

## **The People to People Programme**

### **Guidelines for the preparation and implementation of events**

#### **Introduction**

The People to People (P2P) programme is one of the 3 strands of the Civil Society Facility<sup>1</sup>. Responsibility for the management of the program, since the end of 2012, lies with the Unit D3 - Regional Cooperation and Programmes of the Directorate-General for Enlargement of the European Commission. For the management of the logistical aspects, the Commission relies on a TAIEX service provider.

The European Commission (EC) covers the travel and accommodation of EU Experts and, under certain conditions, those of Participants. The Service Provider makes all arrangements for flights, accommodation, conference venues, interpreters and other logistical arrangements necessary for the organisation of the events.

It has been decided that the implementation method will change, tentatively, as of Q4 2013. The P2P programme will still be managed by the EC (Unit D3), but implemented through the new service contract for Technical Assistance for CSOs (TACSO 2). The present guide will be valid till the entry into force of the TACSO 2 contract.

#### **1. Types of events**

The P2P programme manages the following types of events:

##### **1.1 Multi-beneficiary study tours to Brussels:**

This type of event remains one of the primary tools of the programme. Study tours are organised for 3-5 representatives per beneficiary country. The participants have similar professional backgrounds but come from different beneficiary countries.

##### **1.2 Multi-beneficiary events outside Brussels:**

These events focus on a particular group of beneficiaries with the objective of stimulating and strengthening dialogue and cooperation on specific issues in or between the region(s). They are therefore normally organised in the region but, should a need arise, their location in a Member State might be conceived.

As these are often rare occasions where CSOs and representatives of public authorities can meet and discuss a given topic, it has previously been agreed with the stakeholders that participants from the public sector may exceptionally also be invited. In such cases participants from the public sector should normally not exceed 30%.

##### **1.3 Single-beneficiary events in the region:**

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<sup>1</sup> For a general introduction to the aim and objectives of the programme please refer to the P2P leaflet: [http://ec.europa.eu/enlargement/taix/pdf/p2p/p2p-leaflet\\_en.pdf](http://ec.europa.eu/enlargement/taix/pdf/p2p/p2p-leaflet_en.pdf)

As above, these events focus on the same beneficiary with the objective of stimulating and strengthening dialogue and cooperation among local players. Such single-beneficiary events provide for instance for an opportunity to discuss the state of play of public policies or the national legislation in a specific area.

#### 1.4 Single-beneficiary events in Brussels

Should a need arise, beneficiary-specific events could be organised in Brussels.

### 2. The planning process

The programme of study tours and other events (topic, format, place, date) is established on a rolling basis by the Team leader (TL)<sup>2</sup> in agreement with the D2 Taiex – Institution Building Unit, taking into account ELARG priorities, European Union Delegations (EUDs), ELARG country desks, the ELARG Civil Society Working Group, other donors, but also the feedback to the events already organised. TL regularly consults and informs EUDs, ELARG country desks and ELARG D2 about the planning.

At least once per year (usually in autumn) a broad consultation is conducted with all the actors involved and a draft calendar for the next year is circulated.

Should the EUDs however feel that the topic or timing foreseen for their single-beneficiary event be changed, the TL is to be informed ASAP. Once the preparation has started, usually 10 weeks before the event, no further change as to subject and date is possible.

Around **10 weeks before an event**, the TL attributes an event to the Case Handler<sup>3</sup> (CH). CH works out the draft agenda in consultation with relevant line DGs, geographical Units and EUDs; CH may ask TACSO Offices or other relevant stakeholders for feedbacks. In the "Aim of the meeting" section of the draft agenda, the participant profile for the specific event is specified as well as the results and outcome to be achieved.

### 3. Events organization: the role of the EUDs and TACSO Offices

#### 3.1 Participants

The selection of participants for the study tours in Brussels and the events in the region is conducted by the DG for Enlargement with the active support of the EUDs and TACSO Offices.

The number of participants in study tours to Brussels is between 30 and 40, while for the events in the region it is up to 50 participants. But in special cases, bigger events for up to 100 participants could also be organised.

At least **6 weeks before the event** CH sends out draft agenda to EUDs and TACSO Offices asking them to identify participants (pax) according to the specified profile, attaching the participation form, the guide for participants and the P2P leaflet and giving at least two weeks time to reply. P2P contact points at geographical units are copied in.

The call for the selection of participants is published on the TACSO website<sup>4</sup> and, if appropriate, on the website of the EUDs.

The criteria for the participants' selection are indicated in the call both for events in the country and abroad. The selection is conducted at country level by the TACSO Offices and the EUDs.

The final list and the forms of the foreseen CSOs participants have to be sent back, fully filled in with all the requested information, by the EUD to the CH at the latest **4 weeks before the start date** of the Workshop.

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<sup>2</sup> The Team leader of the P2P Team is the D3 Head of Section for Civil Society, Research and Media, Mr. Nicola Bertolini.

<sup>3</sup> The P2P programme manager and case handler is Mr. Karl Giacinti, but also other case handlers could be involved in the organization of events.

<sup>4</sup> [http://tacso.org/news/p2p/Archive.aspx?template\\_id=73&langTag=en-US&pageIndex=1](http://tacso.org/news/p2p/Archive.aspx?template_id=73&langTag=en-US&pageIndex=1)

When the attendance of other categories of participants (i.e. participants from Ministries/Agencies/other governmental bodies) is foreseen, a different participants' form should be filled in and then transmitted to the CH.

The European Commission covers the costs of transport and accommodation for the participants according to the next point 4.

At the latest **2 weeks before the event** the Service Provider IBF confirms all the reservations (see next point 4).

### 3.2 Visa arrangements

When necessary, in due time for the necessary visa requests - at least **3 weeks before the event** take place - the P2P Assistant<sup>5</sup> prepares the invitation letters and encodes them in ARES. CH sends PDF version to EUDs – with participant in cc. – together with the draft agenda, asking the EUD to sign the letters PP and make them available to participant.

### 3.3 Speakers:

On the basis of the draft agenda different categories of speakers will be invited:

- Speakers from EU member states (contacted by the CH)
- Local speakers can be invited directly by the EUD.

All speakers (except HoD, Ministers and Ambassadors) should fill in a speaker form.

Speakers coming from abroad will always be proposed:

- Fee or FAA (fixed additional allowance).
- Per diem
- Reimbursement of travel costs

The fees are only for private speakers (NGOs, business, independent consultants) and consist of 250 euros per working day. FAA is for public administration speakers (not EU institutions, but member states administration + international organisations) and consists of 250 euros per working or travel day (see next point 4 for more information).

### 3.4 Language regime

Multi-beneficiary study tours to Brussels are normally held in English to allow a thorough participation and exchange among the participants.

Interpretation is usually provided in the respective languages, depending on the participants presence, in cases of single or multi-beneficiary events outside Brussels and single-beneficiary events in Brussels.

### 3.5 Communication:

The agenda of all the events organized is automatically published on the TAIEX website<sup>6</sup> and on the TACSO website with the available workshop materials. In general website advertisement of the events is always strongly encouraged.

In case of events in the region, the need for a more substantial communication policy for each event is up to the EUDs. Media can be invited to the opening of the event and a press release can be prepared in close consultation with the EUD's press unit. If the EUD wants to organise a press conference it is necessary to inform in advance the CH in order to adjust the agenda and inform the interpreters and the supplier of the meeting room.

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<sup>5</sup> The P2P Assistant is the Section Secretary.

<sup>6</sup> [http://ec.europa.eu/enlargement/taix/dyn/taix-events/index\\_en.jsp](http://ec.europa.eu/enlargement/taix/dyn/taix-events/index_en.jsp)

To make sure that people who do not speak English are invited, the CH could ask to the EUD or TACSO Office to translate an invitation letter in the local language.

#### **4. Logistical arrangements**

The European Commission covers the costs of transport and accommodation. For the organisation of the logistical aspects, the European Commission relies on a TAIEX Service Provider (IBF).

The Service Provider will make all arrangements for flights, hotels, conference venues, interpreters and other logistical arrangements necessary for the organisation of an Event.

The Service Provider books and finances the following:

- Conference venue and technical equipment. If a local co-organizer has a conference room with the necessary technical equipment available it has to inform the European Commission well in advance.
- Travel and accommodation costs for speakers if they are not based in the location of the venue at the time of the Event
- Travel and accommodation costs for Participants coming to Brussels or, in the case of a Multi-Beneficiary Event in the region, coming from another country.
- Accommodation costs for local Participants living 100 km away from the venue. They are entitled to receive one night accommodation before the start of the Workshop. For Workshops lasting more than 1 day, all Participants (also the ones living less than 100 km from the venue) can receive accommodation on the middle night(s) except participants based in the location of the venue.
- Travel costs for Participants living 400 km away from the venue.
- Interpreters and interpretation equipment
- Coffee and lunch breaks (the European Commission does not finance dinners and receptions).

For more detailed information regarding the entitlements and reimbursement procedures of participants and speakers please refer to the TAIEX guides for expert (private or public administration) and participant, available on request..

#### **5. Attendance on site during the activity**

During an event in Brussels or in the region, the CH or a representative of the EUD / TACSO Office has to be present to assure the registration of all Participants on each half-day of the Workshop, as well as to be available for questions. In alternative, and if requested in advance, the Service Provider can arrange for a Local Venue Support (LVS), i.e. a person who attends the Event to ensure everything goes well on the logistics side.

##### 5.1 Event materials

The Service Provider will send a box of Workshop materials containing copies of the agenda, name plates, badges, attendance lists, and posters to be hung up in the meeting room. Unless a LVS has been hired, somebody from the EUD or the TACSO Offices should ascertain in advance that the Workshop material has arrived and has been made available to Participants.

If paper copies of the presentations are requested, the EUD or TACSO Office might print and distribute these during the Workshop. The European Commission does not make copies of workshop materials and speakers' presentations which instead are published on the TAIEX and TACSO website.

#### **6. Evaluation**

All Experts and Participants will be requested to fill in feedback questionnaires on the quality of the Event they attended. The EUD/ TACSO Office, or in alternative the LVS, has to fill in an evaluation form assessing the overall quality of the expertise provided as well as the logistical aspects of the Workshop and send it to the European Commission at the latest **two weeks after the Event**.

CH reads the feedback reports, draws lessons and shares the trend of replies as well as suggestions for follow-up or future P2P study tours with TL and, if applicable, also concerning the respective participants, with EUDs.

### **7. Follow up and dissemination**

The definition of regular follow up mechanisms for all the P2P events is still undergoing and will be completely integrated in the TACSO 2 contract.

For the time being, it is strongly encouraged that ad hoc follow up initiatives for the dissemination of results are organised on a country by country basis by the EUDs and TACSO Offices.

## Annex – Indicative time schedule for the preparation and implementation of P2P events

Activity	Responsibility	Deadline (week)	-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	EVENT	1	2	3	4	5	6	7	8	9	10
<b>P2P yearly calendar</b>																							
Yearly consultation with all actors	Team Leader/ P2P programme manager	Autumn year n-1																					
provide feedbacks	EUD/ TACSO	end of the year n-1																					
<b>Agenda drafting</b>																							
Work out draft agenda	Case Handler	6 weeks before the event																					
provide feedbacks	EUD/TACSO	4 weeks before the event																					
<b>Participants selection</b>																							
Deliver paxform and ask for pax selection	Case Handler	6 weeks before the event																					
The list of selected participants are sent to CH	EUD/TACSO	4 weeks before the event																					
Participants are contacted for logistics arrangements	IBF	2 weeks before the event																					
<b>Speakers selection</b>																							
Identification of the speakers	Case Handler/ EUD/TACSO	4 weeks before the event																					
Speakers invitation	Case handler	4 weeks before the event																					
Speakers are contacted for logistical arrangements	IBF	2 weeks before the event																					
<b>VISA invitation letters</b>																							
Invitation letters encoded in ARES and sent to EUDs	P2P Assistant	3 weeks before the event																					
<b>TMS internal Administrative procedure</b>																							
Authorization form is signed	Team leader/ HoU D2	4 weeks before the event																					
Order form is signed	IBF/Team leader/ HoU D2	2 weeks before the event																					
<b>Logistic arrangements (venue, accommodation, interpretation, travel)</b>																							
Logistic arrangements starts	IBF	4 weeks before the event																					
All reservations are confirmed	IBF	2 weeks before the event																					
Supervision of participants' registration and logistics	Case Handler/ EUD/ TACSO or VLS	event day																					
Material available in the event room	Case Handler/ EUD/ TACSO or VLS	event day																					
<b>Communication</b>																							
Call for pax selection is published on websites	EUD/TACSO	6 weeks before the event																					
Dissemination of the event	Case Handler/EUD/ TACSO	from 3 weeks before till 1 week after																					
<b>Evaluation and follow up</b>																							
Evaluation form sent on the expertise and logistical aspects	Case Handler/ EUD/TACSO or VLS	2 weeks after the event																					
Answer to the automatic feedback questionnaires	participants	2 weeks after the event																					
Assess feedback and share suggestions for follow up	Case Handler, EUD and TACSO	up to 8 weeks after the event																					
Organisation of follow up initiatives	EUD/ TACSO	up to 10 weeks after the event																					