Report
Training of Multipliers
2012, 23 - 25 May 2012, Vienna

DAY 1

Welcome and Introduction

Exercise:
My name is __________ and the story of my name is __________________

Which methods of introduction do you know?

- Choosing a word/adjective with the same letter as your name (go around a circle)
- Throw a string from one to the other (gives the image of a network)
- Choose a personal item, explain why this one (also with random items, image cards, favourite poison etc.)
- You as an animal (draw picture)
- Say who you are not
- Who is your idol

Work in PAIRS – GROUPS – INDIVIDUALLY

Δ Give participants time to arrive
Δ Make everybody speak (voices are heard)

➢ The group starts to trust each other
➢ Remember group phases from ToM 2011 – Module II
II Expectations

Exercise: Hopes and Fears (projection exercise)

Imagine it is the weekend. You are back from the seminar and at ____________, relaxing with a glass of __________ with your (roommate, friend, family, partner, facebook etc.). What will you tell them about the seminar?

→ I learned...
→ Luckily, we did not...
→ I felt...
→ It motivated me to...

TRIALOG’s Expectations:

Exchange is very important to TRIALOG. The original idea of the ToM was to make knowledge accessible to national NGO platforms through multipliers. This year’s concept is to invite motivated former participants of the ToM to facilitate the learning within the group and to foster a future collaboration and network of multipliers.

Why clarifying the expectations?

adapt agenda | underline/set priorities | different perspectives | involve everyone from the beginning | get something out in the open (fears) and adapt to it | renew „contracting“ with whole group | gets everyone into ‘training mood’ | use “luckily we did not” to establish “house rules” and agree upon them together (for example not to use mobile phones)

Other methods:

Collect anonymously, individually, pair interview, group work; focus on aspects: content, atmosphere, result; focus on levels: content, group, self; visualisation (tree, body map),
visualising transfer (basket); future projection; brainstorming, clustering, mind map, prioritising, ranking etc.

III Facilitation and Training Design

**Exercise:** Each participant presents his or her strong and weak points with regards to training design and facilitation of trainings, seminars etc.

- Objective of the exercise: Think about what you can share with others and what you would like to learn from them.

For the detailed results of the assets and needs, please see attachment.

IV Development Effectiveness Beyond Busan

Input by Melanie Oßberger from the Austrian NGDO platform Global Responsibility.

**Objective of the session**

Make participants familiar with the process of Development Effectiveness and related documents. Participants may find out who in his/her platform is in charge of the process and/or further investigate in the topic.
Busan outcomes overview
+ No division in North-South (all countries are global partners)
- No standards/obligations for the private sector
- No set goals; no monitoring and evaluation system=weak accountability
- CSO ownership not understood (the outcome document shows shrinking space for CSO on national level).

NGOs can claim their national governments for the right of an enabling environment. Still a long way to go for NGOs in a dialogue with the EU.

Q&A
- Why was the EU not very much engaged in Busan (the forum was hosted by the OEZA)?
EU mainstreamed their opinion with US and China. It is a trend to focus on growth, away from aid and to open the floor for the private sector.
- The private sector has to be accompanied to achieve sustainable growth; in Busan no differentiation between local small scale producers and big global players. NGOs could come up with regulations and standards for the new partnership in development.
- A strong argument that growth does not implicit inclusive development is the Arab Spring; although there was growth in North African countries they suffered from bad governance.
- CSOs should directly negotiate with the private sector and find a way of cooperation.
- Harmonisation of aid: downsize aid fragmentation, means donors will focus on a certain number of partner countries; is also a risk because some countries may be left out while others receive a lot.

VII Time Management

Input by Deniz Usman from CYINDEP – Cyprus Island wide Development NGO Platform
Recap of day 1 and warm up exercise by the participants.

**Budget Management of EC Contracts**

Input by Eva Hartleben-Scheibreithner from HORIZONT3000

### Presentation on the EC budget format:

- The EC is very detailed; therefore a timeline is very important already in the beginning. This detailed planning is a challenge but at least the first year of the project should be very exact.
- New is the tax issue: The EC wants taxes to be calculated under an extra heading. Taxes are not eligible under direct costs (only salaries) and have to be broken down to each budget item.
- The financial report has to be done in EUR, when the invoice is in a local language write key words in English on each of them (for example “office rent”); translate local audit into English; the contract states which rate you have to use for converting.

### Exercise:

Participants receive a draft logframe for a project and are asked to identify the main challenges for setting up the project. How can the participants assist the local partner in bringing their idea from the logframe in the budget format (for example time line etc.)

The groups concluded that it was important to indicate the partner on exact and detailed planning of the activities and the respective budgets, including explanation of the costs. There were also discussions on the logframe itself and its weak points, especially in results.

### Important aspects

- Each project document (logframe-budget-narrative) must reflect the same project idea individually because it will be read by 3 different people, who then come together and evaluate the proposal. If there is the time, let an outside person read the documents to check their coherence.
- When you finished, go back to the beginning and check all over again
- Create a critical and realistic thinking among the partners who will be in charge of elaborating the budget.
- The contingency reserve has to be requested before spending and has to be well argued. The amount goes under the total costs and decreases the amount of co-financing if you do not use it.
- When you do not get the full co-financing as foreseen, contact the EC immediately. Then adjust the budget.

II Policy Coherence for Development (PCD)

Input by Nadja Schuster from vidc (Vienna Institute for International Dialogue and Cooperation) who published a booklet for parliamentarians on how to bring PCD in parliamentary debates and wrote her thesis on the implementation of PCD.

PDC is a process, not a goal; full coherence will not be possible.
Key actors: national governments, parliaments and NGOS
Certain countries have already implemented PCD methods (the pioneer is Sweden)
OECD tries to get Southern countries on board
Media can raise public awareness/show incoherence

Challenge: Lack of transparency from the politician’s side.
NGOs have to push for it; more pressure from EU needed.
Sources: EC (progress report) and CONCORD (Spotlight report) reports on Policy Coherence.
National NGDO platforms could do country studies on PCD (this does not exist yet – use the vidc tools).

Exercise Country Studies

Case Malta

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<thead>
<tr>
<th>Period</th>
<th>Initiative</th>
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<tbody>
<tr>
<td>Short term</td>
<td>NGOs/Research Institutes start a public awareness raising campaign</td>
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<tr>
<td></td>
<td>Showcase a harmful example of incoherence (for example the impact of agricultural subsidies on Southern small scale farmers and how it impacts back on</td>
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Mid term | Collaboration with international networks.
---|---
Long term | Link with actors from the Global South.

**Role of SKOP**

Bring up PCD in meetings with the MFA; problem: implementation

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**Case Romania**

FOND has a policy and advocacy working group, they have established contacts with the MFA and can introduce topics like PCD. Organise training for NGO staff in the platform and member organisations, do workshops in universities on PDC and elaborate a country study (FOND with research institutes and universities).

**Case Slovenia**

Slovenia has a website on PCD with general recommendations; there is a lobbying campaign to focal people in the MFA. Suggestions: Identify relevant persons and lobby for PCD. Create an intergovernmental working body; create an evaluation and action plan for PCD in Slovenia. Compare with the analysis of Nadja Schuster (who did the analysis of S, NL, D, A, GB).

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**III Development Cooperation and Body Politics**

Reflection Session with two representatives from the University of Vienna – Research Group.
DAY 3
Recap of day 2 and warm up exercise by the participants.

| Systematisation Processes |

Input by Petra Koppensteiner from HORIZONT3000

What is systematisation?
People who participated in an action analyse and reflect their experiences.

Comes from social work in the 1970s in Latin America. Related to the concept of Paolo Freire; reflect your work process and not only on the outcomes.

The results help to improve the work of the own organisation and can be communicated (in parts) to others, as so called “lessons learnt”.

Other than evaluation, systematisation looks at how and why thinks happened. The process is carried out by the people who lived the experience.

How does your organisation document experiences so far?
- Informal; we know the dos and don’ts and share them between organisations; good sources are interviews.
- Through reporting mechanisms (donors-NGOs); Successful stories help to design new projects; project reports are shared with other organisations.
- Internal team meetings: coordination meetings with donors; evaluation meetings after events; impact assessments after the project ends; we don’t document don’ts.

What could systematisation offer to your organisation?
- Is helpful for organisations that have specific activities/projects on certain topics, when activities have to be repeated – but it is time consuming.
- Knowledge can be captured for new people in the organisation, helps them not to repeat the same mistakes again.
- Gives a bigger picture of what has been done and creates an understanding why thinks happened as they did.

Sometimes we stick too much on reporting the hard facts of a project.
Systematisation gives the opportunity to explain how experiences felt.
Generally, think of who was involved when you analyse a project.
II Networking opportunities, Conclusion, Evaluation

Input by Elisa Romero from TRIALOG on networking opportunities within and supported by TRIALOG.

Information Platform:
- Website (you can submit your profile to be published online);
- Facebook (you can share links and posts);
- Newsletter (TIS): you can write articles on topics, event going on in your organisation
- Database of over 3000 development NGOs worldwide.

Partner Search for joint projects (submit your project idea and TRIALOG will support you to find partners).

Participation in relevant events and sharing the knowledge gained with your platform.

Networking plans of participants
Blog/Facebook page should be in the hand of the participants.
TRIALOG cannot organise meetings as follow-up of the ToM, as the activities for TRIALG V are already set. But TRIALOG can support the participants in terms of expert contacts, financing. Therefore bring your ideas to the platforms and coordinate them with their yearly capacity building plans (TRIALOG will support national trainings through these capacity building plans of the platforms).

**Evaluation**
- Contents reflected needs of the participants
- Very relevant topics were covered – diverse programme
- There were no conclusions – hope we can really work on what we put together
- Open/friendly atmosphere
- The learning from each other was very refreshing
- In this group a real team spirit emerged – motivation to continue and stay in touch