



Etkiniz EU Programme Implementation Guidelines

This practical guide was prepared by the ETKİNİZ Technical Assistance Team (ETAT) to assist Civil Society Organisations (CSOs) benefiting from support under the ETKİNİZ European Union Programme during the implementation of the activities being supported.

Annex 9b: ETKİNİZ Implementation Guidelines

TABLE OF CONTENT

1. Introduction.....	3
2. Before implementation	3
3. Support categories	4
3.1. Support for design, editing, printing and dissemination of materials	4
3.2. Interpretation and/or translation/sign language translation	4
3.3. Stationery	4
3.4. Expert Support.....	4
3.5. Event organisation.....	5
A. Catering Service.....	5
B. Venue Organisation.....	5
C. Equipment Rental.....	5
3.6. Travel	5
Air travel	5
Bus travel (road trip), sea travel, train travel	6
3.7. Accommodation	6
3.8. Per diem support.....	7
4. Procurement.....	7
5. Invoicing.....	8
6. Visibility Requirements	9

Annex 9b: ETKİNİZ Implementation Guidelines

Introduction

The ETKİNİZ Technical Assistance Team (ETAT) will manage the overall process of your supported activity via the ETKİNİZ Information System (MIS). This guide provides you with necessary information concerning the implementation of your supported activity. Before you begin implementation of your activity, the ETAT will share sections of this guide with you related to the support that you will receive. ETAT will send you any necessary guidance documents and checklists via e-mail through the MIS.

Please bear in mind that ETKİNİZ is not a grant programme but an in-kind support programme. This means that the ETAT makes all payments to suppliers/service providers directly against invoices. For this reason, you should not spend any money on your supported activity without first informing the ETAT.

All expenditure under the ETKINIZ programme is exempt of VAT.

1. Before implementation

Once the ETAT has evaluated a request for support and found that it meets the requirements of the Etkiniz programme, it will submit all the documents related to the implementation of the activity (guidance documents and checklists) to the contact person named on the support request form. The CSO must start the preparations necessary for implementation within 20 working days of receiving the implementation guides.

The supported CSO bears full responsibility for the implementation of the action within the framework of Turkish law. If the CSO is legally required to provide information and/or seek permissions from public authorities in Turkey, it is the responsibility of the CSO to obtain these permissions. The CSO must provide the ETAT with copies of any relevant correspondence with the relevant authorities on this issue before the action commences.

CSOs benefitting from **ETKİNİZ HUMAN RIGHTS MONITORING** support must share all the information about the action with the ETAT 30 days before the action is planned to start. CSOs benefitting from **ACCESS TO INTERNATIONAL HUMAN RIGHTS MECHANISMS** must share all the information about the action with the ETAT 45 days before the action is planned to start.

If a CSO plans to involve participants aged under 18 in its action with their full informed consent, those participants have to submit consent forms and permission letters signed by their legal guardians to the ETAT.

Annex 9b: ETKİNİZ Implementation Guidelines

2. Supported Activities

3.1. Support for design, editing, printing and dissemination of materials

This covers costs involved in the design, editing, printing and distribution of materials, such as reports, books, posters, brochures and roll-ups. The ETAT will check with the CSOs that materials comply with the visibility rules at the beginning of each action. It would be advisable for you to review the ETKİNİZ Visibility Guide we will give to you during the preparation phase.

You must submit the outputs of the actions (brochures, posters, videos, event programmes etc.) to ETAT before sending them for printing and/or circulating them in order to obtain ETAT's official confirmation of compliance with the visibility rules.

Supported CSOs must share pictures and videos from their events, including general scenes, in so that they can be used and archived under the ETKİNİZ EU programme. CSOs must obtain the informed consent of all those present in pictures and videos.

Please submit at least five copies of visibility materials printed with the support of the programme (posters, brochures, leaflets, programmes, booklets etc.) and pictures of those materials used at the event venue which cannot be sent to ETAT, such as roll-ups and banners.

3.2. Interpretation and/or translation/sign language translation

Supported CSOs can request support from the ETAT concerning offers and prices for interpretation, translation or sign language translation services.

CSOs must share translated documents with the ETAT before and after translation.

ETKİNİZ will make the necessary payments.

3.3. Stationery

Stationery covers the materials required within the scope of the action for which you are receiving support (badges, notepaper, pens, sticky notes, board markers etc.).

3.4. Expert Support

CSOs may request the support of experts with whom they have already worked and whose experience they trust. In this case, CSOs need to explain the benefits of involving a particular expert in their action in the request and attach the relevant expert's CV to the request form. Your suggestions for experts not included in the ETKİNİZ expert pool will be evaluated by the ETAT and approved by the European Union Delegation to Turkey.

Annex 9b: ETKiNiZ Implementation Guidelines

Unless a CSO requests a specific expert, ETKiNiZ will provide at least two experts' CVs for the CSO to select from. Depending on the availability of the expert, ETKiNiZ will prioritise CSO's preference. ETAT will manage communication between the expert and the supported CSO.

Approval of the expert/experts drawn from outside ETKiNiZ expert pool may take longer depending on the approval of the EU Delegation.

The expert/experts deemed suitable for the action sign a contract with ETKiNiZ programme and are paid directly by the programme. The supported CSOs do not have any responsibility with regard to payments.

3.5. Event organisation

A. Catering Service

The ETAT will send you, and ask you to complete, an event checklist, using which you can record the special needs of participants (vegan, vegetarian, diabetic, participants with disabilities etc.) and the technical equipment needed (projection, flipchart etc.). You will therefore need to provide the ETAT with a list giving detailed information (unit price, unit number etc.) about the event/meeting (including venue rent/food/catering) to be implemented within the scope of the support. CSOs must submit this list to the ETAT at least 30 days before the date of the planned event.

B. Venue Organisation

Please note that the number of participants (referred as "guaranteed number of participants" in the contract) should be taken into consideration when a contract is signed with the venue (hotel, meeting room etc.) where the event will be held.

C. Equipment Rental

CSOs must fill in the checklist covering the technical equipment needed (projection, flipchart etc.) as part of event organisation support and provide the list, including detailed information (unit price, unit number etc.) to the ETAT.

CSOs need to share with the ETAT any outputs, such as meeting minutes, interviews and documents created using rented equipment.

The ETKiNiZ programme does not support equipment purchases. The rental value of equipment cannot exceed 1/3 of the purchase price of that equipment.

3.6. Travel

Air travel

**The ETAT makes flight bookings through a contracted travel agency.
Please do not buy flight tickets personally!**

Annex 9b: ETKiNiZ Implementation Guidelines

The ETAT will arrange flight reservations and share the information with the supported CSOs.

Once the flight reservations have been shared with you, you must check the personal details of the passengers and the suitability of the itinerary against the event programme.

Check-in procedures and responding to potential changes in the flight details are the responsibility of the supported CSOs.

The ETAT will purchase the reserved tickets after your written confirmation is received via email.

The ETAT will share the tickets purchased with the supported CSOs. Sharing the tickets with the other participants is the responsibility of the supported CSOs.

Only economy class flight tickets are permitted under the ETKiNiZ programme.

Please note that you should inform the ETAT about any changes you need to make.

The ETAT will have to invoice supported CSOs for flight tickets cancelled without justification or not used. If a ticket is cancelled or changed due to force majeure (accident, illness etc.), the report describing what happened can be used as justification.

You need to keep the boarding passes of all participants and send scanned versions/photographs of them to the ETAT via the Information System within two days of the completion of the related activity. Those who have lost their boarding-passes need to obtain signed and stamped flight documents from the airlines.

Bus travel (road trip), sea travel, train travel

You must complete and submit a Travel and Accommodation Form supplied to you by the ETAT before you travel.

For road, sea or train travel, the ETAT will reimburse the supported CSOs or participants once they have bought the tickets and submitted them to ETKiNiZ. The ETAT will provide you with a Payment Form for this purpose. Simply complete and send the form, together with the invoices, via e-mail to the ETAT for reimbursement.

Only bus/boat/train tickets in invoice format can be accepted under the programme.

The names of the persons travelling should be shown separately on the tickets.

3.7. Accommodation

For accommodation, you must submit a Travel and Accommodation Form supplied to you by ETKiNiZ to the ETAT at least 30 days before the date of your accommodation booking.

Annex 9b: ETKİNİZ Implementation Guidelines

We would like to underline the fact 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 lira for domestic accommodation and 50 euros for international accommodation). Participants are responsible for extra expenses incurred as part of the accommodation.

Please bear in mind when planning your accommodation that the earliest check-in date is one day before the event and the latest check-out date is one day after the event. Additional accommodation expenses are the responsibility of the participants.

Domestic accommodation reservations and invoicing are carried out by the ETAT.

3.8. Per diem support

A per diem is provided to cover your daily needs, such as lunch and dinner, if you receive local travel support within the scope of ETKİNİZ travel support.

Each participant/beneficiary is entitled to 10 euros per diem per day, paid into the personal bank accounts of the participants in Turkish lira for domestic travel falling within the scope of the budget of the supported action. CSOs must therefore complete the Payment Form, giving the Turkish lira bank account of the participants (name and surname of the account holder and the IBAN number), and send it to the ETAT before the participants travel.

In the case of participants who do not have bank accounts, you can obtain the required payment information from the ETAT (destek@etkiniz.eu).

3. Procurement

ETKİNİZ is not a grant programme but an in-kind support programme. This means that the ETAT makes all the payments to suppliers/service providers directly against invoices, excluding VAT. You should therefore not spend any money under your action without first informing the ETAT.

If you need to make changes in activities or compliant budget items addressed in your request for support, you must to contact the ETAT. You can check compliant budget items and amounts through the Information System.

Do not spend any money before contacting the ETAT!

ETKİNİZ's procurement principle is defined as "getting best value for money", by working with suppliers/service providers, who respect human rights, labour rights, animal rights and the environment.

Annex 9b: ETKİNİZ Implementation Guidelines

“Getting best value for money” means choosing the most appropriate product/service that meets the needs of the programme. In order to ensure best value, you will need to carry out market research and obtain price quotations, identifying the most appropriate suppliers/service providers. There is no need to obtain quotations in the case of prices shown on the internet; however, a detailed breakdown of the relevant web pages should be kept in order to prove that research has been carried out. You can always ask for help from the ETAT concerning market research processes. If there is a specific supplier/service provider that you want to work with, you should explain the reasons to the ETAT 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. The ETAT will send supported CSOs an information note for passing on to their suppliers/service providers, including a VAT exemption certificate and details regarding invoicing and payment processes.

We would like to remind you to take the following points into consideration when seeking quotations from, and selecting a supplier/service provider:

- * Avoid conflicts of interest
- * Maintain a fair, egalitarian and transparent approach
- * Maximise competition
- * Ensure that quotations received are evaluated impartially and comprehensively
- * Ensure that technical specifications or terms of reference are clear and detailed according to the product/service required.

Procurement and contract

The ETAT communicates with the nominated contact persons in the supported CSOs during the implementation period. Please note that it is the supported CSOs, not the ETAT, who are responsible for contact with suppliers/service providers, since it is the responsibility of the CSOs to implement the action. As also mentioned above, ETAT will send an information note to supported CSOs for onward transmission to suppliers/service providers. This note will include a VAT exemption certificate and details regarding invoicing and payment processes

Please remember that, ETAT must confirm the selection of suppliers/service providers. You should therefore not enter into any procurement transaction without first obtaining official confirmation from the ETAT.

4. Invoicing

Once the activity has been completed, inform the ETAT so that the necessary invoices can be generated and processed.

Annex 9b: ETKİNİZ Implementation Guidelines

The ETAT will send you the invoice details, together with the confirmation letter, which you should give to the supplier/service provider company.

Please check to see if the invoice from the supplier/service provider complies with the agreed budget and your order in terms of the description and amount and that there are no arithmetical errors. Check the accuracy of the name and address of the company, the ETKİNİZ support request number and the VAT exemption information carefully. Please remember that, you need to obtain the supplier/service provider's bank account number and attach it to the invoice, if it is not already printed in the invoice.

Once the original invoice and supply contract, if any, have been received by the ETAT from the supplier/service provider or the CSO. ETAT will check these documents and will make the payments to the supplier/service provider's bank account via bank transfer within 15 days of a complete and accurate invoice being received.

5. Visibility Requirements

As stated above (3.1. Support for design, editing, printing and dissemination of materials) the design, editing, printing and distribution of materials, such as reports, books, posters, brochures and roll-ups, the ETAT will check with the CSOs that materials comply with the visibility rules at the beginning of each action. The procedure is the same for your announcements and news. You can check the Visibility Guide also for relevant instructions and tips on how to disseminate information about your action.