS) and Accession Countries (AC)**

## **TRIALOG IV**

**This document presents the different ways in which TRIALOG supports the capacity building of NGOs and their national platforms in NMS and AC and outlines the regulations in place for accessing this support**

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### **CONTACT:**

Coordination of capacity building and further information:

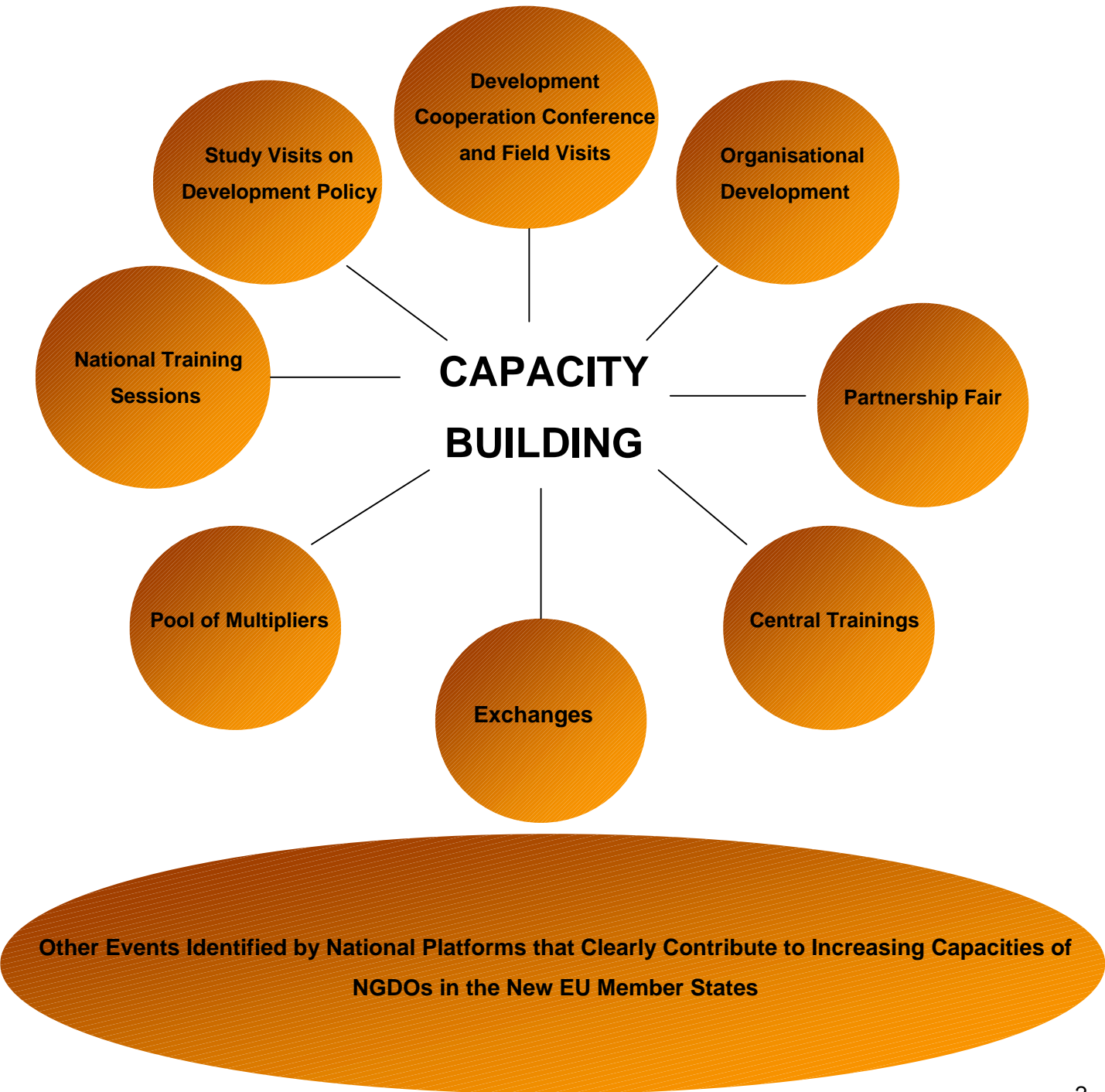
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## OVERVIEW

TRIALOG recognises capacity building as one of the main mechanisms of support for NMS and AC in their contribution to a stronger system of international development cooperation.

Its specific objective illustrates this; the **specific objective** of TRIALOG IV is a stronger European System of international development cooperation by the integration and active participation of CSOs from NMS and AC/CC on European and global level through coordination, networking, advocacy and capacity building.

In order to achieve this objective TRIALOG IV has envisaged a number of activities specifically targeted towards building capacity:



- **Study Visits on Development Policy**

Annual study visits to EU institutions and other relevant actors in Brussels will focus on EU development policy, introducing participants to contact points in the main institutions and organisations that work on such issues. In the first year of TRIALOG IV CSO representatives from Bulgaria and Romania will be invited to participate, in the second year CSO representatives from Cyprus, Malta and Slovenia will be invited and in the third year CSOs from the Baltic countries Estonia, Latvia and Lithuania. Other NMS already had invitations for such study visits in previous TRIALOG phases.

- **Development Cooperation Conference and Field Visit**

The international conference on Development Cooperation will take place in Nicaragua in November 2010 with the participation of CSOs from South, East and West to discuss the changing role of CSOs in international development. It is a follow-up event to the Prague conference "Are we on the right track?" that was held in May 2008 to review paradigms for development. After the conference NMS participants will visit several development cooperation projects implemented by European NGOs in cooperation with their Nicaraguan partners and funded by national OMS governments and/or the EU.

- **Exchanges**

With annual exchanges to CSOs and platforms in old and new member states as best practise examples about development related topics like Development Education, development workers and/or experts, experiences will be shared and co-operation will be encouraged. In 2010, TRIALOG is co-organising two workshops on policy and advocacy in the framework of AidWatch together with the French, Belgian and Slovenian national platforms and CONCORD. They are designed to strengthen work with national and European parliamentarians on aid and development policy, followed by improving lobbying and advocacy towards governments and the European Council.

- **Partnership Fair**

Due to the success of the TRIALOG DE partnership in October 2006 another partnership fair on development education and/or development cooperation will be organised in 2010 with the participation of 150 participants from CSOs from East, West and South and from different sectors (development, Human Rights, environment, gender etc.) to facilitate partnerships, co-operation and exchange at an international level for joint projects and programmes for development.

- **Training**

At least 10 training sessions will be organised each year for CSOs and national platforms. The topics to be included in the training events will be agreed with the national platforms and their members at the beginning of each year and will include training on specific topics as well as training on methods and tools in development cooperation.

- **Pool of Multipliers**

To educate multipliers in NMS, TRIALOG will establish a pool of trainers and workshop-facilitators for different development-related topics (EC-funding possibilities, how to write an EC-proposal, Financial and Contract Management, Project Cycle Management – PCM, Development Education, Gender, Fair Trade, Human Rights, HIV/Aids; Campaigning etc). Three modules of 3-day-training for 1 to 3 multipliers per country every year are open to participants from all NMS.

- **Central Training**

The Central Training should be an annual exchange and coordination meeting during the first half of each year, combining information exchange and capacity building. National NMS Platforms and their member organisations as well as representatives from the AC/CC are invited to present past and future activities related to a defined training topic. Additionally, EC-representatives, representatives of the current, past and future Presidencies and the director of CONCORD are invited to present the most important news and priorities for that year.

- **Organisational Development**

A one-week winter course on Organisational Development with a sequence of 5 training topics (Time-Management, Strategic Planning (including 5-year-vision and mission), Annual Planning, Monitoring & Evaluation, Moderation and Facilitation with participatory methods) for the platform coordinators and CSOs representatives from NMS, AC and

CC will ensure that the responsible leaders will have the capacities to strengthen their own structures on national and organisational level.

- **Support for CONCORD GA and WG meetings**

Recognizing the importance of NMS participation in CONCORD working groups, TRIALOG offers support for travel and accommodation for the participation in different CONCORD working groups and General Assemblies to those representatives delegated by the National NGDO Platforms from NMS which are not yet CONCORD members. Additionally, for EPAN TRIALOG acts as a convener and also supports the participation (travel and accommodation) of candidate countries' representatives.

### **ADDITIONAL FINANCIAL SUPPORT POSSIBILITIES:**

**Additionally, TRIALOG has very limited funds which can be directed towards the following:**

- **ORGANISATION OF CAPACITY BUILDING EVENTS**
- **PARTICIPATION TO non-TRIALOG EVENTS**

**All proposals are evaluated by the TRIALOG Team, and need to be thoroughly formulated and justified.**

- **ORGANISATION OF CAPACITY BUILDING EVENTS**

In addition to the expected costs of our regular activities, we have **limited** funds which we can use to cover the direct costs of capacity building activities in the New Member States and any country which has signed an Accession Agreement with the EU.

Criteria for approving such events:

1. All TRIALOG activities must be directed towards a stronger European System of international development cooperation by the integration and active participation of CSOs from NMS and AC/CC on European and global level.
2. We can only support **capacity-building activities for NGDOs and their networks.**
3. **We only support activities linked or acknowledged as beneficial and with a clear multiplier effect to National NGDO Platforms from NMS and AC.** Therefore our first preference is to realise capacity building activities through NMS or AC **Platforms** of NGDOs, or international networks that cover most or all of our target countries. However, we will also consider activities that are presented by **a consortium of at least three NMS and AC NGDOs**, from one or more countries.
4. Activities should be open to participation from any relevant NMS or AC NGDO. The applicant should invite the national NGDO Platform to circulate information and, if applicable, application forms for the event to all its members.
5. All spending must be in accordance with the financial regulations governing our EU co-financing contribution and in most cases funds must be spent inside the EU.

Application procedure:

- Applicants should e-mail us a proposal including a description of the event, number of participants, benefits for the National NGDO Platform(s) and/or Member Organisations and a proposed budget.

- **PARTICIPATION TO non-TRIALOG EVENTS**

We will consider supporting NMS or AC NGDO participation in any event which is:

1. Within the European Union.
2. Includes specific discussion of development themes.
3. Represents a significant pedagogic or networking opportunity for the applicant.
4. The sending organisation must already be working in the area to be discussed,
5. The participant must have sufficient experience, potential and commitment in the relevant field.
6. The organisation must have a convincing plan for using the knowledge and contacts gained to strengthen its international development activities, and must share the information obtained with the members of their NGDO Platform.

Application procedure:

- Applicants should complete our application form and send it by email **at least 3 weeks** prior to the event (application available at [http://www.trialog.or.at/images/doku/application\\_for\\_events.doc](http://www.trialog.or.at/images/doku/application_for_events.doc)):
- We will consider covering up to 100% of travel. Applicants need to find themselves the necessary co-funding for accommodation costs and registration fees.

## IMPORTANT FINANCIAL CONSIDERATIONS FOR APPLICANTS:

**We do not make advance payments.**

**Travel costs.** We have separate guidelines that explain conditions for refund of travel expenses. Pay particular attention to the need to keep and to return by regular mail to TRIALOG **all original** documents (receipts, invoices, tickets and boarding passes) and also to the conditions of travel (only 2<sup>nd</sup> class and preferably using public transport and no taxis). Please consult these regulations carefully at: [http://www.trialog.or.at/images/doku/trialog\\_reimbursement\\_scheme\\_may09.pdf](http://www.trialog.or.at/images/doku/trialog_reimbursement_scheme_may09.pdf)

**Accommodation.** We only pay real costs of accommodation as proven by the original invoices and receipts from the hotel.

**Per diem.** TRIALOG does not cover per diems for food or incidental expenses.

**Own contribution.** We normally would expect an event organiser to cover the local direct costs (personnel for logistical coordination, room hire, materials and food for participants) necessary for the organisation of a requested event.