



## OPEN DAY 2018

### Design your own co-operation project with ODGP

The four different sections (stands) of ODGP will help you design a co-operation project using the Council of Europe project management methodology

Please visit each stand in any order to receive information on how to design and fund your project and to receive answers to any questions you may have on the project process.

<b>YOUR PROJECT IDEA</b>  <b>Project goal</b>	<b>What do you want to achieve?</b> <b>In which country (ies)?</b>	
<b>Programming</b>	<p>To what extent does the proposal reflect the recommendations of the monitoring bodies and the national priorities?</p> <p>What are the mechanisms to put in place to regularly assess the proper implementation of the project/action plan/neighbourhood plan?</p> <p>Who are the main beneficiaries and the partners:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ministry(ies) and state bodies</li> <li><input type="checkbox"/> NGOs</li> <li><input type="checkbox"/> Parliament</li> <li><input type="checkbox"/> Professional groups (bar association, youth, etc.)</li> <li><input type="checkbox"/> Academia?</li> </ul>	
<b>Budget and support</b>	<p>What is the cost structure of the project?</p> <p>What is the staff structure of the project?</p> <p>What will be the staff ratio HQ/Office and the overall staff cost/project budget ratio?</p> <p>What are the activities to be implemented and related costs?</p> <p>How will staff be recruited?</p> <p>Does the office have the capacity to accommodate additional staff needs?</p> <p>Does the office have the necessary equipment (IT and furniture) for new staff?</p>	

<b>International partners, donor relations and fundraising</b>	<p>Are you aware of potential donors' foreign / development policy objectives in the beneficiary country?</p> <p>Are there other international organisations supporting the same objectives?</p> <p>How will you demonstrate to your partners that the CoE's value added would enable them to achieve their policy objectives?</p> <p>Will your project documents be ready in time to align with potential donors decision-making timetables? Do they take into account the work of the entire Organisation in the given area, not only your service? Is the concept clear, strategic and complete?</p> <p>How will the beneficiary contribute to fundraising?</p> <p>How will you ensure that your donor(s) are true partners during implementation (coordination/involvement/communication/visibility)?</p> <p>Do you have seed money? By when do you need resources?</p>	
<b>Cross-cutting issues</b>	<p>Have you taken into consideration:</p> <p>All stakeholders?</p> <p>Gender mainstreaming?</p> <p>Risk management?</p> <p>A communication plan?</p> <p>A human rights approach to project management?</p>	
<b>Conclusions</b>		
		<p><b>COMPLETION STICKER</b></p>