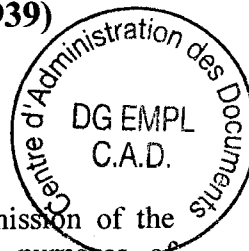


**SPECIFIC AGREEMENT No VS/2008/0622 (SI2.517939)  
ON AN OPERATING GRANT**



This specific agreement ("the agreement") is concluded between:

The European Community ("the Community"), represented by the Commission of the European Communities ("the Commission"), itself represented for the purposes of signature of this agreement by Antonia CARPARELLI, Head of Unit, EMPL/E/2

of the one part,

**15 -12- 2008**

and

EUROCHILD AISBL

official legal form: ASSOCIATION INTERNATIONALE SANS BUT LUCRATIF

official registration No: [...]

AVENUE DES ARTS 1-2, 1210 BRUXELLES, BELGIUM

VAT number: BE0866544946,

("the partner"), represented for the purposes of signature of this agreement by Ms Catriona WILLIAMS, President

of the other part,

The following annexes form an integral part of the agreement:

- |                  |   |
|------------------|---|
| <b>Annex I</b>   | Work programme  |
| <b>Annex II</b>  | Estimated operating budget                                |
| <b>Annex III</b> | Activity reports and financial statements to be submitted |

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## **ARTICLE 1 – PURPOSE OF THE AGREEMENT**

The agreement is concluded in the context of the partnership established between the parties. It is drawn up in accordance with the relevant terms of framework partnership agreement No EMP.VS/2007/0683 signed between the Commission and the partner on 07/12/2007.

The Commission has decided to award a grant, under the terms and conditions set out in this agreement and the framework agreement, which the partner hereby declares that he has taken note of and accepts, for the work programme of the partner, which corresponds to the activities and objectives specified in the partner's articles of association.

The partner accepts the grant and undertakes to do everything in his power to carry out the work programme as described in Annex I, in accordance with the terms and conditions of the above-mentioned framework agreement applicable to the implementation of the agreement, acting on his own responsibility.

## **ARTICLE 2 – DURATION**

The period of eligibility for Community funding shall be 12 months from 01/01/2009 ("the starting date").

## **ARTICLE 3 – FINANCING THE WORK PROGRAMME**

The total costs eligible for Community funding are estimated at EUR 668 722.37 as shown in the partner's estimated operating budget in Annex II. The estimated operating budget shall be in balance and shall show all the operating costs and receipts estimated by the partner for the period in question, making a distinction between costs eligible for Community funding and those not eligible, in accordance with the definition of eligible costs in Article II.15 of the framework agreement.

The Commission shall contribute a maximum of EUR 568 322.37, equivalent to 84.99% of the estimated total eligible costs indicated above. The final amount of the grant shall be determined as specified in Article II.18 of the framework agreement, without prejudice to Article II.20 thereof.

## **ARTICLE 4 – ADJUSTMENT OF THE ESTIMATED BUDGET**

By way of derogation from Article II.14 of the framework agreement, the partner may, when carrying out the work programme, adjust the estimated budget by transfers between items of eligible costs, provided that this adjustment of expenditure does not affect implementation of the work programme and the transfer between headings does not exceed 20% of the amount of each heading of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Article 3. He shall inform the Commission in writing.

## ARTICLE 5 – PAYMENT ARRANGEMENTS

### Pre-financing:

Within 45 days of the date when the last of the two parties signs the agreement, a pre-financing payment of EUR 227 328.95 shall be made to the partner, representing 40% of the maximum amount of the grant specified in Article 3.

### Further pre-financing payments:

Pre-financing may be paid in several instalments. In that case, payment of each further instalment may not be made until at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

Every request for payment of a further pre-financing instalment must be accompanied by the documents specified in Article II.16.2 of the framework agreement and by a progress report on the implementation of the work programme.

Within 45 days after the Commission receives the request for payment of a further instalment, together with the documents referred to in the previous subparagraph, a further pre-financing payment shall be made to the partner, the total amount of further pre-financing payments not exceeding EUR 227 328.95, equivalent to 40% of the maximum amount of the grant specified in Article 3.

### Payment of the balance:

The request for payment of the balance shall be accompanied by the final activity report and financial statement specified in Article II.16.4 of the framework agreement and by an external audit certificate.

The Commission shall have 60 days to approve or reject the activity report or to request additional supporting documents or information under the procedure laid down in Article II.16.4. In that case, the partner shall have 30 days to submit the additional information or a new report.

A payment representing the balance of the grant determined in accordance with Article II.18 of the framework agreement shall be made to the partner within 45 days following approval by the Commission of the activity report accompanying the request for payment of the balance. The Commission may suspend the period for payment in accordance with the procedure in Article II.17.2 of the framework agreement.

## ARTICLE 6 – SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The provisions relating to the submission of the activity reports, financial statements and other documents referred to in Article 5 (Payment arrangements) are contained in Annex III.

  
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## ARTICLE 7 – BANK ACCOUNT

Payments shall be made to the partner's bank account or sub-account denominated in euros, as indicated below:

Name of bank: [REDACTED]  
Address of branch: [REDACTED]  
Precise denomination of the account holder: [REDACTED]  
Full account number (including bank codes): [REDACTED]  
IBAN account code: [REDACTED]

This account or sub-account must identify the payments made by the Commission. If the funds paid to this account or sub-account yield interest or equivalent benefits under the law of the State on whose territory the account or sub-account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Commission as specified in Article II.17.4 of the framework agreement.<sup>1</sup>

## SIGNATURES

For the partner

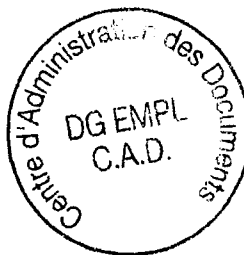
Ms Catriona WILLIAMS

*Catriona Williams*  
.....  
*Brussels*  
Done at .....  
(place, date) *10th December*  
In duplicate *2008*

For the Commission

Antonia CARPARELLI

*Antonia Carparelli*  
.....  
Done at Brussels, ....*12/12/08*  
(place, date)



*15-12-2008*

<sup>1</sup> This provision applies to all grant beneficiaries apart from the exceptions allowed under the Rules for the Implementation of the Financial Regulation.

## ANNEX I – WORK PROGRAMME

See attached document(s): 13 page(s).

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## ANNEX II – ESTIMATED OPERATING BUDGET

Headings and Items		Sub-totals	Totals
<b>EXPENSES</b>			
<b>NON-ELIGIBLE COSTS</b>			
	<i>Total Non-Eligible Costs</i>		0.00
<b>ELIGIBLE COSTS</b>			
<b>Eligible Direct Costs (D)</b>			
<i>Heading 1 - Staff costs</i>			323 109.04
Management	237 894.36		
Administration	82 289.68		
Other staff	2 925.00		
<i>Heading 2 - Travel and subsistence allowances</i>			150 898.00
Travel	48 550.00		
Subsistence allowances (accommodation, meals, etc.)	102 348.00		
<i>Heading 3 - Costs of services</i>			141 728.00
Information dissemination	21 520.00		
Translations	16 910.00		
Reproductions and publications	17 000.00		
Specific evaluation	6 000.00		
Interpretations	13 600.00		
Other services	66 698.00		
<i>Heading 4 - Administration costs</i>			52 987.33
Depreciation for purchase of equipment			
rent of equipment or depreciation of new equipment	4 427.33		
Hire of rooms	4 800.00		
Hire of interpreting booths	8 000.00		
Audits	2 000.00		
Other administrative costs	33 760.00		
	<i>Total Eligible Direct Costs (D)</i>		668 722.37
<b>Total Eligible Costs = D</b>			<b>668 722.37</b>
<b>REVENUE</b>			
<b>COVER OF NON-ELIGIBLE COSTS</b>			
	Partner's contribution to cover the non-eligible costs		0.00
<b>INCOME</b>			
	Partner's contribution in cash (C)		100 400.00
	Community Grant (S)		568 322.37
<b>Total Income = C + S</b>			<b>668 722.37</b>

See attached document(s): 6 page(s).

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**ANNEX III – ACTIVITY REPORTS AND FINANCIAL STATEMENTS TO BE  
SUBMITTED**

*See attached document 25 pages.*

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### **3-YEAR PARTNERSHIP AGREEMENT WITH EU-LEVEL NETWORKS ACTIVE IN THE FIELD OF COMBATING SOCIAL EXCLUSION ANNUAL WORK PROGRAMME 2009**

#### **Operating environment**

*In 2008 Eurochild expanded its Board to reflect the growth in membership. During the year the organisation experienced a number of staff changes, so in 2009 Eurochild plans to consolidate the team and to recruit a new staff member to enable us to contribute more fully to the European Year against Poverty and Social Exclusion 2010. Eurochild has the tenancy for its office space with Save the Children European Alliance and Euronet, facilitating cooperation between the organisations.*

#### **Risk management analysis & mitigating actions**

*There are few risks related to the delivery of the Eurochild work programme. The capacity of the Eurochild secretariat will be boosted through staff recruitment and a number of external experts are foreseen to support the work of the Secretariat. Eurochild benefits from a strong involvement of the Management Board who have overall responsibility for ensuring delivery of our strategy. Members are also given responsibility in the different working groups of Eurochild – membership, policy and thematic.*

#### **Priorities for 2009**

Eurochild identified four goals under its triennial strategic plan included in the framework partnership agreement. Under each goal, Eurochild has set the below action priorities for 2009. For each planned activity, the action steps, responsibilities and approximate time line is indicated.

##### **Goal 1: Strengthening the network**

###### **Activity 1 – Implementation Eurochild's membership strategy**

A continuation of the work in 2008, Eurochild will seek approval for the changes to membership fee structure and rules on membership participation and benefits in the General Assembly 2009. There will be on-going work to expand membership, particularly in sectors and countries where Eurochild is poorly represented. The specific tasks include development of a CD-Rom promotional tool and other membership materials such as Eurochild flyers and membership packs.

*Responsibility:* Membership Officer; Chair of Membership Working Group (National Children's Bureau England)

*Timing:* All year

###### **Activity 2 – Support the development of national networks of children's rights organisations**

Eurochild plans a national platform meeting in Romania in 2009. Its purpose is two-fold: to identify areas of common interest to national and regional organisations working to protect and promote children's rights in Romania; to engage Romanian organisations in EU level processes, particularly the OMC, through membership of Eurochild.

*Responsibility:* Membership Officer; External Consultant in Romania

*Timing:* Autumn 2009

###### **Activity 3 – Policy working group**

The Eurochild Policy Working Group is a crucial part of Eurochild's internal structure. A meeting in February will agree the main policy messages and campaign strategy following the monitoring of the NAPs-Inclusion 2008-2011 and in view of 2010 European Year against Poverty and Social Exclusion. A meeting in the second half of the year will pave the way for coordinated action in 2010.

*Responsibility:* Policy Officer; Chair of PWG (to be nominated)

*Catrina Williams*

*Timing:* Meetings in February and November

#### **Activity 4 – Policy Forum & General Assembly**

The Eurochild General Assembly and Policy Forum takes place in June 2009. We aim to begin a participatory strategic planning process that will set the Eurochild's vision for the next 10 years (2010-2020). The GA will agree a clear vision, and put in place the mechanism for developing a more detailed strategy in advance of the GA 2010.

*Responsibility:* Secretary General, Eurochild President

*Timing:* June 2009

#### **Activity 5 – Thematic working groups**

##### ***Activity 5a – Bringing together expertise on specific themes***

The three existing Thematic Working Groups (TWGs) are on-going. These focus on:-

- Participation of children and young people experiencing poverty and/or social exclusion
- Early years' education and care and its role in mitigating poverty and educational disadvantage
- Support for families most at risk of exclusion – looking at strategies to identify, engage with & empower these families

For each of these areas, Eurochild will develop dedicated web pages on its website including finalised discussion papers that have been developed in 2008. Follow-up actions will be developed in consultation with participating member organisations. An external consultant will support the secretariat to ensure the on-going work of the TWGs.

A new thematic working group will be established in 2009 on Children without Parental Care. This TWG will build on the 'Quality for Children' standards and the draft UN Guidelines on the Appropriate Use and Conditions of Alternative Care for Children. It will link into the work of the NGO Working Group on Children without Parental Care (in the framework of the NGO group for the UNCRC), as well as the work of the Council of Europe in the framework of the implementation of the Council of Europe Recommendation Rec(2005)5 on the rights of children living in residential institutions.

Eurochild aims to contract an external consultant to prepare a background paper on the social realities of children without parental care, stressing the link with Member States strategies on social inclusion and social protection. Particular attention will be given to data (collecting existing data and highlighting gaps) across the EU-27 member countries.

*Responsibility:* Secretary General, External Consultant

*Timing:* All year

##### ***Activity 5b – Membership Exchange Seminar on children without parental care***

SOS Children's Villages in the Czech Republic will host Eurochild's 3<sup>rd</sup> membership exchange seminar in June 2009. It is planned that this will take place immediately following the EU conference on services of general interest to be hosted by the Czech Presidency on 22 June 2008. The seminar will focus on the rights of children in alternative care with sessions on different stages of the care cycle such as preventative measures and support for children leaving care services.

*Responsibility:* Secretary General, SOS Children's Villages

*Timing:* June 2009

#### **Activity 6 – Eurochild Annual Conference**

Eurochild's annual conference will take place in Cyprus on 11-13 November 2009. The event will bring together national government representatives as well as civil society, service providers and researchers and academics. The theme will focus on quantitative and qualitative indicators to monitor child poverty and well-being, and the link between policy and practice. The organisation of the conference will be shared between the Eurochild secretariat and the PanCyprian Coordinating Committee for the Protection and Welfare of Children.

*Responsibility:* Secretary General, PCCCCPWC

*Timing:* Planning meeting (March 2009); event in November 2009

#### **Activity 7 – Study tour (Membership Capacity Building)**

Eurochild will organise a study tour for members on “*communicating the EU at national and regional level*”. The 1.5 day event will include meetings in the European Council, Parliament and with an EU-press representative, in addition to an exchange on how members can best use Eurochild information to increase interest and participation at national and regional levels. The tour is targeted at umbrella organisations and organisations with a specific role in information dissemination.

*Responsibility:* Information and Communication Officer

*Timing:* June 2009

### **Goal 2: Influencing policy**

#### **Activity 8: Monitor and influence member states’ commitments to tackling child poverty in the OMC on social protection and social inclusion**

8a) Follow-up to the 2008-2010 NAPs-Inclusion. Eurochild is currently carrying out an analysis of the NAPs-Inclusion through its membership. From this analysis, Eurochild will draw out key messages to be communicated at EU and national level. Eurochild’s report (see activity 16) will be launched at a seminar in the European Parliament on 12 February 2009.

As well as direct contact with EC officials, Member State representatives, Eurochild aims to strengthen links to the European Parliament, and the Committee of the Regions. One key aim is to ensure Member States adopt targets to reduce child poverty. This should be reinforced in 2010 by an EU target adopted within the framework of the European Year against Poverty and Social Exclusion.

8b) Measuring poverty and well-being. A recommendation from the Task Force on child well-being is to have broader child-specific indicators at national and EU level. Eurochild aims to contribute to this debate by bringing together the depth and breadth of its members experience to the table. The Eurochild annual conference will focus on this theme, enabling a debate between stakeholders on best practice and usefulness of indicators at different levels of governance.

#### **8c) Contributions to the OMC**

- Contribute to the Peer Review seminars of member states where this concerns child well-being
- Provide inputs to the annual Round Table on poverty and social inclusion organised in the frame of the Swedish EU Presidency

*Responsibility:* Secretary General, Policy Officer

*Timing:* All year

#### **Activity 9: Promote the mainstreaming of children’s rights in other areas of EU policy that directly affect child well-being**

Particular areas of focus in 2009 are expected to be:-

- Health inequalities: Eurochild is providing inputs to the EU conference on Youth Health foreseen to take place in July 2009. We aim that this will set a framework for also looking at children’s health behaviour and working with families with young children as the best preventative approach to reducing health inequalities.
- Demographic change & family-friendly policies: We will continue to follow-up the family assessment framework being developed by the OECD with support from the European Commission. Our work within the TWG on family and parenting support will feed into this area.

- EU Strategy on the rights of the child: Eurochild will continue to participate as an active member in the NGO Action Group on the EU Strategy on the Rights of the Child. We will continue to monitor developments, promote children's participation in the European Forum on child rights, and maintain the pressure to develop a long-term EU strategy on the rights of the child in 2009.
- Early years education and care: Eurochild will work with DG Education and Culture to ensure effective follow-up of the Symposium on early years organised in October 2008.

*Responsibility*: Secretary General & Policy Officer. For each area Eurochild works with a 'lead' member organisation to help steer the work of Eurochild. The Thematic Working Groups also feed into this work.

*Timing*: All year

#### **Activity 10: Collaboration with other networks to maximise results**

Eurochild's collaboration focuses on the following networks:-

- Social Platform (Social Policy Working Group, Steering Group, AGM, Bi-annual meetings with the European Commission, Annual conference)
- European Anti-Poverty Network (Steering Group on EY2010, European Organisations, AGM, Social Policy Task Force)
- NGO Action Group on the EU Strategy on the Rights of the Child (monthly meetings)

In 2009 Eurochild will look to strengthen links with the European Public Health Alliance with a view to giving added focus to tackling health inequalities through preventative measures in early childhood.

Eurochild continues its partnership with Euronet - the European Children's Network (see Activities 11)

*Responsibility*: Policy Officer

*Timing*: All year

#### **Activity 11: European elections – Manifesto for children**

In view of the European elections in 2009, Eurochild will develop in collaboration with Euronet a Manifesto for children to which MEPs can lend their support in the run up to the elections. Eurochild members will be encouraged to contact MEPs from their region or country to get them to support the Manifesto. MEPs may be invited to participate in events, visit projects, or take part in debates with children.

Eurochild plans to co-organise a celebration of the 20<sup>th</sup> Anniversary of the UNCRC, together with Euronet in November 2009.

*Responsibility*: Secretary General, Policy Officer

*Timing*: January-June 2009, November 2009

#### **Activity 12: Awareness raising – preparations for 2010 European Year Against Poverty and Social Exclusion**

There is no more powerful instrument than children telling their own story of their how they experience poverty or social exclusion. Eurochild plans to use the media of photography, to enable children to tell their story in a more creative way. Through our membership we will identify groups of children living in deprived communities who are willing and interested to collaborate in a cross-cultural project where they are the agents. We will work with a professional photographer with experience of working with young people. We will seek further sponsorship from external sources to ensure co-funding for this project. Importantly, Eurochild intends to recruit a project officer who, in the first instance, will be responsible for preparations for the 2010 European Year against Poverty & Social Exclusion.

*Responsibility*: Secretary General, Project Officer

*Timing:* From Spring 2009

**Goal 3: Providing information and expertise on child poverty and social exclusion**

**Activity 13: Produce policy briefings for membership**

To support Eurochild's advocacy work and involvement of members, Eurochild will produce regular Policy Briefings on key areas of EU policy development. This will include, for example, indicators on child well-being and the follow-up to the national strategies on social protection and social inclusion. The activity will be lead by the Secretariat. Approximately 4 policy briefings will be produced during the year.

*Responsibility:* Policy Officer

*Timing:* All year

**Activity 14: External position papers**

Eurochild will respond to official consultations and policy documents from the European institutions according to the above policy priorities. This will be lead by the Secretariat in consultation with members. Approximately 6 position papers will be produced during the year.

*Responsibility:* Policy Officer

*Timing:* All year

**Activity 15: Build database of research on child poverty in EU**

Building on the survey that has been launched in 2008, Eurochild will collect information from academics and research departments on research plans to contract external expertise to build upon its existing network of research associates. Eurochild will develop an on-line resource with one-page information on each researcher/academic institute working in the field of child poverty.

*Responsibility:* Information & Communications Officer, external consultant

*Timing:* By mid-2009

**Activity 16: Child poverty report**

Based on the analysis of the NAPs 2008-2010, Eurochild will produce a report to be launched in February 2008.

*Responsibility:* Secretary General, External Consultant

*Timing:* February 2009

**Activity 17: Eurochild regular publications**

Eurochild will continue to produce three regular news produce weekly info-flashes for its membership.

Eurochild will produce a monthly e-bulletin that is circulated to over 1,200 subscribers.

*Responsibility:* Information and Communication Officer

*Timing:* All year

**Activity 18: Translated news**

It is important that Eurochild information reaches the national and regional audiences. To achieve this, Eurochild will support a number of member organisations to regularly reproduce Eurochild information in their own language. The Documentation Centre Bambini in Europa recently became an associate member. They produce an electronic newsletter for Italian pedagogues and professionals about Europe and policies related to children services. They will regularly translate Eurochild news into Italian. We aim to establish the same agreements with other member magazines of Children in Europe.

*Responsibility:* Information and Communication Officer

*Timing:* All year

**Activity 19: Website upgrade and maintenance**

The Eurochild website will be further improved in 2009. A new template has been developed in 2008 and this will be populated in 2009 to ensure better accessibility of Eurochild information. We will increase the number of images and offer video streaming. An on-line payment system will be developed to allow participants to register and pay directly online for events participation.

*Responsibility:* Information and Communication Officer

*Timing:* All year

<b>Goal 4: Facilitating the participation of children and young people</b>
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**Activity 20: Building a strategy for child and youth participation in Eurochild**

In 2008, Eurochild organised a Members' Exchange Seminar on child and youth participation in Cardiff, UK and involved children directly into the annual conference in Budapest. Eurochild aims to build on this experience in 2009, developing a proposal for how to develop children's involvement in Eurochild on a sustainable basis. Eurochild has already managed to attract peer lead youth organisations into membership and this will continue in 2009. The work will be developed by the thematic working group on participation.

*Responsibility:* Secretary General

*Timing:* All year

## ANNUAL WORK PLAN

Year 2009

Please fill the table following the relevant strategic goals that have been identified in your Triennial Strategic Plan, breaking them down by the correspondent specific objectives:

- GOAL 1: Strengthening the network						
EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
▪ objective 1: Increase Eurochild membership						
10 new member organisations Membership in 27 EU member states Membership from minimum of 5 neighbouring EU countries	Membership working group to carry out a membership review with concrete recommendations to the General Assembly					Membership working group lead by National Children's Bureau England Membership officer Eurochild intern
	Membership telephone survey to assess membership benefits, involvement in the network, membership fee structure					
	Maintain, update and improve the membership database including information on members activities and main areas of interest					
	Follow-up with prospective members – giving particular priority to countries that are not yet well represented in the Eurochild network – Czech Republic, Poland					
	Develop Eurochild promotional material – CD-Rom & presentational material					
Minimum of 10 research associates affiliated to Eurochild	Conduct survey of researchers and academic institutions active in the field of child poverty & social exclusion					External expert
▪ objective 2: Support the development of national networks						
20 Romanian children's	Translate & distribute documentation to organisations in Romania, Portugal & Greece					Led by Eurochild in

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organisations participating in networking event	Identify & outline cooperation with partner organisations in Romania					cooperation with Romanian partner organisation
	Organise 1-day event with Romanian organisations working on children's issues			★		
▪ objective 3: Strengthen membership ownership & participation						
12 members actively involved in policy working group	Organise 2 policy working groups	★			★	Chair of PWG (to be nominated from membership) Policy Officer
	Organisation of the Policy Forum alongside the Eurochild Annual General Assembly		★			
>50% members involved in Policy Forum						
Minimum of 5 members actively contributing to each TWG	Support the <u>thematic working groups</u> in 4 areas: <ul style="list-style-type: none"><li>Participation of children and young people experiencing poverty and/or social exclusion</li><li>Early years' education and care and its role in mitigating poverty and educational disadvantage</li><li>Support for families most at risk of exclusion</li><li>Children without parental care</li></ul>					Secretary General Policy Officer 4 chair persons from Eurochild membership External experts to support each group
Minimum of 1 discussion paper per TWG	Formalise role of chair from Eurochild membership & agree work activities					
	Identify & engage external expert to support each group					
	Update on-line resources on the subject areas to support each group					
	Draft Eurochild discussion paper on children without parental care – social realities					
	Organise members' exchange seminar in Czech Republic on children without parental care		★			
	TWG preparations for the Annual conference					
Minimum 100 participants	Establish working partnerships with Cypriot member organisations & government sponsors					PCCCWPC
	Organise 3 day conference in Cyprus				★	Secretary General

GOAL 2: Influencing policy						
EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
▪ objective 1: Promote policy reform & investment through effective use of the OMC on social inclusion and social protection						
Minimum 60 participants to the EP launch event on child poverty  Report on monitoring and indicators of child well-being	Eurochild report on child poverty and well-being from our analysis of the NAPs 2008-2010 – launch event February 09	★				Policy Working Group Secretary General Policy Officer
	Inputs to the peer review seminar concerning child poverty & social exclusion	Depending on peer review schedule				
	Inputs to the Round Table on poverty & social exclusion					
	Measuring child well-being – report on the need for monitoring and indicators at national & EU level					
	Collect good practices regarding monitoring and reporting on child well-being					
▪ objective 2: Promote mainstreaming of children's rights across other areas of EU policy making that directly affect child well-being						
Participation of Eurochild and/or member organisation in minimum 5 meetings	HEALTH: Strengthen links with relevant departments in DG SANCO concerning health outcomes for children and youth from disadvantaged backgrounds					Secretary General Member organisation
	Participate in EU conferences on youth health		★			
References to child rights & child well-being in policy messages focused on family-friendly policies and work-life balance	DEMOGRAPHIC CHANGE: Feed into family policies					Eurochild Secretary General Policy Officer
	Participation in the meeting of Family Ministers, Czech Republic	★				
Strong link between child rights and the EU child poverty agenda	Continue collaboration with the NGO Action Group on child rights					
	Monitor developments in the Inter-Service Group, ad-hoc working group on child participation, steering group					
	Feed into EU Forum on child rights				★	

	<i>Feed into EU Forum on child rights</i>								
EU standards on quality early years care	<i>Follow-up with DG EAC to ensure development of targets on quality child care</i>								
■ <i>objective 4: Strengthen collaboration and build strategic partnerships to influence policy at EU level</i>									
Eurochild participation in 60% of SP, EAPN, CRAG working group meetings Contribution to minimum 50% outgoing position papers	<i>Participate in European organisations, social policy task force, European meeting of people experiencing poverty of EAPN. Contribute to position papers.</i>								Secretary General Policy Officer
	<i>Participate in NGO Action Group on the EU's child rights strategy (CRAG). Contribute to position papers</i>								
	<i>Social Platform (Social Policy Working Group, Steering Group, AGM, Bi-annual meetings with the European Commission, Annual conference)</i>								
20 MEPs signed up to Eurochild-Euronet manifesto for children Minimum of 1 joint meeting with management boards	<i>Continue to build relationship with Euronet through joint meetings of board members and where appropriate joint position papers</i>								Management Board Secretary General
	<i>Joint manifesto for children</i>								Policy Officer
■ <i>objective 5: Build media strategy on child poverty &amp; social exclusion</i>									
Number of articles in national & EU press referencing Eurochild & our work on child poverty Press coverage in Cyprus during period of Annual conference	<i>Drafting articles for the press</i>								
	<i>Preparations for EY2010</i>								

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GOAL 3: Providing information and expertise on child poverty and social exclusion						
EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
▪ objective 1: Promote stronger evidence-based policy making						
Minimum of 4 detailed policy briefings for members	Produce policy briefings for Eurochild on key issues					Member organisations  Secretary General / Policy Officer / Information & Communications Officer  Chairs of 3 thematic working groups
Minimum of 6 position papers for external audiences	Produce regular position papers – with active involvement of Eurochild member organisations					
Minimum of 10 members contributing to Eurochild position papers	Use the results of the thematic working groups to develop positions on specific thematic topics					
Minimum of 5 members participating in each thematic working group						
Minimum 5 members representing Eurochild in external meetings	Involve Eurochild members in external events to bring the experience of national & regional organisations					Member organisations Management board Secretary General Policy Officer Information & Communication Officer
Secretariat participation in at minimum of 8 external meetings / conferences	Present Eurochild & our work on child poverty/ social exclusion in different events					
Active involvement in at least 5 working groups/platforms	Provide inputs to policy development of other NGO platforms where Eurochild is a member – Social Platform, EAPN, the NGO Action Group on Social Inclusion					
▪ objective 2: Build a network of research associates/members						
Minimum of 10 research associates affiliated to Eurochild (cf. goal 1, obj 1)	Recruit new research associates to Eurochild to build a network of experts on child poverty and social exclusion					Membership Officer Policy Officer
▪ objective 3: Strengthen mutual learning between member organisations						

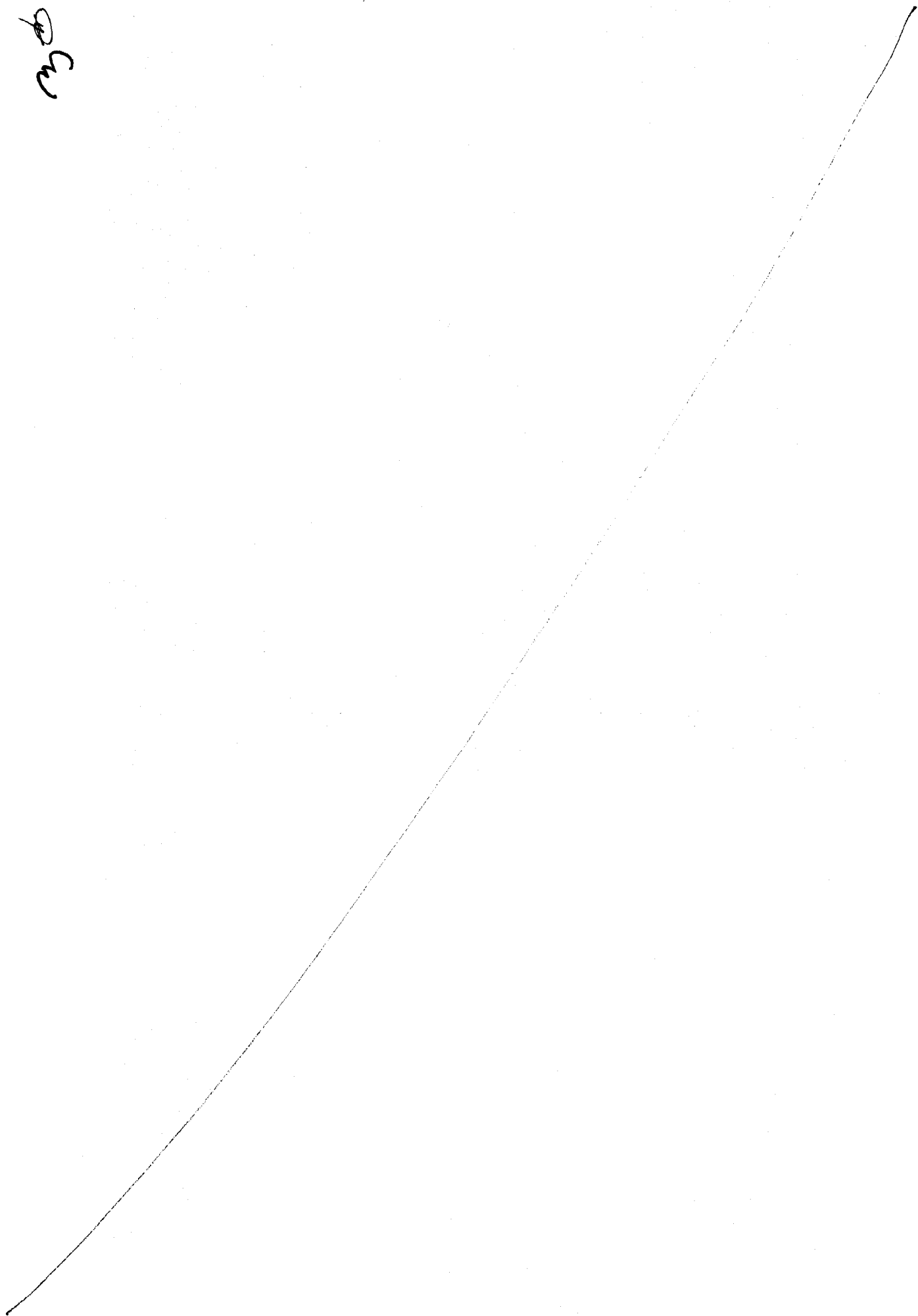
At least 5 members participating in each thematic working group (Early years, child & youth participation, family support) At least 15 members participate in members' exchange seminar At least 10 member organisations presenting best practice at annual conference 2008 At least 2 projects/initiatives set up between the membership	Establish thematic working groups on areas of specific interest to members					Chairs of the thematic working groups Secretary General Policy Officer Information & Communications Officer Membership Officer
	Organise members exchange seminar on children without parental care				★	
	Organise annual conference for members to exchange experience amongst each other and with partner organisations				★	
	Organise Policy Forum attached to General Assembly, for members to jointly discuss policy issues of interest to them		★			
	Create a discussion forum for members on the topics covered by the thematic working groups					
▪ objective 4: Provide timely, accurate and relevant information for members						
Produce Info-Flashes for member organisations at the end of each week	Update members every week per e-mail on latest policy developments on a European level, events, funding opportunities, etc					Information & Communications Officer
Min 50 hits on members-only pages/month	Make members-only pages of the Eurochild website more user-friendly and keep it up to date					Information & Communications Officer
▪ objective 5: Provide timely, accurate and relevant information for policy makers						
Meet with at least 3 MEPs, 3 Commission Officials, 1 representative of the Council of Europe	Meet regularly with MEPs, EC officials, national government representatives					Secretary General Policy Officer
	Ensure circulation of Eurochild position papers & proper follow-up					
	Respond to draft policy documents from the European Parliament, European Commission & European Council					
▪ objective 6: Raise wider public awareness of the EU priorities and actions on children and young people in Europe						

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Weekly info-flashes to the Eurochild membership 10 monthly e-News Bulletins Minimum of 5 requests for articles from Eurochild Contribution from members of a minimum of 4 articles to Eurochild's Newsletter Minimum of 6 members participating in translation & dissemination of Eurochild documentation Increase hits to Eurochild website	Contribute articles for magazines / relevant newsletters					Information & Communications Officer  Secretary General  Policy Officer  Member organisations
	Translation of materials produced by Eurochild for distribution at national level					
	Produce bi-annual newsletter with external articles (EN/FR)	★			★	
	Produce Annual Report (EN/FR)		★			
	Upgrading of Eurochild website - more user friendly & easy to navigate - tracking system to monitor hits - better referencing system from search engines - revision of members' only web pages					

- GOAL 4: <i>Facilitating the participation of children and young people</i>						
EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
▪ <i>objective 1: Support &amp; promote the development of child &amp; youth participation in Eurochild membership &amp; beyond</i>						
Minimum of 15 member organisations involved in Eurochild seminar  Showcasing of minimum 4 good practice examples of participation in external processes	<i>Preparation meeting for young people participating in the annual conference</i>		★			Chair of thematic working group  Policy Officer
	<i>Participation of young people in the Eurochild annual conference</i>				★	

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# SUMMARY PAGE OF THE PROVISIONAL BUDGET IN EURO

This form has not to be filled in, Excel will automatically insert all the total amounts of the sheet  
"Detailed budget" - Summary page to be printed and signed by legal representative

INCOME		EXPENSES			
BENEFICIARY's CONTRIBUTION IN CASH =	45,200.00	ELIGIBLE COSTS		Total per item	Total per heading
		Heading 1 Staff = 323,108.04			
		Management	237894.36		
		Administration	82289.68		
		Secretarial costs	0.00		
		Accounting	0.00		
		Other staff	2925.00		
		Heading 2 Travel 150,898.00			
		Travel	48550.00		
		Accommodation and subsistence cost	102348.00		
REVENUE GENERATED BY THE ACTION =	55,200.00	Heading 3 Services 141,728.00			
		Information and dissemination cost	21520.00		
		Translations costs	16910.00		
		Specific project evaluation	6000.00		
		Reproductions and publications	17000.00		
		Interpretation	13600.00		
		Other services	66698.00		
		Heading 4 Administration 52,987.39			
		Rent of equipment or depreciation of new equipment	4427.33		
		Hire of rooms	4800.00		
COMMISSION GRANT (S) =	588,322.37	Hire of interpreting booths	8000.00		
		Audits	2000.00		
		Other administrative costs	33760.00		
TOTAL INCOME = 668,722.37		TOTAL COST OF THE OPERATION 668,722.37			

Name of organisation: Eurochild

Name of legal representative: CATRIONA WILLIAMS

Place and date: Cardiff, Wales UK  
17th November 2008

Signature: CA Williams (President)

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HEADING: COST FOR TRAVEL AND SUBSISTENCE ALLOWANCES

Establish a list below of all events for which travel, subsistence and catering costs are necessary and refer to these in the following budget table accordingly

accordingly				
Type of Event	Reference *)	Location	Provisional dates	Subject of the event
Policy Working Group	PWG1	Brussels	11/02/2009	Policy Working Group
EP Seminar	SEM1	Brussels	12/04/2009	EP hearing to launch child poverty report
Board meeting	BM1	Brussels	18/02/2009	Management board meeting
AC Planning meeting	AC-PM	Cyprus	10/03/2009	Annual conference planning meeting
Members' exchange seminar	MES	Prague	21/05/2009	Members' exchange on children in out-of-home care
Study tour	ST	Brussels	01/08/2009	Study tour for information & communication officers in Eurochild membership
Policy Forum/GA	PF	Brussels	18/06/2009	Policy Forum and General Assembly - all Eurochild members
Board meeting	BM2	Brussels	16/09/2009	Management board meeting
National Platform meeting	NPM	Bucharest	25/09/2009	Meeting of Romanian NGOs working in the field of children's rights
Annual conference	AC	Cyprus	21/10/2009	Eurochild annual conference
Policy Working Group	PWG2	Brussels	20/11/2009	Policy Working Group
EP event	SEM2	Brussels	20/11/2009	20th Anniversary of the UNCRC
Board meeting	BM3	Brussels	09/12/2009	Management board meeting
TWGs		to be decided	to be decided	Sub-meetings of the thematic working groups on participation, family & parenting support, & early years

\* Choose a reference for your event which can be used in the following budget items, for example Conf 1, Conf 2, Sem 1, Train 1

- See also information concerning maximum of substance cost allowed in guidelines

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### HEADING 3: COST FOR SERVICES

Cost for translation (see Annex II of the guidelines)				
Description of documents to be translated (from ... to ...)	Number of languages	Cost per page	Number of pages	Total cost
Newsletter EN to FR	1	10	22.50	225.00
Annual Report EN to FR	1	40	40.00	1 600.00
Info flash items to ES, FR, IT, DE	4	12	50.00	2 400.00
Event materials - CY, RO, GR	3	16	180.00	5 400.00
poverty report - FR, CZ, PL, ES, IT	5	22	27.00	1 350.00
Summary of activity report EN, FR & DE	2	20	0.09	18.18
River EN, FR, ES, DE, EL, CZ	5	20	8.00	400.00
				100.00
				600.00
				600.00
				600.00
				600.00
<b>TOTAL:</b>				<b>16 100.00</b>

Cost for reproduction and publication			
Description of document to be reproduced or published	Quantity	Unit price	Total price
Child poverty report (EN only)	2.500	1,50	3.750,00
Executive summary in 6 languages	5.000	0,40	1.900,00
BI-annual newsletter (Jun 09) EN & FR	2.500	0,20	500,00
BI-annual newsletter (Sept 09) EN & FR	2.500	0,20	500,00
Annual Report (EN & FR)	1.000	0,20	200,00
Events Flyers	1.600	0,40	640,00
MES Seminar report	500	1,20	600,00
Eurochild flyers	3.000	0,40	1.200,00
CD Rom	300	0,60	180,00
			7.990,00
<b>TOTAL</b>			<b>12.080,00</b>

Costs for experts/consultants (see annex 3 and 4 guidelines)			
For example for experts or consultants, etc.			
Status and tasks to be performed	Daily salary cost	Number of days	Total in Euro
Accountant	120	12.00	1,440.00
Bookkeeper	120	12.00	1,440.00
External expert on child poverty	150	15.00	2,250.00
External expert on children without parental care	150	15.00	2,250.00
Coordinator for network of researchers	150	15.00	2,250.00
IT maintenance contract	80	22.50	1,800.00
Professional photographer/trainer	400	20.00	8,000.00
Young people's coordinator for annual conference	150	10.00	1,500.00
Social secretariat	150	10.00	1,500.00
External expert for follow-up to TWGs	150	10.00	1,500.00
External consultant in Romania for national platform meeting	250	10.00	2,500.00
			100
<b>TOTAL</b>			<b>66,630.00</b>

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# HEADING 4: COSTS FOR ADMINISTRATION

**HEADING 4: ADMINISTRATION**

Rent of equipment or depreciation of new technical equipment (no depreciation of office materials such as chairs, tables, etc.)

Cost for rental or depreciation of new technical equipment, please specify if invoices will have to be included in only eligible:

Rent (leasing) for a determined period

New depreciation for new technical equipment over 3 years; for existing equipment depreciation is only allowed if this equipment is less than 3 years old and not entirely depreciated.

Example for calculation of depreciation: cost equipment new 999 €; depreciation 999:3 years = 333 €/year; use of the equipment for a period of 6 months; eligible depreciation 333 : 2 = € 166,5

Type of equipment	Unit cost of new equipment	Quantity	Eligible cost (depreciation cost per item of equipment)	Total cost
Computers	999.00	2	333.00	666.00
Projector	700.00	1	233.33	233.33
Accounts software - annual license			600.00	600.00
Hire of fax/copier			150.00	150.00
Hire of computer			22.00	22.00
			0.00	0.00
			0.00	0.00
<b>TOTAL</b>				<b>1,471.33</b>

**Hire of rooms (cost of rental, meeting or conference rooms, etc.)**

Subject of event (according to your reference under heading 2 "Travel")	Quantity	Cost of rental per day	Number of days	TOTAL IN €
MES		500.00	1	500.00
ST		500.00	1	500.00
PF		500.00	1	500.00
NPM		200.00	1	200.00
BEM2		350.00	1	350.00
AC		500.00	1	500.00
				0.00
<b>TOTAL</b>				<b>2,500.00</b>

**Hire of information technology**

Subject of event (and reference)	Quantity	Cost of rental per day	Number of days	TOTAL IN €
MES		500.00	1	500.00
PF		500.00	1	500.00
AC		500.00	1	500.00
NPM		200.00	1	200.00
				0.00
<b>TOTAL</b>				<b>1,700.00</b>

**Costs for Audits**

Nature of Audit	Quantity	Unit Price	TOTAL IN €
Final report		2,000.00	2,000.00
			0.00
<b>TOTAL</b>			<b>2,000.00</b>

**Other administrative costs (cost of office rent, telephone, etc.)**

(cost for banking transactions (exchange losses are not eligible), insurance, certificates, etc.)

Nature of costs	Quantity	Unit Price	TOTAL IN €
Office rental		2,000.00	2,000.00
Office supplies		1,000.00	1,000.00
Bank charges		800.00	800.00
Office furniture		2,000.00	2,000.00
Telephone costs		300.00	300.00
Insurance		800.00	800.00
			0.00
			0.00
<b>TOTAL</b>			<b>5,900.00</b>

**Total of heading Administration**

Cost of equipment or depreciation of new technical equipment	1,471.33
Hire of rooms	2,500.00
Hire of information technology	1,700.00
Audits	2,000.00
Other administrative equipment	5,900.00
<b>Total of heading Administration</b>	<b>13,571.33</b>

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1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036	2036-2037	2037-2038	2038-2039	2039-2040	2040-2041	2041-2042	2042-2043	2043-2044	2044-2045	2045-2046	2046-2047	2047-2048	2048-2049	2049-2050	2050-2051	2051-2052	2052-2053	2053-2054	2054-2055	2055-2056	2056-2057	2057-2058	2058-2059	2059-2060	2060-2061	2061-2062	2062-2063	2063-2064	2064-2065	2065-2066	2066-2067	2067-2068	2068-2069	2069-2070	2070-2071	2071-2072	2072-2073	2073-2074	2074-2075	2075-2076	2076-2077	2077-2078	2078-2079	2079-2080	2080-2081	2081-2082	2082-2083	2083-2084	2084-2085	2085-2086	2086-2087	2087-2088	2088-2089	2089-2090	2090-2091	2091-2092	2092-2093	2093-2094	2094-2095	2095-2096	2096-2097	2097-2098	2098-2099	2099-2100	2100-2101	2101-2102	2102-2103	2103-2104	2104-2105	2105-2106	2106-2107	2107-2108	2108-2109	2109-2110	2110-2111	2111-2112	2112-2113	2113-2114	2114-2115	2115-2116	2116-2117	2117-2118	2118-2119	2119-2120	2120-2121	2121-2122	2122-2123	2123-2124	2124-2125	2125-2126	2126-2127	2127-2128	2128-2129	2129-2130	2130-2131	2131-2132	2132-2133	2133-2134	2134-2135	2135-2136	2136-2137	2137-2138	2138-2139	2139-2140	2140-2141	2141-2142	2142-2143	2143-2144	2144-2145	2145-2146	2146-2147	2147-2148	2148-2149	2149-2150	2150-2151	2151-2152	2152-2153	2153-2154	2154-2155	2155-2156	2156-2157	2157-2158	2158-2159	2159-2160	2160-2161	2161-2162	2162-2163	2163-2164	2164-2165	2165-2166	2166-2167	2167-2168	2168-2169	2169-2170	2170-2171	2171-2172	2172-2173	2173-2174	2174-2175	2175-2176	2176-2177	2177-2178	2178-2179	2179-2180	2180-2181	2181-2182	2182-2183	2183-2184	2184-2185	2185-2186	2186-2187	2187-2188	2188-2189	2189-2190	2190-2191	2191-2192	2192-2193	2193-2194	2194-2195	2195-2196	2196-2197	2197-2198	2198-2199	2199-2200	2200-2201	2201-2202	2202-2203	2203-2204	2204-2205	2205-2206	2206-2207	2207-2208	2208-2209	2209-2210	2210-2211	2211-2212	2212-2213	2213-2214	2214-2215	2215-2216	2216-2217	2217-2218	2218-2219	2219-2220	2220-2221	2221-2222	2222-2223	2223-2224	2224-2225	2225-2226	2226-2227	2227-2228	2228-2229	2229-2230	2230-2231	2231-2232	2232-2233	2233-2234	2234-2235	2235-2236	2236-2237	2237-2238	2238-2239	2239-2240	2240-2241	2241-2242	2242-2243	2243-2244	2244-2245	2245-2246	2246-2247	2247-2248	2248-2249	2249-2250	2250-2251	2251-2252	2252-2253	2253-2254	2254-2255	2255-2256	2256-2257	2257-2258	2258-2259	2259-2260	2260-2261	2261-2262	2262-2263	2263-2264	2264-2265	2265-2266	2266-2267	2267-2268	2268-2269	2269-
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GENERAL CONTRIBUTION DETAILS	
<p>contributions</p> <p>contribution in cash of the applicant on his own resources - applied right of resources</p> <p>contribution of members, own capital, etc)</p> <p>in-kind declaration of commitment to co-financing</p> <p>co-financing in cash from other sources</p> <p>co-financing declarations of commitment to co-financing)</p> <p>Other commitments a contribution in cash</p>	<p>Breakdown (name of organization and amount)</p> <p>20,000€ membership fees; 2,500€ (institutional contributions).</p> <p>Foundation funding raised by the Project Officer in relation to EY2010</p> <p>45,000.00</p>
<p>Revenue generated by the operations</p> <p>association of revenue</p> <p>annual conference - registration fees &amp; accommodation</p> <p>members exchange seminar</p> <p>study tour, Policy Forum</p> <p>other income generated by the association</p>	<p>Estimated amount</p> <p>Details on calculation</p> <p>100€ registration fee x 150 participants + accommodation</p> <p>100€ registration fee x 30 participants + accommodation</p> <p>100€/night x 2 nights x 30 participants + accommodation</p> <p>120€ registration fee x 10 participants + accommodation</p> <p>140€/night x 2 nights x 20 participants</p> <p>45,000.00</p>

~~CONFIDENTIAL~~

10-11-1963

FORM POST OF ALL HANDINGS	
DATE	023.10.04
NAME AND SURNAME	053.88.00
DATE	14.12.80.00
ADMINISTRATIVE	02.88.78
CHIEF OF POST	06872222

100-443887-100

## ANNEX III

### TABLE REPORTING

Final reporting under your subsidy agreement with the Commission serves two main purposes.

The first relates to the supervision by the Commission services of the implementation of your annual Plan of Work. This reporting is to be done at the end of your contractual period with the Commission, no later than 31 March year  $n+1$  (Annual Activity Report – AAR). It should be done through the template that is attached to this table..

The second purpose relates to performance information. This refers to section III.2. of the attached template and will feed into PROGRESS Annual Performance Report (APR). Such report is to be presented by the Commission to the EU institutions by 31 March year  $n+1$  at the latest. Consequently, we will need you to provide the requested performance information by 15 December year  $n$  at the latest. Please note that you will be able to directly reuse such performance information for your Annual Activity Report in year  $n+1$ .

The table below presents the calendar for the reporting

PURPOSE		TO WHOM	2008	2009	2010	2011
Network's Activity (AAR)	Annual Report	Operational Services supervising the execution of your annual Plan of Work		By 31 March (including performance information as reported by 22 December 2008)	By 31 March (including performance information as reported by 15 December 2009)	By 31 March (including performance information as reported by 15 December 2010)
PROGRESS Performance (APR)	Annual Report	Coordination unit supervising the performance of PROGRESS or its external contractor PPMI	By 15 January  PPMI, our technical assistance, to contact EU networks for some performance information to be	By 15 December (Part III.2. of the template)	By 31 December (Part III.2. of the template and performance information in relation to the networks' immediate outcomes)	By 15 December (Part III.2. of the template)



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		reported on a selected number of output-performance information. Only report on number of outputs produced or delivered will be asked at this stage.			
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# **COMMUNITY ACTION PROGRAMME IN THE SPHERE OF EMPLOYMENT AND SOCIAL SOLIDARITY – PROGRESS 2007-2013**

## **GUIDANCE NOTE ON FINAL ACTIVITY REPORT TEMPLATE**

**This Guidance Note explains you how to fill in the reporting template (to be submitted with your last activity report), which is compulsory part of your reporting to the Commission. The information provided by you in the template will be used for the performance monitoring of PROGRESS, your funding programme.**

### **Introduction to monitoring process under PROGRESS**

A commitment to results-based management is built into the legislative and institutional framework of the Community Action Programme for Employment and Social Solidarity – PROGRESS 2007-2013, your funding programme. The Commission has already agreed on the results-based strategy, which will guide the implementation of PROGRESS. The strategy articulates how PROGRESS will contribute to the realisation of the Social Agenda and how it can align the programme's results to activities that have the highest European added value and contribute to achieving or implementing EU objectives. This results-based strategy sets out the logical connections between inputs, activities, outputs and outcomes. Their achievement will be measured against the established set of the concrete performance measures for each type of output and outcome.

Consequently, there is a strong focus on assessing the programme's outputs and outcomes in order to specify its achievements and effects and to make clear the benefits of every Euro spent. Monitoring takes centre stage to ensure that management and budgeting is linked to results.

### **Why do we monitor grants?**

An important share of PROGRESS budget is awarded under grant agreements (subventions) to fund activities, which shall contribute to the achievement of the programme's goals. Monitoring awarded grants increases our understanding of what has made projects work most effectively and what has been less successful so that we are better able target our interventions in the future and provide advice to organisations like yours.

The monitoring is also designed to help your organisation to review your achievements, repeat what has been successful and learn from areas that have not worked as well as you had hoped and so improve the services you offer.

At the same time, the Commission is itself required to be accountable for the grants it makes, so we need to know that the grant has been used for its intended purpose, and monitoring helps us to do this.

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### How does this concern you?

In case of grant awards the beneficiary is always one of the key sources of monitoring information. Therefore you will need to regularly collect and compile information on various concrete outputs you produce (like reports, studies or various trainings and other events) using the grant support which has been awarded to you under PROGRESS. In addition to the factual information, you will also need to survey participants of the events you organised and report their satisfaction, as well provide various estimations based on your best judgement. The attached template aims to assist you in this process by defining which exact quantitative information we will need from you.

The collected and compiled information will have to be provided to the Commission with your last activity report. Final instalment will only be processed to the extent that this information is reported to the Commission services.

### How to fill in the template?

Below you will find detailed guidelines how to fill in the third part of the template *III Quantitative Information*. First and foremost, please take note of the following **key principles**:

- Please report only outputs which have been directly funded under your grant agreement!
- When filling in *III. Quantitative Information*, you do not have to fill in all boxes: just report on those outputs which are relevant to your project. For example, if there were no reports, studies or any other substantial written outputs produced under your project, just leave the box on *Reports* empty.
- *More* does not necessarily mean *better*: we acknowledge that and ask you to provide the most precise data and estimations you can.
- Initially planned outputs shall also be reported: please take them from your grant application, where possible.

Also, you are asked to attribute your outputs according to their type/primary objective to one of the four generalised categories of outputs, which are tentatively entitled:

- **Reports.** This category covers such written outputs as monitoring/assessment reports, analyses, studies, reviews, manuals, working papers, toolkits, and similar.
- **Information/promotional material.** This category covers such written outputs as various leaflets, brochures, newsletters, websites, articles in media, video material, and similar.
- **Training/mutual learning events.** This category covers various events, where trainers/instructors/coachers aim to raise qualifications of participants in one or another area; frequently such events have relatively less participants (e.g., up to 30) and longer duration (several days or longer). Study visits shall also be attributed to this category.

- **Other information and communication events.** This category covers such events as various information seminars, conferences, round tables, networking events, and similar; frequently such events have relatively higher numbers of participants (e.g., 30 and more) and shorter duration (from several hours to several days).

In case of *Reports*, please provide the following information:

Indicator	Guidance
<b>Number of reports</b> , of which ...	Please provide the total number of standalone written outputs, irrespective of whether they are published or not. Output produced in several languages is still a single output. Next please disaggregate the total number into the provided subcategories according to the primary objective of a written output. A single output may be attributed to several categories (e.g., a study may aim at policy advice and at the same time identify good practice).
<b>Target audience</b> (mark the appropriate)	Mark all the audiences which you <u>consciously aimed at</u> with all your written outputs (as opposed to marking such audiences which perhaps may be interested in your output).
<b>Scope of dissemination</b> , of which...	Please indicate the exact total number of <ul style="list-style-type: none"> <li>- Paper copies of all your written outputs printed and distributed to the target audiences identified above.</li> <li>- your written outputs being downloaded from the identified website (from their publishing on the internet up to the moment of reporting).</li> </ul>

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In case of *Information/promotional material*, please provide the following information:

Indicator	Guidance
<b>Number of information and promotional material, of which...</b>	Please <ul style="list-style-type: none"> <li>- indicate the exact total number of printed copies of all your information and promotional material, which were distributed</li> <li>- list all the languages they were available in</li> <li>- indicate whether any of them were available in easy-to-read language for disabled people</li> </ul>
<b>Scope of dissemination, of which ....</b>	Please indicate the exact total number of <ul style="list-style-type: none"> <li>- Paper copies of all your printed material distributed to your target audiences identified below.</li> <li>- Unique visits to websites created for information, promotional purpose (from their publishing on the internet up to the moment of reporting).</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Estimated newspaper/journal/etc. readership</i></li> <li>• <i>Estimated size of radio/TV audience</i></li> </ul>	Please provide a cumulative number of estimated audiences in case your produced study, organised event or your project in general gained more substantial coverage (i.e., just mentioning or reference to it is not sufficient) in one of the indicated media sources. E.g., if you have been reported on two times in one monthly journal and one time in two different daily newspapers, you have to add up the estimated readership of each of these three sources. Please just make your best estimate and do not exaggerate.
<b>Target audience (mark the appropriate)</b>	Mark all the audiences which you <u>consciously</u>

	aimed at with all your information/promotional material (as opposed to marking such audiences which perhaps may be interested in your information).
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In case of *Training/mutual learning events*, please provide the following information:

Indicator	Guidance
Number of trainings, peer reviews and other mutual learning events	Please provide the total number of such events.
Number of individuals who participated in these events	Please provide the total number of participants who have turned up at least once at these events.
Of which number of women	Please provide the total number of women among the above indicated participants.
Size of events	Please provide a sum of days spent in all such events by every participant. Please count only the days when a participant was present in an event.
Did the event match your needs? Did you gain relevant knowledge and information? Will you be able to apply such knowledge and information in your work?	Please report only one single value, which would be an average of all responses to that exact question in the participant satisfaction survey conducted by you.

**Example:** if you organised three two-day trainings for 10 participants, of which 8 participated all the time, while remaining 2 – only half of the time, then you should report

- \* Number of trainings – 3
- \* Number of participants – 10
- \* Size of events –  $[3 \times 2 \times 8 + 3 \times 1 \times 2 =]$  54 person/days

If to a question “Did the event match your needs?” 6 participants responded by giving a mark of 5 (‘yes, very strongly’), 2 – a mark of 4, and 1 – a mark of 3, please report a single value of 4.6  $[(6 \times 5 + 2 \times 4 + 1 \times 3) / 9 = 4.6]$

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In case of *Other information and communication events*, please provide the following information:

Indicator	Guidance
<b>Number of information and communication events</b>	Please provide the total number of such events.
<b>Number of individuals who participated in these events</b>	Please provide the total number of participants who have turned up at least once at these events.
<b>Of which number of women</b>	Please provide the total number of women among the above indicated participants.
<b>Size of events</b>	Please provide a sum of days spent in all such events by every participant. Please count only the days when a participant was present in an event. See example above (under training events).
<b>Did the event match your needs? Did you gain relevant knowledge and information? Will you be able to apply such knowledge and information in your work?</b>	Please report only one single value, which would be an average of all responses to that exact question in the participant satisfaction survey conducted by you. See example above (under training events).

**COMMUNITY ACTION PROGRAMME IN THE SPHERE OF EMPLOYMENT AND SOCIAL SOLIDARITY –  
PROGRESS 2007-2013**

**FINAL ACTIVITY REPORT TEMPLATE TO BE USED BY BENEFICIARIES OF OPERATING GRANTS**

This exercise should tell us how the work you have received funding for or been commissioned has progressed and what was achieved in the funding period.

It is divided in three different parts.

1. The first part relates the general information about your work, including presentation of the key points and executive summary.
2. The second part refers to a more qualitative self-assessment of your work.
3. The third part concerns quantitative information related to your work that we will request you to collect, compile and present.
  - a. Table on the detailed follow-up of your plan of work to check if it has been delivered according to the plans as detailed in the Annex I to your grant agreement.
  - b. Table on the performance monitoring information to be used for the performance monitoring of PROGRESS, your funding programme.
  - c. List of evidence and annexes to be attached.

The deadline for returning BOTH hard and electronic versions of your report is **31 March 2010.**

Please send **the signed original and two**  
hard copy (ies) of this Final Activity  
Report, including all of your evidence, to:  
European Commission  
Directorate-General Employment, Social

Please email **ONE** electronic copy of  
this form to:  
[Maire-Anne.Paraskevas@ec.europa.eu](mailto:Maire-Anne.Paraskevas@ec.europa.eu)

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Affaires and Equal Opportunities  
Empl E-2  
B-1049 Brussels

Please complete all the sections

## **I.- GENERAL INFORMATION**

### **Reference number of your grant agreement**

*Please insert the reference as indicated in your agreement*

### **Duration of your grant agreement**

Beginning DD/MM/YYYY [actual]

End DD/MM/YYYY [estimated/planned]

### **Reporting period**

From: DD/MM/YYYY

To: DD/MM/YYYY

### **Website of your organisation**

### **Details of the funded or commissioned organisation**

Name

Street

Postcode

City

Country	
Website	
Telephone	
Telefax	

Legal representative	
Family Name	
First Name	
Position/Function	

Person to contact for questions on the report (contact person)	
Family Name	
First Name	
Position/Function	
E-mail	
Telephone	
Telefax	

General presentation of your organisation and summary of your activities during the reference period (Please answer in <u>maximum 2 pages</u> - This information may be used by the Commission for external communication)
1. Background (context in which your organisation has operated)
2. Who is your work targeted at?

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<b>3. Aims and objectives of your network</b>
<b>4. Methods used to reach them</b>
<b>5. Results and key findings during the reference period (in relation to your objectives)</b>
<b>6. Implications for relevant stakeholders</b> <i>(Policy makers, media, NGO, research institutions, social partners...)</i>

## **II.- QUALITATIVE INFORMATION**

Here only standard information common to all PROGRESS funding is listed. This information refers to a qualitative self-assessment of your work. More precise instructions might be given to you in due time by responsible units.

### **II.1- Results**

**List the strategic objectives of the work as set out in your grant agreement (and 2008-2011 Triennial Strategic Plan), and tell how they were responded to during this**

**reporting period.**

[ please group the strategic objectives under the following four key headings:

- I. Improving organisational capacity and management
- II. Voicing the conditions, concerns and expectations of (1) people exposed to social exclusion, discrimination and gender inequality or (2) organisations providing services to people exposed to social exclusion, discrimination and gender inequality
- III. Reinforcing the skills of the networks and its members' organisations to advance, support and further develop EU objectives and priorities at national level
- IV. Better integrating cross-cutting issues (e.g. gender, poverty and non-discrimination) in day-to-day work ]

**Summary of progress of your work** (include detail on what *change* your work has brought about as well as any *difficulties* you have faced).

[Please be reminded that *the focus here should be* not on activities and outputs (e.g., how many events were organised, and how many participants attended them. Quantitative information on outputs will have to be provided in the next section of this report), but *on results*.

Where possible, explain results in outcome-based terms. That is, estimate the benefits brought by your implemented activities and delivered outputs. For example, what differences did this grant make in your community or for the population or target groups you are serving?]

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Variance from original project plans often occurs. In what ways did the actual work vary from your initial plans? Describe how and why.

## II.2- Lessons learned

What are the most important outcomes and lessons learned from this work?

What recommendations would you make to the European Commission?

### II.-3 – Dissemination – Public relations

**News/success/best practise** - We are very keen to hear about any success or good news from the work that we fund. Please use the space below to tell us about any such news or if you have developed practices that you think others may want to know about or could benefit from. Please attach any relevant supporting information or material.

## III.- QUANTITATIVE INFORMATION

### III.1.- EXECUTION OF YOUR PLAN OF WORK

In this section we want to know whether you have executed as planned your plan of work as detailed in the Annex I to your grant agreement.

We ask you to provide information on the **outcomes, activities** and **outputs**.

For each outcome you should report on **ALL** outputs and related activities as they appear in the table annexed to your grant agreement.

Thanks for using the following typology of outputs as provided by the logic model:

- Capacity building (i.e. training)
- Monitoring/assessment reports

Ⓟ

- Position/policy papers
- Identification of good practices
- Information, awareness-raising, campaigning activities, networking

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The template below facilitates provision of quantitative data on each output.

### Outcome One: Improving organisational capacity and management

**Summary of progress for this outcome** (include detail on what *change* your work has brought about as well as any *difficulties* you have faced)

Outputs Use following typology Capacity building (i.e. training) Monitoring/assessment reports Position/policy papers Identification of good practices Information, awareness-raising, campaigning activities, networking	State of play Please specify Delivered as planned Postponed Cancelled Comment/explain if necessary	Actual related activities	Comments Activities carried out as planned or delayed or cancelled. In the latter cases explain why.	Evidence Adverts, attendance lists, photos or training, copies of reports, meeting minutes that clearly document your developments / achievements (please mention them here and make the link with the documents which you will annex to this activity report)
Output X				

**Outcome Two: Voicing the conditions, concerns and expectations of (1) people exposed to social exclusion, discrimination and gender inequality or (2) organisations providing services to people exposed to social exclusion, discrimination and gender inequality**

**Summary of progress for this outcome** (include detail on what *change* your work has brought about as well as any *difficulties* you have faced)

Outputs Use following typology Capacity building (i.e. training) Monitoring/assessment reports Position/policy papers Identification of good practices Information, awareness-raising, campaigning activities, networking	State of play Please specify Delivered as planned Postponed Cancelled Comment/explain if necessary	Actual related activities	Comments Activities carried out as planned or delayed or cancelled. In the latter cases explain why.	Evidence Adverts, attendance lists, photos or training, copies of reports / meeting minutes that clearly document your developments / achievements (please mention them here and make the link with the documents which you will annex to this activity report)
Output X				

**Outcome Three: Reinforcing the skills of the networks and its members' organisations to advance, support and further develop EU objectives and priorities at national level**

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**Summary of progress for this outcome** (include detail on what *change* your work has brought about as well as any *difficulties* you have faced)

<b>Outputs</b> Use following typology: Capacity building (i.e. training) Monitoring/assessment reports Position/policy papers Identification of good practices Information, awareness raising, campaigning activities, networking	<b>State of play</b> Please specify: Delivered as planned Postponed Cancelled Comment: explain if necessary	<b>Actual related activities</b>	<b>Comments</b> Activities carried out as planned or delayed or cancelled. In the latter cases explain why.	<b>Evidence</b> Adverts, attendance lists, photos or training, copies of reports / meeting minutes that clearly document your developments / achievements (please mention them here and make the link with the documents which you will annex to this activity report).
Output X				

**Outcome Four: Better integrating cross-cutting issues (e.g. gender, poverty and non-discrimination if they are not your core business) in day-to-day work**

**Summary of progress for this outcome** (include detail on what *change* your work has brought about as well as any *difficulties* you have faced)

Outputs Use following typology: Capacity building (i.e. training) Monitoring/assessment reports Position/policy papers Identification of good practices Information, awareness-raising, campaigning activities, networking	State of play Please specify: Delivered as planned Postponed Cancelled Comment/explain if necessary	Actual related activities	Comments Activities carried out as planned or delayed or cancelled. In the latter cases explain why.	Evidence Adverts, attendance lists, photos or training copies of reports / meeting minutes that clearly document your developments / achievements (please mention them here and make the link with the documents which you will annex to this activity report).
Output X				

### III.2- PERFORMANCE MONITORING INFORMATION

MONITORING/ASSESSMENT REPORTS / POSITION/POLICY PAPERS / IDENTIFICATION OF GOOD PRACTICES	Unit	Planned	Actual
If there were REPORTS OR OTHER WRITTEN OUTPUTS (includes all monitoring/assessment reports, position/policy papers, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced under your work, please indicate:			
Number of reports, of which	No.		
• monitoring/assessment reports on the	No.		

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<i>implementation and impact of EU laws or policies</i>			
• <i>reports/papers aimed at providing policy advice, research and analysis</i>	No.		
• <i>Reports/papers aimed at identifying and presenting good practices</i>	No.		
Next please indicate the key audiences which are the intended users of the report(s):			
<b>Target audience</b> (mark the appropriate)			
• <i>EU-level policy and decision-makers</i>			
• <i>National/regional/local-level policy and decision-makers</i>			
• <i>Social, economic/business partners</i>			
• <i>Civil society, NGOs</i>			
• <i>Academia, experts, think tanks</i>			
• <i>Media, Journalists</i>			
• <i>Other: [please indicate]</i>			
<b>Scope of dissemination, of which</b>			
• <i>Total number of paper copies printed and distributed</i>	No. of copies		
• <i>Total number of electronic copies downloaded from the website (if web address differs from the one indicated under Part I, please copy website address here)</i>	No. of downloads		

CAPACITY BUILDING: TRAININGS/SEMINARS ON POLICY/ORGANISATIONAL ISSUES	Unit	Planned	Actual
If there were TRAININGS/SEMINARS on policy or organisational issues organised by you for your network members (includes all kinds of training events, meetings, seminars, working groups, statutory committees, conferences and similar events aimed at capacity building), please indicate:			

<b>Number of such trainings/seminars/similar events</b>	No.		
<b>Number of individuals who participated<sup>1</sup>, of which</b>	No.		
<b>- number of women</b>	No.		
<b>Size of events (sum of hours spent in such training events by every participant)<sup>2</sup></b>	Person/hours		
Next please report on participants satisfaction using the standardised questionnaire ( see footnote <sup>3</sup> ):			
<b>Total number of participants responding to at least one compulsory question<sup>4</sup></b>	No.		
<b>Did the event match your needs?</b>	Value		
<b>Did you gain relevant knowledge and information?</b>	Value		
<b>Will you be able to apply such knowledge and information in your work?</b>	Value		

<sup>1</sup> Please report only unique participants, that is, count/report one person only once, no matter to how many events he or she was present. E.g., if there 2 events, where persons A, B, C was present in the first of them, and persons B, C, D in the second, your number of participants to be reported is 4 (namely, persons A, B, C and D).

<sup>2</sup> Please report **only actual time spent in the events**, i.e., all the time spent preparing and following-up an event shall not be reported here. To continue with the example above: if the first meeting lasted half-day (4 hours), and second was a two-day event (16 hours), then the sum of hours spent in these events by participants A, B, C, D is 60 [i.e., (3 x 4) + (3 x 16)].


<sup>3</sup> We are keen in ensuring that what we fund or do is to the satisfaction of participants. For that we need your assistance. You will thus be requested for each event you are organising to carry out a short on-the-spot survey. We have listed standard questions, which shall feature in the evaluation form distributed to the participants of your events. Depending on the internal needs of your work, your questionnaire may feature more questions, yet these other questions remain outside the scope of our monitoring work. The standard questionnaire below sets only the compulsory questions which shall be posed to the participants as they are (i.e., without adjusting them):

Compulsory questions of participant satisfaction surveys					
Please scale the following aspects of the event on a 1-5 basis, where (5) signifies strongly agree, (4) somewhat agree (3) undecided/neutral, (2) somewhat disagree and (1) strongly disagree	5	4	3	2	1
<b>Did the event match your needs?</b>					
<b>Did you gain relevant knowledge and information?</b>					
<b>Will you be able to apply such knowledge and information in your work?</b>					

Reported values per each question shall be rounded to one decimal point.

<sup>4</sup> Please report the number of respondents here. This number in fact equals the number of filled-in questionnaires. To continue with the example above, if in both events all participants filled in the questionnaire, there would be 6 respondents (= filled-in questionnaires).

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INFORMATION, AWARENESS RAISING AND CAMPAIGNING ACTIVITIES, NETWORKING: EVENTS	Unit	Planned	Actual
<b><u>THIRD-PARTY INITIATIVES:</u></b>			
Number of participation of key EU network staff and board members as speakers/moderators to conferences and other similar events organised by third parties, of which	No. of appearances		
- EU level events	No.		
- National events	No.		
- Regional/local events	No.		
Number of consultations organised by EU or national level decision-makers to which you were invited to contribute and/or contributed, of which	No.		
- EU level consultations	No.		
- National level consultations	No.		
Number of meetings between key EU network staff and board members with EU institutions and national authorities and other stakeholders, of which	No.		
- At EU level	No.		
- At national level	No.		
<b><u>EVENTS ORGANISED BY YOUR ORGANISATION AND YOUR MEMBERS' ORGANISATIONS:</u></b>			
If there were OTHER INFORMATION, AWARENESS-RAISING AND CAMPAIGNING EVENTS (includes various meetings, conferences, round tables, networking events, etc.) events organised under your Annual Work Plan, please indicate:			
Number of such events	No.		
Number of individuals who participated in these events, of which	No.		
- number of women	No.		
Size of events (sum of hours spent in such events by every participant)	Person/days		
Next please report on participants satisfaction using the standardised questionnaire ( see footnote <sup>1</sup> ):			
Total number of participants responding to at least	No.		

<b>one compulsory question</b>			
<b>Did the event match your needs?</b>	Value		
<b>Did you gain relevant knowledge and information?</b>	Value		
<b>Will you be able to apply such knowledge and information in your work?</b>	Value		

<b>In case there was coverage of your work's outputs in mass media, please estimate:</b>			
<b>Total estimated newspaper/journal/etc. readership</b>	No. of readers		
<b>Total estimated size of radio/TV audience</b>	No. of listeners/viewers		

INFORMATION, AWARENESS RAISING AND CAMPAIGNING ACTIVITIES, NETWORKING, EVENTS, OTHER INFORMATION/PROMOTIONAL MATERIAL/WEBSITE	Unit	Planned	Actual
<b>If there were any INFORMATION/PROMOTIONAL MATERIALS (includes leaflets, brochures, newsletters, websites, articles in media, video material, etc.) produced under your work, please indicate:</b>			
<b>Number of information and promotional material, of which</b>			
• <i>Total number of printed material copies</i>	No.		
• <i>In which languages (EN FR DE and other (specify))</i>			
• <i>In easy-to-read language for disabled people</i>	Yes	No	
<b>Scope of dissemination, of which</b>			
• <i>Total number of material paper copies printed and distributed</i>	No. of copies		
• <i>Total number of visits to websites related to information and promotion</i>	No. of visits		
<b>Next please indicate the key audiences which are the intended users of information/promotional material:</b>			

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Target audience (mark the appropriate)			
• EU-level policy and decision-makers			
• National/regional/local-level policy and decision-makers			
• Social, economic/business partners			
• Civil society, NGOs			
• Academia, experts, think tanks			
• Media, Journalists			
• Other: [please indicate]			

## DECLARATION

I/we confirm that I/we are duly authorised to sign this declaration on behalf of the organisation named. I/we certify that the information given in this monitoring report is correct, and confirm that the enclosures are current, accurate, and adopted or approved by the organisation for which I/we lead.

I understand that you may contact me to clarify any details in this monitoring report, including providing any supplementary information as applicable. I confirm that I am authorised by the organisation/partnership for this purpose.

Title                      First name                      Surname

Position held in the organisation

Signed                      Date

On behalf of (organisation name):

### Check List – Have you:

- ☐ Filled out all sections of the form with the requested information?
- ☐ Responded within the required deadline?
- ☐ Made sure that all your published material acknowledged support from the EU?
- ☐ Attached the required documentation:
  - The print-out of the duly completed, validated budget form which stands as your financial report.
  - Printed or electronic copies of information and promotional materials (articles, leaflets, brochures, programme, stickers, posters, tapes, calendars, etc) put on a CD/DVD in an accessible format;
  - Printed or electronic copies of the reports, analyses, studies, reviews, manuals, working papers, toolkits, produced under your work put on a CD/DVD in an accessible format;
  - For the events, the list of participants with the original signatures;
- ☐ Completed section 4 with the correct signatories?
- ☐ Submitted **THREE** hard copies and **ONE** electronic copy to the addresses indicated on page 1?



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