



Monitoring Compliance
with International Human
Rights Framework

ETKİNİZ
EU PROGRAMME

ETKİNİZ EU PROGRAMME IMPLEMENTATION GUIDE

This practical guide was prepared by ETKİNİZ Technical Assistance Team in order to assist Non-Governmental Organizations (NGOs) which will benefit from support of ETKİNİZ European Union Programme in their implementation period.

TABLE OF CONTENT

ACTIONS TO BE TAKEN BEFORE IMPLEMENTATION 3

Event Organization 3

 1. Catering Service 3

 2. Venue Organization 3

 3. Equipment Rental 3

 4. Travel 4

 Traveling by air 4

 Traveling by bus (road trip), by sea, by train 4

 5. Accommodation 5

 6. Per Diem Support 5

 7. Design, Editing, Printing and Distribution Support 5

 Announcements/news 6

 - Interpretation and/or Translation/Sign Language Translation 6

 -Stationery 6

 8. Expert Support 6

 9. Procurement 7

 Procurement and Contract 7

 10. Invoicing 8

ETKİNİZ Technical Assistance Team will carry out the whole procedure regarding your work over ETKİNİZ Information System. This guide includes information concerning your implementation. Before starting your implementation, sections of this guide related to the support that you will receive will be shared with you separately.



ETKİNİZ is not a grant programme but in-kind support programme. In this regard, all the payments are made by ETKİNİZ Technical Assistance Team to the suppliers/service providers directly against invoice with the exemption of VAT. Therefore, you should not spend any money without informing ETKİNİZ Technical Assistance Team within the scope of your work.

ACTIONS TO BE TAKEN BEFORE IMPLEMENTATION

After your request for support is found compliant, ETKİNİZ Technical Assistance Team will submit all the documents related to the implementation to the contact person provided in the support request form.

The responsibility of implementation of the work belongs to the supported CSO. Those who benefit from **ETKİNİZ HUMAN RIGHTS MONITORING** support, need to share with ETKİNİZ Technical Assistance Team all the required information concerning the work at the latest 30 days before the work is commenced and for those who benefit from **ACCESS TO INTERNATIONAL HUMAN RIGHTS MECHANISMS** at the latest 45 days before the work is commenced.

Responsibility of implementing the works within the framework of laws belongs to the supported CSO. If it is legally necessary to give information and/or take permission, only the supported CSOs will be responsible for these permissions. A copy of the correspondences made with the relevant authorities regarding this issue must be submitted to ETKİNİZ Technical Assistance Team before the work is commenced.

If participants under 18 are going to involve in your work, permission letters signed by their legal guardians should be submitted to ETKİNİZ Technical Assistance Team.

Event Organization

1. Catering Service

You need to provide detailed information (unit price, unit number etc.) to ETKİNİZ Technical Assistance Team regarding the event/meeting organizations (including venue rent/food/catering) to be implemented within the scope of the support. ETKİNİZ Technical Assistance Team will send you an event checklist where you can see the special needs of the participants (vegan, vegetarian nutrition, diabetes, participants with disabilities etc.) and technical equipment needed for the event (projection, flipchart etc.) and will ask you to fill it in. This list must be submitted to ETKİNİZ Technical Assistance Team.

2. Venue Organization

Please note that the number of participants (referred as “guaranteed number of participants” in the contract) should be taken into consideration in case a contract is signed with the venue (hotel, meeting room etc.) where the event will be held. Once the event is over, the payment will be made by ETKİNİZ based on the number of participants in case the number of participants is lower than the guaranteed number addressed in the contract. Your sensitivity is essential in this matter in order to utilize the resources efficiently.

3. Equipment Rental

We would kindly ask you to share outputs such as meeting minutes, interviews, documentaries created with the support of rented equipment with ETKİNİZ Technical Assistance Team.



Equipment purchase is not an eligible support item. Rental value of equipment cannot exceed 1/3 of purchasing rate of equipment.

4. Travel

Traveling by air

**ETKİNİZ Technical Assistance Team carries out booking procedures for flights through a contracted traveling agency.
Please do not buy flight tickets personally!**

Flight reservations will be arranged and shared with the supported CSOs by ETKİNİZ Technical Assistance Team. Once the flight reservations are shared with you, we would kindly ask you to check personal details of the passengers and suitability of itinerary with the event programme. Check-in procedures or follow-up of potential changes regarding the flight are under the responsibility of the supported CSOs.

ETKİNİZ Technical Assistance Team will purchase the reserved tickets after your written confirmation is received.

We will share the purchased tickets with the supported CSOs. We would like to kindly remind you that sharing the tickets with the other participants is under the responsibility of the supported CSOs.

Economy class is preferred for flight tickets.

Expenses of the flight tickets which are cancelled without any justification or are not used will be invoiced to the supported CSOs. If there is a ticket cancellation or change due to force majeure (accident, illness etc.), the report concerning the situation can be used as a justification.

You need to keep your boarding-passes and send the scanned versions/pictures of the boarding-passes of all the participants to ETKİNİZ Technical Assistance Team through Information System maximum in 2 days. Those who have lost their boarding-passes need to get signed and stamped flown document from the airlines.

After your written confirmation is received for the flight ticket, all the expenditures will be invoiced to the supported CSOs/ticket-holders if you cancel/make a change in the ticket without any force majeure. Please note that you should inform ETKİNİZ Technical Assistance Team about the situations where you need to make a change. You need to make a payment for flight ticket changes, service charges and the other costs to the agency from which the tickets are bought before the flight.

Traveling by bus (road trip), by sea, by train

Before you realize your road trip, travel by sea or train, you need to complete and submit Travel and Accommodation Form to be sent to you by ETKİNİZ Technical Assistance Team.

For road trip, traveling by sea or train, after the tickets are bought by the supported CSOs or participants, ETKİNİZ Technical Assistance Team will reimburse them to the supported CSOs/participants.

It will be enough to complete and send Payment Form to be sent to you beforehand to ETKİNİZ Technical Assistance Team for reimbursement demand for road trip, traveling by sea or train.



Only bus/seaway/train tickets in invoice format are supported within the scope of the programme.

Names of the persons who will travel by bus/seaway/train should be specified on the tickets separately.

5. Accommodation

For your accommodation, you need to submit Travel and Accommodation Form to ETKİNİZ Technical Assistance Team 15 days before the date of your accommodation at the latest.

We would like to underline that accommodation support only covers bed + breakfast expenses. You may request per diem support for lunch and dinner (you can request 10 Euros worth of Turkish liras for domestic accommodations and 50 Euros for international accommodations). Participants are responsible for extra expenses made during the accommodation.

Please keep in mind while making the accommodation plan that the earliest check-in date is 1 day before the event and the latest check-out date is 1 day after the event. Additional accommodation expenses are under the responsibility of the participants unless necessary.

Domestic accommodation reservations and invoice procedures are carried out by ETKİNİZ Technical Assistance Team.

6. Per Diem Support

Per diem is provided to cover your daily needs such as lunch, dinner and local travel within the scope of ETKİNİZ travel support.

As ETKİNİZ Technical Assistance Team, we send 10 Euros per diem per day to the personal bank accounts of the participants in Turkish liras for domestic travels within the scope of your compliant budget. Therefore, please complete the Payment Form with Turkish liras bank account details of the participants (name-surname of the account-holder and IBAN number) and send it to ETKİNİZ Technical Assistance Team before the travel of the participants.

In case the participants do not have bank accounts, you can get information from ETKİNİZ Technical Assistance Team (destek@etkiniz.eu) for the payment.

7. Design, Editing, Printing and Distribution Support

It covers design, editing, printing and distribution expenses of the materials like reports, books, posters, brochures, roll-ups. Compliance of the materials with the visibility rules will be discussed and clarified with the NGOs which will receive support at the beginning of each work. Broadly, it would be advisable to review ETKİNİZ Visibility Guide to be submitted to you in the preparation phase.

It is necessary to submit the outputs of the works (brochures, posters, videos, event programmes etc.) to ETKİNİZ Technical Assistance Team before sending for printing and/or getting into circulation and get the official consent of Etkiniz team in terms of compliance with the visibility rules. Only products which are printed and/or published with the official consent are supported.



We would kindly ask you to share appropriate pictures and videos from your events including general scenes in order to use with the purpose of archive within the scope of ETKİNİZ EU Programme.

We would kindly ask you to convey minimum 5 copies of visibility materials printed with the support of the programme (posters, brochures, leaflets, programmes, booklets etc.) and pictures of the materials in the event venue which cannot be sent like roll-up and banners to ETKİNİZ Technical Assistance Team.

Announcements/news

You can check Visibility Guide for the relevant instructions and tips to disseminate your work.

- Interpretation and/or Translation/Sign Language Translation

The supported CSOs can request support from Technical Assistance Team by receiving price offers for interpretation, translation or sign language translation services.

You need to share the documents to be translated with ETKİNİZ Technical Assistance Team before you send for translation and after the translation is completed.

Relevant payment will be made by ETKİNİZ.

-Stationery

Stationery item covers the materials required within the scope of the work for which you receive support (badges, notepapers, pens, poster papers, board markers etc.).

8. Expert Support

You may communicate your request to work with experts that you already work together, and you trust their experiences. In this case, you need to explain your request to work with this expert in detail in your request for support and attach the relevant expert's CV to your request. Within the framework of your support request, your expert suggestions who are not included in ETKİNİZ expert pool will be evaluated by ETKİNİZ Technical Assistance Team and European Union Delegation to Turkey.

Unless you have a specific expert request, selection of experts for expert requests within the scope of the works deemed appropriate will be primarily ensured from ETKİNİZ expert pool for transparency of the process and accountability. ETKİNİZ expert pool will be searched in line with the field needed and a list consisting of experienced experts (at least 2 experts if possible) will be shared with you. Depending on the availability of the expert, your preference will be taken into account. Communication between the expert and the supported CSO will be ensured by ETKİNİZ Technical Assistance Team.

Approval of the expert/experts selected from ETKİNİZ expert pool in order to support your work may take some time as it also includes eligibility review of their terms of reference.

The expert/experts deemed suitable for the work make a consultancy contract with ETKİNİZ and their payment are directly made by ETKİNİZ Technical Assistance Team. The supported CSOs do not have any responsibility on that matter.



9. Procurement

ETKİNİZ is not a grant programme but in-kind support programme. In this regard, all the payments are made by ETKİNİZ Technical Assistance Team to the suppliers/service providers directly against invoice with the exemption of VAT. Therefore, you should not spend any money without informing ETKİNİZ Technical Assistance Team within the scope of your work. If it is necessary to make changes in activities and compliant budget items addressed in your request for support, you need to contact ETKİNİZ Technical Assistance Team. You can check compliant budget items and amounts on Information System.

Do not spend any money before you start your work!

Procurement principle of ETKİNİZ is defined as “getting best value for money” by working with suppliers which respect human rights, labour rights, animal rights and the environment.

“Getting best value for money” means choosing the most appropriate product/service which meets the needs of the programme. In order to ensure getting money’s best worth, it is necessary to conduct a market research and receive price quotation by identifying the appropriate suppliers. There is no need to receive proposal for prices accessible via internet; however, detailed breakdown of the relevant web pages should be kept in order to prove that the research has been conducted. You can always ask for help from Etkiniz Technical Assistance Team concerning proposal processes. If there is a specific supplier that you want to work with, reasons should be conveyed to ETKİNİZ Technical Assistance Team within the framework of the aforementioned priorities.

Procurements made within the scope of ETKİNİZ are exempt from VAT in accordance with European Union-Turkey Framework Agreement as ETKİNİZ is a European Union Programme. Therefore, you need to explain to your suppliers that procurements will be made with exemption from VAT.

We would like to remind you to take into consideration the following points as the supported CSO for requesting for price quotations and selection of a supplier:

- * Avoiding from conflict of interest,
- * Having a fair, egalitarian and transparent approach,
- * Keeping competition at maximum,
- * Ensuring that quotations requested are evaluated impartially and comprehensively,
- * Ensuring that quotations which is the most realistic and meet needs, specifications, terms of reference or current conditions in the best manner is selected.
- * Approval of procurement and contract

Procurement and Contract

ETKİNİZ Technical Assistance Team communicates with contact persons of the supported CSOs during the implementation period. Please note that not Technical Assistance Team but the supported CSOs need to contact the suppliers as implementation responsibility of the work belongs to the supported CSO. Supplier info note including VAT exemption certificate and details regarding invoicing and payment process will be sent to supported CSOs by ETKİNİZ Technical Assistance Team to be submitted to the suppliers.



ETKİNİZ Technical Assistance Team may contact on behalf of you with the hotels/venues that you select for events requiring meetings, accommodation.

Remember that selection of supplier for procurement should be approved by ETKİNİZ Technical Assistance Team. Therefore, you should not conduct any procurement transaction without getting approval.

10. Invoicing

After the activity is completed, you can proceed with invoicing phase by informing ETKİNİZ Technical Assistance Team.

Technical Assistance Team will send you VAT Exemption Certificate and invoice details with the approval letter to be shared with the supplier company.

Please check if the invoice is in compliance with the budget and your order in terms of description, amount and if there is any arithmetical mistake. Be careful about the accuracy of name and address of the company, ETKİNİZ support request number and VAT exemption information. Remember that you need to get and attach bank account number to the invoice if it is not written in the invoice.

When original invoice and supply contract, if any, are received by ETKİNİZ Technical Assistance Team, they are checked by relevant experts.

Payments are made to the account of the supplier company via bank transfer within 15 days pursuant to receiving complete and accurate invoice.