



Etkiniz EU Programme Request for Support Guidelines



Etkiniz EU Programme Request for Support Guidelines

Contents:

03	Human Rights Monitoring (HRM)
03	Etkiniz EU Programme
04	Who Can Benefit From Etkiniz Support?
06	Etkiniz Support Categories
06	I. Human Rights Monitoring (HRM)
07	II. Access to International Human Rights Mechanisms
09	Expert Support
09	Demand Driven Training Support
11	Support for Dialogue Meetings
13	Getting Started
14	Request for Support Process
14	Compliance Criteria and Compliance Check
17	Contact
18	ANNEX I: International Human Rights Framework Relevant to Turkey



1. Human Rights Monitoring (HRM)

The International Human Rights Normative framework lays down obligations that states are bound to respect, protect and fulfil. This framework includes treaties (covenants, conventions, protocols) ratified within a system of intergovernmental/interstate organisations, such as the United Nations (UN) and the Council of Europe (CoE); jurisprudence and general comments of treaty monitoring bodies; declarations and resolutions accepted within these intergovernmental systems; reports of United Nations (UN) experts; special procedures;

and Council of Europe organs (please click the link for a list of International Human Rights Framework relevant to Turkey: <https://bit.ly/tr-uih>).

Human Rights Monitoring comprises

- (1) gathering;
- (2) verifying; and
- (3) using human rights information for advocacy to improve the human rights situation.

HRM should be considered as completely different from monitoring the impact or success of a project. HRM sets out the extent to which existing legislation and practices are in accordance with international human rights standards and norms, and the steps to be taken by governments to address the human rights violations. HRM represents a process, it is not a one-time activity. Advocacy efforts, training sessions, workshops, meetings and briefing sessions that do not contain HRM do not fall under the scope of HRM.

Many different means and methods can be used for HRM. However, regardless of the method used, various principles should be adhered to, such as independence, impartiality, inoffensiveness, trustworthiness and ensuring the security of everyone involved.

2. ETKİNİZ EU PROGRAMME

The Etkiniz EU Programme (hereafter referred to as Etkiniz) is an EU-funded programme that was launched in January 2019. Etkiniz provides support to CSOs, networks, platforms and civil initiatives in Turkey for monitoring compliance with the International Human Rights Framework. The six-year programme aims to strengthen the role of civil society organisations (CSOs) in the protection and promotion of human rights¹ by improving their ability to monitor and advocate for compliance with international human rights standards.

¹ Etkiniz is open to all subject matter that requires HRM. As a guide to CSOs which want to approach Etkiniz for support, here is a non-exhaustive list of fields: women's rights, rights of the child, youth rights, rights of persons with disabilities rights of minorities and ethnic groups, rights of lesbian-gay-bisexual-transsexual-intersex individuals, rights of refugees and migrants, rights of internally displaced persons, stateless persons, indigenous peoples' rights, rights of the elderly, workers' rights, victims' rights, rights related to the environment, such as toxic substances and food security; business and human rights, protection of human rights defenders, prevention of discrimination, right to a fair trial, economic and social cultural rights, civil and political rights.



The expected results of the Etkiniz programme are:

- Civil monitoring initiatives secured and sustainably strengthened,
- Quality and quantity of civil monitoring reports improved and increased,
- Civil society organisations equipped with the necessary expertise, know-how and skills for civil monitoring,
- Increased civil society access to, and impact on European and international human rights framework and mechanisms,
- Dialogue forums established for improving the civil monitoring environment,
- Awareness of citizens raised concerning the role and value of civil monitoring for protection and promotion of human rights.

Under this programme, the Etkiniz Technical Support Team (Etkiniz Technical Assistance Team) supports CSOs that monitor compliance with international human rights standards in Turkey and carry out monitoring-based advocacy activities based on their needs and demands.

Etkiniz mainly aims to build and/or increase the expertise of CSOs.

Etkiniz is not a grant programme, but an in-kind support programme. This means that Etkiniz directly pays suppliers and service providers makes payments for all expenditure approved under a request for support.

The maximum amount of in-kind support is EUR 3000. In certain cases (e.g. increasing requirements because of changes in the political agenda, extra costs needed to achieve the purpose of the work, etc.) the Etkiniz Technical Assistance Team might consider increasing the maximum in-kind support by 50%. Each CSO may apply more than once, but total support to a CSO may not exceed EUR 15,000.

3. Who Can Benefit from Etkiniz Support?

The main requirement to benefit from Etkiniz support is being a Civil Society Organisation (CSO) that is officially registered in Turkey and active in the protection and promotion of human rights.

The following count among such organisations:

- Associations,
- Foundations,
- Non-profit cooperatives,
- Civil society networks and platforms (these networks and platforms must be represented by a CSO that has legal entity status),
- Civil initiatives (these initiatives must be represented by a CSO that has legal entity status),
 - Labour unions,
 - Bar associations,
 - Professionals' organisations.

Etkiniz support is managed by an online platform at www.etkiniz.eu website. CSOs that wish to place a Request for Support (RfS) should first register on this platform and obtain a username and password.



PRINCIPLES	CRITERIA
EFFECTIVENESS	<p>The RfS proposes activities that can potentially improve or contribute to the human rights conditions at national and/or regional level.</p> <p>The RfS's objectives and outputs are measurable.</p>
EFFICIENCY	<p>The RfS can be implemented with small-scale Etkiniz support.</p> <p>The RfS could contribute to Etkiniz achieving its target indicators.</p>
IMPACT	<p>The RfS aims to positively impact and improve the current human rights conditions in Turkey.</p> <p>The RfS defines the impact it will create.</p>
SUSTAINABILITY	<p>The RfS proposes sustainable and permanent impacts.</p> <p>The CSO will be able to continue its HRM activities after Etkiniz support ends.</p> <p>The RfS takes into account contributions to solutions for the climate crisis and the protection of the environment.</p>
HUMAN RIGHTS APPROACH	<p>The RfS respects human rights principles.</p> <p>The RfS utilises international human rights law.</p> <p>The RfS prioritises voiceless, invisible and vulnerable groups who are deprived of their rights.</p> <p>The RfS avoids any actions that cause or increase discrimination towards any group.</p> <p>The RfS respects gender equality, gender identity and sexual orientation.</p> <p>The RfS respects and encourages right holders to participate in activities as a part of HRM activities.</p> <p>The RfS ensures accountability and transparency for right holders/beneficiaries and other stakeholders of HRM.</p> <p>The RfS takes measures for the protection of right holders and prevents them from being targeted by the authorities.</p>

4. Etkiniz Support Categories

Depending on the course of the pandemic, Etkiniz may decide to support online activities only.

Etkiniz does not support requests for academic/commercial/for-profit/political party activities or scholarship requests for personal or political gains.

Etkiniz provides support under two main categories: human rights monitoring and access to international human rights mechanisms.

I. Human Rights Monitoring (HRM)

HRM support is the support category for new and existing civil monitoring initiatives that aim at bettering human rights conditions by monitoring Turkey's compliance with the international human rights framework to which it is a party and therefore obligated to implement. This enables CSOs to design and implement their own actions with support from Etkiniz. Etkiniz supports innovative approaches to HRM in particular.

Below is a list of activities for placing a request for support within this category:

- Strengthening HRM efforts through mobilisation of Etkiniz experts to utilise international human rights standards and mechanisms,
- Requests for expert advice to provide capacity-building and technical support for utilising international human rights standards and mechanisms,
- Short- or long-term national and international expert advice to improve your HRM activities and your advocacy efforts,
- Using new technologies in HRM,
- Creating strategic grounding for HRM efforts,
- Identifying key indicators for HRM efforts,
- Collecting and verifying data on research subjects,
- Converting collected data into statistical information,
- Reading and interpreting data already present in other studies in this field,
- Preparing internationally recognised HRM reports,
- Disseminating findings and reports, and broadening societal support,
- Publicising results in easily understandable formats, such as videos or through visual information to disseminate findings and broaden societal support,
- Carrying out campaigns and lobbying activities related to results,
- Engaging in dialogue and establishing partnerships with organisations operating in similar fields and developing key strategies,
- Reaching the public through press and media activities,
- Sharing the work with public administrators,
- Participating in webinars and/or requesting webinar training in HRM subjects,
- Meeting various bodies and organisations to engage in dialogue related to HRM and advocacy activities,
- Building long-term capacity for HRM processes.



Covered expenses:



- Venue rental,
- Refreshments and catering at events,
- Intercity travel (an additional TRY equivalent of EUR 10 may be added to the budget as per diem allowance to persons traveling; no travel or per diem expenses are covered for travel within the same city),
- Accommodation (room and breakfast only),
- Stationery costs,
- Translation (translation of reports, brochures, videos etc.),
- Interpretation (simultaneous or consecutive),
- Sign language interpretation,
- Equipment rentals (equipment purchases are not supported, for equipment rental, the total rental price should not exceed 1/3 of the equipment's purchase price, car rentals are not supported),
- Website design, software and management (website development is only supported in cases when it is an essential step of the advocacy phase of HRM. The official general-purpose websites of CSOs are not supported),
- Software purchases and subscription expenses (database, storage, design, etc.),
- Design and management of social media tools,
- Domain names and hosting services,
- Design, editing, printing and dissemination of publicity, information, promotion etc. materials.

In addition, Etkiniz will consider reasonable accommodation measures if/when needed as described in the UN Convention on the Rights of Persons with Disabilities Article 2 (for example, interpretation or transfer expenses for participants with disabilities).

II. Access to International Human Rights Mechanisms

CSOs that need support for their work to be included in international mechanisms such as the UN, Council of Europe and similar bodies or wish to access these mechanisms may place a request for support in this category.

In addition, CSOs can use this type of support to access international human rights mechanisms, such as attending meetings, reporting sessions or one-to-one appointments at the UN and the CoE, as well as in EU Member States, Candidate Countries, European Neighbourhood and Partnership Instrument (ENPI) countries, members of the European Economic Area and the European Common Market.² Etkiniz will consider requests for international travel to any other country on a case-by-case basis.

² **EU Member States:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Candidate Countries: Albania, Bosnia and Herzegovina, Montenegro, Kosovo, Macedonia, Serbia, Turkey.

ENPI Countries: Azerbaijan, Belarus, Algeria, Armenia, Morocco, Palestine Regional Authority, Georgia, Israel, Switzerland, Iceland, Libya, Lebanon, Egypt, Moldova, Norway, Syria, Tunisia, Ukraine, Jordan.

European Economic Area (EEA): Iceland, Liechtenstein, Norway.

European Common Market: Switzerland



Below is a list of activities for which a request for support may be placed under this category:

- Preparing reports for international human rights mechanisms,
- Organising visits to, or meetings with international human rights mechanisms,
- Inviting members/experts of international human rights mechanisms to events and meetings in Turkey,
 - Organising meetings or events on international human rights mechanisms in Turkey,
 - Organising advocacy events abroad targeting international human rights mechanisms.

Covered expenses:

- Venue rental,
- Refreshments and catering at events,
- International travel (an additional EUR 50 will also be provided as per diem support),
- Accommodation (room and breakfast only),
- Stationery costs,
- Translation (translation of reports, brochures, videos etc.),
- Equipment rentals (equipment purchases are not supported, for equipment rental, the total rental price should not exceed 1/3 of the equipment's purchase price, car rentals are not supported),
- Website design, software and management (website development is only supported in cases when it is an essential step of the advocacy phase of HRM. The official general-purpose websites of CSOs are not supported),
- Software purchases and subscription expenses (database, storage, design, etc.),
- Design and management of social media tools,
- Domain names and hosting services,
- Design, editing, printing and dissemination of publicity, information, promotion etc. materials.
- International travel,
- Event participation fees,
- Visa fees (the person applying for the visa is responsible for the visa process — Etkiniz Technical Assistance Team only reimburses the visa fee),
- Travel insurance,
- International departure stamp duties,
- Interpretation and/or sign language interpretation (CSOs receiving support are expected to work with volunteer consecutive interpreters; the interpreter's travel, accommodation etc. expenses may be requested from Etkiniz).

In addition, Etkiniz will consider reasonable accommodation measures if/when needed as described in the UN Convention on the Rights of Persons with Disabilities Article 2 (for example: interpretation or transfer expenses for participants with disabilities).



5. Expert Support

One of the main aims of the Etkiniz Programme is to establish and/or grow CSO expertise. Etkiniz can provide external expert support when CSOs do not possess such expertise. The Etkiniz expert pool was formed to provide CSOs with the experts in the fields they need.

By registering on the Etkiniz Information System, CSOs can request expert support under a request for support in the following fields:

- Training,
- Consultancy,
- Communication,
- Facilitation or moderation at events and meetings,
- Surveys and field research and guidance support,
- Human rights law consultancy,
- Monitoring and evaluation,
- Impact analysis,
- Translation services, etc.

If a request for expert support is deemed compliant, the Etkiniz Technical Assistance Team contacts the CSO to plan the process.

The expenses of short/long term experts are covered separately by Etkiniz, in addition to expert support.

Etkiniz also organises forums and capacity building training programmes to improve the monitoring and advocacy capacities of CSOs. The dates and topics of the forums and capacity building training programmes are announced on the Etkiniz website (www.etkiniz.eu) and social media accounts.

6. Demand Driven Training Support

Etkiniz EU Programme Training Support covers training sessions in fields of human rights monitoring, reporting and advocacy, which civil society organisations may need.

Ensuring that your submitted request for support answers the following questions in the Suggested Activities section will make it much easier for us to assess your request:

- The topic and aim of the training
- Expectations from the training
- Date of the training (should be at least 45 days after the date of submission of your request)
- The province where the training will take place and the reason why that province was selected (the training should take place at provinces where the number of participants is the highest and where spending for accommodation, transport and organisation is the most acceptable)
- Expected number of participants (should be at least 15 and at most 25)
- Will there be participants from out of town? If yes, the reason and the expected number.
- Will any recordings be made at the meeting?
- Will you need simultaneous interpretation?
- Do you prefer a particular hotel?
- Special preferences you would like to add (sign language interpretation, Braille printing, etc.)



Please bear in mind that your training request for support may only take place after 20 business days at the earliest, following its approval. Furthermore, please note that your list of participants should be ready when you submit your request for support. Your list of participants is to be finalised 15 days before the training day at the latest and it may not be amended afterwards.

You also need to submit your budget to us when preparing your request for support. You need to draw up your budget by taking into account the prices for hotels in and flights to and from the city where the training will take place, as well as the venue rental, transport, overnight stay, technical equipment, and out-of-town transport headers according to an accurate number of participants. If your request for support is found to be compliant, your proposed budget will be evaluated separately and the Etkiniz team will convey to you any necessary suggestions or amendments.

The training will be carried out by experts and trainers assigned by the Etkiniz EU Programme.

The Etkiniz EU Programme team and the relevant civil society organisation are to work together to determine the people who will participate in training sessions.

The content and method of training programmes are subject to approval by the Etkiniz EU Programme.

Budgeting of the training is prepared according to Etkiniz's procurement principles. These principles were determined to get "the best value for money" by working with suppliers who respect human rights, workers' rights, animal rights and the environment. Getting "the best value for money" means picking the most suitable goods and services that meet the needs of the event.

The training set-up is to include Etkiniz's promotional pack and visibility elements. Please note that for any output or shares you may produce before, during and after the training in which Etkiniz is visible, you need to obtain visibility and content approval from the Etkiniz team.

Once they are registered on the Etkiniz EU Programme Information System, civil society organisations may request support for training programmes under the human rights monitoring section.

- Training programmes should last for two full days if carried out face-to-face and for three half days if carried out online.
- Training sessions should involve at least 15 and at most 25 participants.

The number of participants from out of town should not exceed a third of the total number of participants.

Request for Support Items

- **Accommodation**
- **Lunch and refreshments**
- **Domestic travel**

Please note that Etkiniz does not cover expenses for compulsory tests and vaccinations that may be required by regulations on health and infectious diseases. The dates of arrival and departure of participants who will travel for the training need to be appropriate to the date of the training. Early arrival or late departure is only provided for in unavoidable circumstances or to ensure the participation of individuals who require accessibility support.



• **Transfer to and from the airport/station for participants from out of town,**

Etkiniz is unable to provide support for transfers for participants in the same city as the venue. Etkiniz is also unable to provide support for transfers for participants from out of town in their city of departure. Etkiniz may only provide support for the intra-city transfer of those participants who require accessibility support.

• **Overnight stay,**

The most suitable plane tickets are bought for your out-of-town participants depending on the time your training will begin and end. Only those participants who benefit from support for overnight stay may benefit from the evening meal at the hotel on the day they check-in. Etkiniz cannot provide support for any other evening meals. A degree of flexibility in overnight stay is only allowed for individuals who require accessibility support.

• **Interpretation**

• **Sign language interpretation**

For any budget headings that you may need, you may contact the Etkiniz team and request a new budget to be drawn up in line with EU conditions and Etkiniz rules.

7. Support for Dialogue Meetings

The Etkiniz EU Programme's support for Dialogue Meetings covers meetings civil society organisations may hold with various groups, including public entities, civil society organisations, rights holders, the media and representatives of international human rights mechanisms, as an element of monitoring human rights.

Ensuring that your submitted request for support answers the following questions in the Suggested Activities section will make it much easier for us to assess your request:

- The aim of the meeting
- Expectations from participating organisations
- Date of the meeting (should be at least 45 days after the date of submission of your request)
- The province where the meeting will take place and the reason why that province was selected
- Expected duration of the meeting (half a day or one full day)
- Expected number of participants (please indicate the total number of participants from your association and invited organisations)
- Will there be participants from out of town? If yes, please state the expected number.
- Will any recordings be made at the meeting?
- Will you need simultaneous interpretation?
- Do you prefer a particular hotel?
- Meeting room layout (U layout, classroom layout etc.)
- Special preferences you would like to add (sign language interpretation, Braille printing etc.)



Please bear in mind that your meeting request for support may only take place after 20 business days at the earliest, following its approval. Furthermore, please note that your list of participants should be ready when you submit your request for support. Your list of participants is to be finalised 15 days before the meeting day at the latest and it may not be amended afterwards.

You also need to submit your budget to us when preparing your request for support. You need to draw up your budget by taking into account the prices for hotels in and flights to and from the city where the meetings will take place, as well as the venue rental, transport, overnight stay, technical equipment, and out-of-town transport headers according to an accurate number of participants. If you intend to request a moderator/facilitating expert to be present at your meeting, this does not need to be included in the budget. If your request for support is found to be compliant, your proposed budget will be evaluated separately. The Etkiniz team will convey to you any necessary suggestions or amendments.

Dialogue meetings are organised according to Etkiniz's procurement principles. These principles require working with suppliers who respect human rights, workers' rights, animal rights and the environment and to get "the best value for money". Getting "the best value for money" means picking the most suitable goods and services that meet the needs of the event. The meeting set-up is to include Etkiniz's promotional pack and visibility elements. Please note that for any output or shares you may produce before, during and after the meeting in which Etkiniz is visible, you need to obtain visibility and content approval from the Etkiniz team.

Once they are registered on the Etkiniz EU Programme Information System, civil society organisations may request support for dialogue meetings under the human rights monitoring section.

- Your meetings should be planned to last for half a day or one full day,

If your meeting is to last for half a day, we suggest that it should be held between 1 p.m. and 5 p.m.
We suggest this schedule so that optimal travel and stay arrangements for participants from out of town can be made.

- Involve at least 15 and at most 30 participants,

The number of participants from your own organisation should not exceed a third of the total number of participants. Meetings with members of your organisation are not considered dialogue meetings. The number of participants from out of town should not exceed two thirds of the total number of participants.

- And include various organisations in order share knowledge and experiences.

Request for Support Items

- **Venue hire**
- **Lunch and refreshments**
- **Domestic travel**

Please note that Etkiniz does not cover expenses for compulsory tests and vaccinations that may be required by regulations on health and infectious diseases. The dates of arrival and departure of participants who will travel for the meeting need to be appropriate to the date of the meeting. Early arrival or late departure is only provided for in unavoidable circumstances or to ensure the participation of individuals who require accessibility support.



• **Transfer to and from the airport/station for participants from out of town,**

Etkiniz is unable to provide support for transfers for participants in the same city as the venue. Etkiniz is also unable to provide support for transfers for participants from out of town in their city of departure. Etkiniz may only provide support for the intra-city transfer of those participants who require accessibility support.

• **International travel (only for experts from outside Turkey)**

If you foresee the participation of an international expert, the contribution of this expert to the meeting needs to be explained in detail. In addition to the explanation, please submit information on the resume of the expert to the Etkiniz team.

• **Overnight stay,**

The most suitable plane tickets are bought for your out-of-town participants depending on the time your meeting will begin and end. If a return journey cannot be arranged for the same day, Etkiniz only provides support for the overnight stay of participants for one day only, with check-in on the day before the meeting. In addition, only those participants who benefit from support for overnight stay may benefit from the evening meal at the hotel on the day they check-in.

Etkiniz cannot provide support for any other evening meals. A degree of flexibility in overnight stay is only allowed for individuals who require accessibility support.

• **Interpretation**

• **Sign language interpretation**

• **Equipment rental (equipment related to the meeting layout)**

• **Meeting management and facilitating expert support**

For any other budget headings that you may need, you may contact the Etkiniz team and request a new budget to be drawn up in line with EU conditions and Etkiniz rules.

Sample Requests:

*A meeting to share a report on the rights of persons with disabilities with relevant parties,

*A meeting with relevant parties to prepare a joint monitoring strategy to realise children's right to participation.

8. Getting Started – Registering on the to Etkiniz Information System

CSOs that want to apply for a request for support need to register on the Etkiniz Information System by visiting www.etkiniz.eu and clicking on the "APPLY NOW" button and then the "CLICK FOR REGISTRATION" button.

Applicants logging into the Etkiniz Information System for the first time should click on the "REGISTER" button, fill in the required information and click on the "REGISTRATION COMPLETE" button. They will then see the statement "Your registration has been successfully completed" on the screen, if all the required information has been provided. A confirmation e-mail is sent to the applicant's registered e-mail. After the representative replies to the e-mail, they will receive another e-mail with their username and password.

When registering on the Etkiniz Information System, all users are asked to agree that their personal data will be stored in compliance with by approving the processing of personal data in compliance with the EU General Data Protection Regulation (GDPR)³. The relevant clarification and consent text is automatically presented to users for approval during the registration process.

³ https://ec.europa.eu/info/law/law-topic/data-protection_en



9. Request for Support Process

Once the applicant has received their username and password, they can place their online request for support through the Etkiniz Information System, logging in using their username and password. Applicants are presented with a “New Request” form and required to answer the questions it contains.

When applicants have completed their requests for support, they should click on the “SAVE YOUR REQUEST FOR SUPPORT” button to forward it to the Etkiniz Technical Assistance Team. They then receive an automatic e-mail receipt sent to the email address registered to the Information System. The request for support is then evaluated by the Etkiniz support desk.

The activities to be supported should start within four months at the latest from the date of the request for support. Supported activities are expected to end within six months after the date of the inception.

Applicants can contact the Etkiniz support desk, if they have any problems or questions about their request for support (destek@etkiniz.eu).

Persons who do not have the electronic equipment or internet access necessary or who are not computer literate can contact the support desk by calling +90 312 447 7960 /+90 312 4482543 /+90 539 857 5960. Etkiniz Technical Assistance Team will provide the guidance necessary about how to proceed with the request for support.

As long as resources are sufficient and Etkiniz Technical Assistance Team’s implementation capacity is not exceeded, Etkiniz is always open to requests for support.

10. Compliance Criteria and Compliance Checks

Etkiniz Technical Assistance Team assesses the compliance of the requests for support every month.

For example, all requests for support submitted between 26 August and 25 October 2021 will be evaluated and the results will be announced by 1 November 2021 at the latest.

The Etkiniz Technical Assistance Team informs the CSOs of the results of their request for support individually via e-mail through the Information System.

The compliance check is carried out in two stages. In the first stage, ETAT checks that;

- The request for support is made by a CSO interested in HRM
- The request for support relates to international rights standards and norms.

Following the verification of compliance in accordance with the above criteria, Etkiniz Technical Assistance Team then further evaluates the request for support.

If a request for support is not compliant with the above criteria, the Etkiniz Technical Assistance Team makes efforts to recommend other support mechanisms.

In the second stage, the Etkiniz Technical Assistance Team evaluates requests for support according to the criteria below.



COMPLIANCE CRITERIA

Determining Criteria

1.	Does the request for support involve a direct link to international human rights mechanisms (e.g. UN human rights committees), such as communication, submission, reporting, etc.?
2.	Does the request for support focus on making a good impact and improving human rights?
3.	Are the objectives and outputs of the request for support measurable?
4.	Does it prioritise disenfranchised/marginalised groups in difficult circumstances?
5.	Does it engage relevant rights holders, other relevant and efficient stakeholders?
6.	Does it include any measures to protect right holders?
7.	a- Does it have measures to ensure non-discrimination? b- Does it promote gender equality?

Supporting Criteria

1.	Is the requested budget amount below EUR 3000?
2.	Do the requested budget items correspond to the proposed activities?
3.	Is the request for support realistic in terms of budget and planned outputs?

The Etkiniz Technical Assistance Team categorises the requests into three groups based on the criteria above:

COMPLIANT⁴

Requests for support that comply with at least five of the determining criteria and all of the supporting criteria are accepted as compliant and the Etkiniz Technical Assistance Team contacts the CSO to commence the support process.

⁴ The ETKİNİZ Team provides the necessary information and some guidance documents, forms and checklists to CSOs it supports via e-mail to assist them in the implementation process.



SEMI-COMPLIANT

In case a request for support meets three of the determining criteria, the Etkiniz Technical Assistance Team will contact the CSO, and work with them to improve the request for support to ensure that at least five determining criteria and all supporting criteria are met.

NON-COMPLIANT

Request for support that comply with less than three of the determining criteria will be considered as non-compliant. The Etkiniz contacts CSOs that have submitted non-compliant requests and makes recommendations to them concerning other EU-funded support mechanisms, if applicable.

The CSO requesting for support is briefed about the results and the necessary steps are initiated. CSOs have the right to object to the compliance check outcomes by sending an email to destek@etkiniz.eu.

During the compliance check process, Etkiniz Technical Assistance Team may request additional documents and information from CSOs about their actions.

Etkiniz does not accept urgent requests for support; however, CSOs that require such support may contact the Etkiniz Support Desk (destek@etkiniz.eu).

The Etkiniz Technical Assistance Team may find it necessary to limit the implementation of multiple requests for support from the same applicant in order to provide equal opportunities to all CSOs during peak periods.

In the system where the "first come, first served" rule is applied, Etkiniz does not accept urgent support requests; however, for special cases, CSOs can contact ETAT. (destek@etkiniz.eu).

The Etkiniz Technical Assistance Team places particular emphasis on ensuring that the request for support process and provision of support is conducted without forming an environment of competition among CSOs. Thus, if an organisation has an innovative idea that could be used in human rights monitoring, the Etkiniz Technical Assistance Team is always ready to provide assistance in the request for support process. The team can be contacted to answer any questions about requests for support.

Should there be changes in the request for support conditions during the lifespan of the programme, they will be announced on the Etkiniz website and social media with no bearing on previous implementation.

The language used for requests for support is Turkish. Requests for support may also be submitted in English, Arabic and Kurdish. Applications in Arabic or Kurdish should be e-mailed to destek@etkiniz.eu.

If the request for support is considered semi-compliant, the applicant may be requested to revise/improve the request for support. Those who re-submit revised/improved requests before the onset of the next request period will retain their order in the ranking for assessment.





CSOs whose requests for support are evaluated as non-compliant can contact the Etkiniz support desk (destek@Etkiniz.eu) to get feedback about their request.

Etkiniz Technical Assistance Team reserves the right to take appropriate measures, make modifications to the support categories and increase in-kind financial support limits.



Contact

Applicants any with questions about requests under the Etkiniz EU programme support can contact the Etkiniz support desk:

	destek@etkiniz.eu
	+90 312 447 7960 /+90 312 4482543 /+90 539 857 5960 The Etkiniz support phone lines are available between 13:30-16:30 on weekdays.
	Suggestions and complaints about the Etkiniz EU programme can be sent to info@etkiniz.eu or bilgi@etkiniz.eu .
	Yıldızevler Mahallesi, Rabindranath Tagore Caddesi, No: 10/4, Yunus Ensari İş Merkezi, Çankaya/Ankara, Türkiye
	www.etkiniz.eu
	https://twitter.com/etkinizab
	https://www.facebook.com/ETKİNİZab
	https://www.instagram.com/etkiniz/
	https://www.youtube.com/etkiniz





International Human Rights Framework Relevant to Turkey

United Nations mechanisms

Mechanism	Law	Nature of mechanism	Rights groups or rights area
Human Rights Council	UN Charter	Complaints Procedure	All human rights
Commission and Sub-Commission on the Promotion and Protection of Human Rights	UN Charter	Complaints or communications	All human rights, urgent matters
Universal Periodic Review	UN Charter	Reporting	All human rights

Treaty Bodies (Committees)

Mechanism	Law	Nature of mechanism	Rights groups or rights area
Committee on the Elimination of Racial Discrimination	International Convention on the Elimination of All Forms of Racial Discrimination	Reporting	Racial Discrimination
Committee on Economic, Social and Cultural Rights	International Covenant on Economic, Social and Cultural Rights	Reporting	Economic, Social and Cultural Rights
	Optional Protocol to the Covenant on Economic, Social and Cultural Rights	communications procedure	





International Human Rights Framework Relevant to Turkey

United Nations mechanisms

Mechanism	Law	Nature of mechanism	Rights groups or rights area
The Human Rights Committee	International Covenant on Civil and Political Rights	Reporting	Civil and Political Rights
	Optional Protocol to the International Covenant on Civil and Political Rights	communications procedure	
	Second Optional Protocol to the International Covenant on Civil and Political Rights, aiming at the abolition of the death penalty		
Committee on the Elimination of Discrimination against Women	Convention on the Elimination of All Forms of Discrimination against Women	Reporting	Women, gender equality, gender identity, LGBTI+
	Optional Protocol to the Convention on the Elimination of Discrimination against Women	communications procedure	
Committee against Torture	Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment	communications procedure	Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
	Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment	communications procedure	
	Subcommittee on Prevention of Torture	Visits	



ANNEX I

International Human Rights Framework Relevant to Turkey

United Nations mechanisms

Mekanizma	Law	Nature of mechanism	Rights groups or rights area
Committee on the Rights of the Child	Convention on the Rights of the Child	Reporting	Children
	Optional protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict	Reporting	
	Optional protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography	Reporting	
	Optional Protocol to the Convention on the Rights of the Child on a communications procedure	communications procedure	
Committee on the Protection of the Rights of All Migrant Workers and Members of Their Families	International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families	Reporting	Migrant Workers and Members of Their Families
Committee on the Protection of All Persons from Enforced Disappearance	International Convention for the Protection of All Persons from Enforced Disappearance	Reporting	Enforced Disappearance
Committee on the Rights of Persons with Disabilities	Convention on the Rights of Persons with Disabilities	Reporting	Persons with Disabilities
	Optional Protocol to the Convention on the Rights of Persons with Disabilities	communications procedure	



United Nations mechanisms

Special Procedures, UN charter, Annual reporting, urgent actions	Rights groups or rights area
Working Group of experts on people of African descent	People of African descent
Working Group on arbitrary detention	Arbitrary detention
Working Group on the issue of human rights and transnational corporations and other business enterprises	Business and human rights
Working Group on enforced or involuntary disappearances	Enforced or involuntary disappearances
Working Group on the use of mercenaries as a means of violating human rights and impeding the exercise of the right of peoples to self-determination	Armed conflict
Working group on the issue of discrimination against women in law and in practice	Women in law and in practice
Special Rapporteur in the field of cultural rights	Cultural rights
Special Rapporteur on the rights of persons with disabilities	Persons with disabilities
Special Rapporteur on the right to education	Education
Special Rapporteur on the issue of human rights obligations relating to the enjoyment of a safe, clean, healthy and sustainable environment	Environment
Special Rapporteur on extrajudicial, summary or arbitrary executions	Extrajudicial, summary or arbitrary executions
Special Rapporteur on the right to food	Food
Special Rapporteur on the promotion and protection of the right to freedom of opinion and expression	Freedom of opinion and expression
Special Rapporteur on the rights to freedom of peaceful assembly and of association	Freedom of peaceful assembly and of association
Special Rapporteur on adequate housing as a component of the right to an adequate standard of living	Adequate housing, adequate standard of living
Special Rapporteur on the right of everyone to the enjoyment of the highest attainable standard of physical and mental health	Health



United Nations mechanisms

Special Procedures, UN charter, Annual reporting, urgent actions	Rights groups or rights area
Special Rapporteur on the situation of human rights defenders	Human rights defenders
Special Rapporteur on the independence of judges and lawyers	Judges and lawyers
Special Rapporteur on the rights of indigenous peoples	Indigenous peoples
Special Rapporteur on the human rights of internally displaced persons	Internally displaced persons
Special Rapporteur on the human rights of migrants	Migrants
Special Rapporteur on minority issues	Minority issues
Independent Expert on the enjoyment of all human rights by older persons	Older persons
Special Rapporteur on extreme poverty and human rights	Extreme poverty
Special Rapporteur on the right to privacy	Privacy
Special Rapporteur on contemporary forms of racism, racial discrimination, xenophobia and related intolerance	Racism, racial discrimination, xenophobia
Special Rapporteur on freedom of religion or belief	Freedom of religion or belief
Special Rapporteur on the sale of children, child prostitution and child pornography	Children, sexual exploitation
Special Rapporteur on contemporary forms of slavery, including its causes and its consequences	Slavery, women, children, labour rights
Special Rapporteur on the promotion and protection of human rights and fundamental freedoms while countering terrorism	Terrorism
Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment	Torture and other cruel, inhuman or degrading treatment or punishment
Special Rapporteur on trafficking in persons, especially women and children	Trafficking, women, children
Special Rapporteur on the promotion of truth, justice, reparation and guarantees of non-recurrence	Grave human rights abuses



United Nations mechanisms

Special Procedures, UN charter, Annual reporting, urgent actions	Rights groups or rights area
Special Rapporteur on violence against women, its causes and consequences	Violence against women
Independent expert on protection against violence and discrimination based on sexual orientation and gender identity	Sexual orientation and gender identity
Special Rapporteur on the implications for human rights of the environmentally sound management and disposal of hazardous substances and wastes	Hazardous substances and wastes, children, indigenous communities
Special Rapporteur on the human right to safe drinking water and sanitation	Safe drinking water and sanitation
Special Rapporteur on the right to development	Development

Council of Europe mechanisms

Mechanism	Law	Rights groups or rights area
European Court of Human Rights	The Convention for the Protection of Human Rights and Fundamental Freedoms	All rights, all groups
Committee of Ministers (Department for the Execution of Judgments of the European Court of Human Rights)	Execution of judgments of the European Court of Human Rights	All rights, all groups
European Committee on Social Rights	European Social Charter (revised)	All rights, all groups – specific causes on children, women, labour/work conditions
European Commission for Democracy through Law (Venice Commission)	Resolution Res (2002) 3 Adopting the Revised Statute of The European Commission for Democracy Through Law	Rule of law, democracy through law



Council of Europe mechanisms

Mechanism	Law	Rights groups or rights area
Commissioner for Human Rights	Resolution (99) 50 on the Council of Europe Commissioner for Human Rights	All rights, all groups
Congress of Local and Regional Authorities	European Charter of Local Self-Government	Local democracy
Platform to promote the protection of journalism and safety of journalists	Declaration on the protection of journalism and safety of journalists and other media actors	Freedom of press, journalists
Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO)	Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention)	Violence against women and domestic violence, children
Committee of the Parties to the Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse (Lanzarote Committee)	The Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse	Sexual exploitation and abuse of children
Group of Experts on Action against Trafficking in Human Beings (GRETA)	Convention on Action against Trafficking in Human Beings	Trafficking in human beings
Advisory Committee on FCNM	Framework Convention for the Protection of National Minorities (FCNM)	Minorities
Group of States against Corruption (GRECO)	Criminal or Civil Law Conventions on Corruption	Corruption
Cybercrime Convention Committee (Budapest Committee)	Budapest Convention on Cybercrime	Cybercrime

