

Annexes to the Prague report (20-21 January 2009)

A. *Annex A: Presentation of the organizers*

VOICE stands for Voluntary Organizations in Cooperation in Emergencies. It is a network representing 84 European non governmental organizations (NGOs) active in humanitarian aid worldwide.

VOICE's Overall Vision is a collective European NGO response to humanitarian crises. To reach this goal, VOICE seeks to influence the policy and practice of the European Union regarding emergency aid, relief, rehabilitation and disaster preparedness. It enhances the collective influence of the network's members with the EU, including its Member States. It urges the respect of international humanitarian law and humanitarian principles, and endorses the quality and effectiveness in humanitarian action.

In humanitarian aid sector, VOICE is the main NGO interlocutor with the European Union promoting the comparative advantages and specificities of NGOs in aid delivery. It also engages in a dialogue with other major providers of humanitarian aid, such as the UN agencies and the Red Cross Movement. Based in Brussels, VOICE has been active since 1992 and became an independent organisation under Belgian law in 2001.

www.ngovoice.org

People in Need (PIN) is a Czech organization that provides relief aid and development assistance, while working to defend human rights and democratic freedom. In Europe, People in Need administers social integration programs in the Czech Republic and Slovakia and provides informative and educational activities. PIN is one of the largest organizations of its kind in post-communist Europe, and it has administered projects in thirty-seven countries over the past fourteen years.

PIN began operations as an organization that exclusively delivered humanitarian assistance. PIN now provides emergency and rehabilitation assistance after natural disasters and military conflicts and carries out projects of long-term development assistance. PIN works in fourteen countries in Asia, Europe and Africa on complex programs that focus on education and health care, access to clean drinking water and hygiene and support for sustainable livelihoods. PIN's activities also focus on social care and on the development of civil society.

<http://www.clovekvtisni.cz/>

Caritas Czech Republic (Caritas CR) is the biggest nongovernmental provider of social and health services in the Czech Republic. The main activity of Caritas CR is providing aid to those in

need in the territory of the Czech Republic. However, it participates more and more in foreign humanitarian aid. This way, Caritas picks up threads of charitable activities of church, which has almost millennial tradition in the Czech country.

Caritas CR is providing its help to foreign countries by means of department of humanitarian and developing aid and individual archdiocesan and diocesan charities. This aid is coordinated in the large measure with foreign charitable partners joined in international network Caritas Internationalis. The network is one of the biggest and strongest in the world thanks to which Caritas CR is able to find reliable partners throughout the world, even in countries in which it has no missions or projects. Caritas Internationalis offers background, experience, and potentials for aid coordination. Caritas CR further cooperates with foreign and Czech nongovernmental organizations and institutions.

<http://www.charita.cz/>

FoRS Platform—Czech Forum for Development Co-operation—is a platform of Czech non-governmental and non-profit organisations (NGOs) that are involved in development co-operation, development education and humanitarian assistance. FoRS was established to represent its members vis-à-vis the institutional stakeholders in development co-operation, as well as to provide services to its members in terms of capacity building, information and expert advice. In the course of the four last years FoRS has already 28 members and 12 observers.

FoRS has established its stable institutional structure and regular communication and cooperation channels between the FoRS and FoRS membership. The platform experiences a fair cooperation with the Czech Ministry of Foreign Affairs, including a commitment from the MFA to regularly financially support FoRS operation as the main channel of Czech NGDO networking. FoRS is also regularly fulfilling its role as a representative of the Czech NGDO community towards a variety of external actors, including European NGO networks.

<http://www.fors.cz/>

B. Annex B: Background of the event

Between 2004 and 2007, twelve New Members States (NMS) joined the European Union and became new donors in the field of international cooperation. Yet the challenges for the NMS remain high, especially in the field of humanitarian aid. Due to their history, NMS governments have given low priority to humanitarian aid. Similarly, the public has not been highly interested in humanitarian aid, which has led to a lack of understanding of humanitarian aid issues.

In response to these challenges, VOICE designed its last ECHO funded project with special attention to NMS. The overall objective of the project is 'Supporting organizational preparedness of European humanitarian organizations by providing relevant trainings and by coordinating awareness and networking activities.' And VOICE included a transversal component whose objective is to 'build the capacity of new EU member states NGOs and platforms.'

When embarking on humanitarian aid and development advocacy activities with their governments and general public, NGOs in NMS often need the backing of more experienced EU-15 NGOs. It is important that NGOs in NMS become actively involved in concrete European-oriented activities and have the capacity and platform to share their experiences and expertise with other EU organizations.

With these goals and the Czech 2009 European Presidency in mind, VOICE decided to organize a public event in Prague. Indeed, organizing a roundtable on issues relevant to a Presidency often ensures both a higher prioritization from the concerned government and from participants and general public.

Moreover, People in Need recently joined VOICE as a member and the idea to organize a common event was met with enthusiasm from both parties. Very quickly Caritas CR joined the team of organizers, and the three NGOs along with the Czech NGOs Platform decided to unite to create a roundtable on policy, as well as a training on practical operations. This combination of the roundtable and training would ensure a relevant and beneficial event and would draw NGOs from all over Europe.

C. Annex C: Running of the training

The purpose of the training was to refresh knowledge of the participants in Project Cycle Management (Annex 4: course summary). Based on practical case study each participant has the opportunity to build and understand the logical and the steps to follow to build a comprehensive framework (LogFrame).

This LogFrame aims at synthesizing the purpose and objectives of an operation while articulating the links between the activities (including the means used to ensure them) and the results and objectives to be reached.

Thanks to several exercises following the case study inspired by DG ECHO case study for Technical Advisor, participant gets familiar with the problem tree and its conversion into a solution tree, the selection of the focal point which is then formulated into a Specific Objective but also the definition of indicators (that need to be SMART) and the importance of transparent and relevant Risks and Assumptions.

At the end of day, participants showed a high level of satisfaction and enthusiasm about this training both thanks to the practical and theoretical gained knowledge but also thanks to the opportunity to network it offered.

1. Annex 1: Roundtable evaluation sheet



In Collaboration With



Round Table on Humanitarian Aid

1. Please rate your level of interest for each session of the day on a scale from 1 to 5, by ticking where appropriate:

	Session 1 EU level and Czech presidency perspectives	Session 2 Hum NGO in NMS and Civil Society roles	Session 3 Operational Challenges	Session 4 Professionalism and Quality
5 (excellent)	28%	38%	44%	46%
4 (very good)	40%	46%	40%	36%
3 (good)	32%	12%	16%	18%
2 (fair)		4%		
1 (poor)				

Comments:

the operational and fundings challenges will be the issues for NMS in the future
 - More experience of NMS could have been shared
 - More practical info and or recommendations would have been useful
 + Very interesting and committed people

2. How do you rate the overall organisation of the event, on a scale from 1 to 5? Please tick where appropriate:

5 (excellent)	46%
4 (very good)	50%
3 (good)	4%
2 (fair)	
1 (poor)	

Comments:

+ Bringing central and eastern Europe NGOs together is a big success
 + very good and interesting discussions

3. Which were the main reasons that made you participate at this event?

(from the most quoted to the least)

- 1 learn and/or understand the experiences and work of NGOs from NMS
- 2 networking and/or collecting new contacts
- 3 learn about NGO work in OMS
- 4 learn good practices
- 5 learn and/or understand the role and objectives of Czech Presidency
- 6 learn about COHAFA
- 7 learn about VOICE
- 8 learn about ECHO and funding approaches
- 9 learn about the European Consensus

4. Overall evaluation of the usefulness of the event on a scale from 1 to 5, by ticking where appropriate:

5 (excellent)	35%
4 (very good)	54%
3 (good)	11%
2 (fair)	
1 (poor)	

Comments:

- +very good roundtable to increase knowledge
- +Very good to get a better understanding of NGOs from NMS

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2. Annex 2 : Training evaluation sheet



EUROPEAN COMMISSION



With the contribution of

Humanitarian Aid

Training on Project Cycle Management

Prague, 21st January 2009

Under the framework of the programme:

“Supporting Capacity Building: Networking, Training and Coordination for humanitarian actors in Europe with special focus on new Member States”

2007 GRANT FACILITY

EVALUATION OF THE TRAINING

1. Evaluation of the training method

Evaluation rating	Very good	Good	Average	Fair	Poor
Training material	12	13			
Teaching methods	15	9	1		
Trainer(s)	18	7			
Balance lectures/case study	16	7	1		
Duration of the training	8	14	2	1	
Global Result	56%	40%	3%	1%	

Comments:

- 2 days would be better
- too long for this topic
+ good practical and field examples
+ good method

2. Evaluation of the objectives of the course

Evaluation rating	Very good	Good	Average	Fair	Poor
Objectives of the course	16	9			
The course meet your needs.	13	8	2	1	1
You increased your knowledge on the PC Management	14	9		1	1
Global Result	57%	35%	3%	3%	3%

Comments:

- too general
- some topics too long
- no time for other step of Project Cycle esp evaluation part
- + good intro on PCM
- + problem tree and logframe explanations and exercises very good

3. Applicability of the contents of the training to your work

Evaluation rating	Very good	Good	Average	Fair	Poor
Applicability of training contents to your work	16	7	2		
	64%	28%	8%		

Comments:

- training not very helpful for fundraiser...
- + very useful training
- + Yes logframe is a practical tool!
- + will try to do problem tree at work now

4. General organization of the training

Evaluation rating	Very good	Good	Average	Fair	Poor
General organization of the training	19	4	2		
	76%	16%	8%		

Comments:

- + time for networking
- + excellent and fun day

5. Overall evaluation of the training

Evaluation rating	Very good	Good	Average	Fair	Poor
Overall evaluation of the training	16	8	1		
	64%	32%	4%		

Comments:

- + good and practical examples
- + very good trainer
- + perfect training

Additional comments:

- + last session of the day on logframe mistakes very useful
- + good atmosphere
- + good team
- exercise on re-constructing the logframe quite difficult/ needed more support

3. Annex 3: Roundtable programme

Round Table on Humanitarian Aid

Challenges for EU humanitarian NGOs

20th January 2009 - Prague

Educational Institut
Máchova 7
120 00 Prague 2 - Vinohrady

Taking place at the early stage of the Czech EU Presidency, this Round Table discusses key issues of EU humanitarian aid the European Union defined in the 'European Consensus for Humanitarian Aid'. It aims at sharing experiences and relevant information on Humanitarian Aid delivered by European NGOs at operational and policy levels while addressing the main challenges to the stakeholders in the humanitarian sector.

Programme

0930-10.00 *Registration and coffee*

Chair: *Pavel Gruber (Head of Humanitarian and Dev Dept, Caritas CZ)*

10.00-12.30: Setting the Scene

10.00: Welcome

Czech EU Presidency: Priorities for EU Humanitarian Aid:

Hana Ševčíková (Director, Dept for Development cooperation Czech MoFA)

10.30: EU Humanitarian Aid Policy– background to and main elements of the European Consensus on Humanitarian Aid

Michael Curtis (Head of Sector 01, DG ECHO, European Commission)

11.00: Questions and Answers

11.20: Humanitarian NGOs in New Member States: Role and Challenges in the EU

Simon Panek (Director, People in Need)

11.40: The Importance of a strong civil society in influencing EU policies

Kathrin Schick (Director, VOICE)

12.00: Questions and Answers

12.30-13.30: *Lunch break*

13.30-15.00: Operational Challenges for Humanitarian NGOs

- Field Reality: How policy links with practice

Wolf Eberwein (VOICE President)

- Diversity of humanitarian Actors: The added value of NGOs

Brian Ingle (Plan International UK)

Debate

15.00-15.30: *Coffee break*

15.30-16.15: Professionalism and Quality: a condition for funding?

- Professionalism: More than a trend, a necessity for NGOs

Lisa Henry (DanChurchAid) and Paul O'Brien (Concern Worldwide)

- Trends in Humanitarian aid funding: the EU

Jean Saslawsky (Medecins du Monde France)

Debate

17.00: Close

4. Annex 4 : Training summary

TRAINING SUMMARY

Project Cycle management (PCM) – focus on ECHO expectations
(Prague – 21st of January 2009)

**Organised under the framework of the programme: “Supporting capacity building: Networking, Training, and Coordination for humanitarian actors in Europe with special focus on new Member States”
2007 GRANT FACILITY**

Target:

This training session is intended for desk officers and field workers. It is suitable for an audience with or without experience on the PCM.

Objective:

This training session offers a practical approach for NGOs regarding the Project Cycle Management. It focuses mainly on the use of the logical framework. It can be used as an initiation to the PCM or as a practical refresher course for those who already know the basics of the PCM.

The case study and examples given will focus on humanitarian projects. More specific information will be given on the use of the logical framework for humanitarian donors with a focus on DG ECHO.

At the end of the training session the participants will be able to:

- Understand the steps of the project cycle management.
- Conduct a needs analysis.
- Use the logical framework.
- Detect and correct the errors or the limits in a logical framework.
- Understand the proper use of a logical framework addressed to donors.

Duration:

1 day session (8h including breaks) – from 9.00 to 17.00. The training is at no cost.

Trainer: Jean Saslawsky

Jean Saslawsky is the head of the public and institutional funding unit of Médecins du Monde (MDM). He has worked within humanitarian organizations for the past fourteen years. After two years as Field Administrator in Bosnia and Georgia he joined the headquarters of Action contre la Faim (ACF). He then joined Médecins du Monde in 2000. Jean Saslawsky has an extensive experience in managing grants from more than 25 major international donors. His portfolio of grants reaches an annual amount of 26 million US dollars. Jean Saslawsky has been the Treasurer of the European humanitarian NGO network VOICE since 2004. For the past 5 years, he has given lectures on the funding of humanitarian projects at the European Institute of Humanitarian Affairs of Aix-en-Provence.

5. Annex 5: Roundtable participants list

Roundtable on Humanitarian Aid			
Prague, 20th January 2009		Participants List	
<u>Name</u>	<u>Organisation</u>	<u>Nationality of Org°</u>	<u>Job Title</u>
Marek STYS	People In Need	Czech Republic	Director Relief and Development Dept
Lucia PAVELOVA	People In Need	Czech Republic	Desk Officer
Tomas KNAIBL	ADRA	Czech Republic	Desk Officer
Jana KRCZMAROVA	FoRS Czech Forum for Development Co-operation	Czech Republic	Director
Tomas BENDL	Svetlo pro Svet / Light for the World	Czech Republic	Fundraiser
Oldrich HAIEM	Caritas	Czech Republic	Director
Veronika PALATOVA	Caritas	Czech Republic	Project Administrator
Jarmila LOMOZOVA	Caritas	Czech Republic	Head of Development Dept
Kato FELLEGI	Hungarian Baptist Aid	Hungary	International Dept Officer
Zsuzsanna BACZKO	Hungarian Baptist Aid	Hungary	International Dept Officer
Adel REVESZ	Hungarian Baptist Aid	Hungary	International Dept Officer
Katalin FRANK	Hungarian Interchuch Aid	Hungary	Project Coordinator
Philippa ARRIGO	SOS Malta	Malta	Project Manager
Claudia TAYLOR-EAST	SOS Malta	Malta	Director
Agata Wolna	Polish Humanitarian Organisation	Poland	Desk Officer
Lazar ALPAR	Romanian Maltez Relief Service	Romania	Program Director
Marcela ONDEKOVA	People In Peril	Slovakia	Deputy Director

Nikola ENDRYCHOVA DUDOVA	Magna Children at Risk	Slovenia	Office Manager Europe
Andrea STRANSKA	Magna Children at Risk	Slovenia	Program Coordinator
Paula HOKKANEN	VOICE Secretariat	Belgium	Communication Officer
Magali MOURLON	VOICE Secretariat	Belgium	Project Coordinator
Philippe LAFOSSE	French Embassy in DR Congo	France	Governance Advisor
Katrin RADTKE	Welthungerhilfe	Germany	Desk Officer
Sid Johann PERUVEMBA	Malteser International	Germany	Vice Secretary General
Floris FABER	Mission East	Denmark	Director of Operations
Wolfgang STOCKL	Red Cross	Austria	Watsan Advisor
Bernhard HALLERMANN	Caritas	Germany	Responsible for Caritas Int
Gabriela PILNA	MFA	Czech Republic	Dept of Devt Cooperation and Humanitarian Aid
SPEAKERS			
Pavel GRUBER	Caritas CZ	Czech Republic	Head of Humanitarian Department
Simon PANEK	People In Need	Czech Republic	Director Emergency and Dev Aid Dept
Hana SEVCIKOVA	Ministry of Foreign Affairs	Czech Republic	Director, Dept for Dev Cooperation
Michael CURTIS	DG Humanitarian Aid / ECHO	European Commission	Head of Sector DG ECHO 01
Kathrin SCHICK	VOICE Secretariat	Belgium	Director
Lisa HENRY	Dan Church Aid	Denmark	Relief Director
Jean SASLAWSKY	Medecins Du Monde	France	Head of Public and Institutional Funding Unit
Wolf EBERWEIN	VOICE President	Germany	VOICE President
Paul O'BRIEN	Concern Worldwide	Ireland	Overseas Director
Brian INGLE	Plan International	UK	Head of Disaster Management Unit

6. Annex 6: Training participants list

Katerina ZEZULKOVA	Caritas CZ	Czech Republic	Program Administrator
Kristian REIST	Caritas CZ	Czech Republic	Program Administrator
Jakob DVORACEK	Caritas CZ	Czech Republic	Program Manager
Lukas VOBORSKY	Caritas CZ	Czech Republic	Program Developer
Veronika PALATOVA	Caritas CZ	Czech Republic	Program Administrator
Hubert TOPINKA	Caritas CZ	Czech Republic	Head of Mission
Jiri VELENSKY	People In Need	Czech Republic	Desk Officer
Jan STANEK	People In Need	Czech Republic	Program Officer
Jana LHOTOVA	People In Need	Czech Republic	Desk Officer
Tomas DROBNI	People In Need	Czech Republic	Desk Officer
Hana TROUSILOVA	People In Need	Czech Republic	Desk Officer
Jitka SKOVRANKOVA	People In Need	Czech Republic	Desk Officer
Tomas BENDL	Svetlo pro Svet / Light for the World	Czech Republic	Fundraiser
Ana CHORVATOVA	Svetlo pro Svet / Light for the World	Czech Republic	Fundraiser
Tomas KNAIBL	ADRA	Czech Republic	Desk Officer
Kato FELLEGI	Hungarian Baptist Aid	Hungary	International Dept Officer

Zsuzsanna BACZKO	Hungarian Baptist Aid	Hungary	International Dept Officer
Adel REVESZ	Hungarian Baptist Aid	Hungary	International Dept Officer
Katalin FRANK	Hungarian Interchuch Aid	Hungary	Project Coordinator
Philippe LAFOSSE	French Embaasy in DCR	France	Governance Advisor
Philippa ARRIGO	SOS Malta	Malta	Project manager
Claudia TAYLOR-EAST	SOS Malta	Malta	Director
Agata Wolna	Polish Humanitarian Organisation	Poland	Desk Officer
Nikola ENDRYCHOVA DUDOVA	Magna Children at Risk	Slovenia	Office manager Europe
Andrea STRANSKA	Magna Children at Risk	Slovenia	Program Coordinator
Lazar ALPAR	Romanian Maltez Relief Service	Romania	Program Director
Claire WHITING	Save the Children	UK	Child Protection Advisor
Katrin RADTKE	Welthungerhilfe	Germany	Humanitarian Aid and Devt Policy Advisor
Magali MOURLON	VOICE Secretariat	Belgium	Project Coordinator