Preparing and managing calls for capacity building events

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1) Writing the Call for Capacity Building Events

- The goal of the call for capacity building events is to invite organizers to identify important training/capacity gaps related to the science-policy-society interface regarding biodiversity and ecosystem services in the European Union and propose events to address these gaps.

- Event organization may follow two different structures. Either the event proposer is responsible for organising, hosting and implementing the event (coordinated with EKLIPSE), or they co-organize the event with EKLIPSE, in which case both parties will mutually agree to the content, organisation and implementation and where the EKLIPSE expert group may assist in other ways (organisational support, expertise, facilitation, etc.)

- To be considered for funding, proposals must meet a number of conditions, which should be stated in the call (but of course will need to be tailored to whoever takes over the mechanism in the future):

  • Wide dissemination of the event, ensuring wide geographic range of applications and thus, selection of the participants which will cover, as much as possible, the EU scale;

  • Inclusion of participants from diverse audiences (science, policy, society), if the event's nature allows for it;

  • Gender and geographic balance and non-discrimination policy in the selection of participants;

  • Participation of a minimum number of beneficiaries, no fewer than 20 individuals;

  • Duration no shorter than 1 full working day

- Funding will be only partial and may not exceed 7 000 € for each event. Eligible expenses are limited to:

   • Travel and accommodation for participants;

   • Catering during the event;

   • Venue hire, if this cannot justifiably be provided by the main organiser;

   • Production of educational material for participants;

   • Facilitation of the meeting, communication services or other external expertise which may be required, the importance of which is crucial for the successful outputs of the event and is thus fully justified in the proposal.

- The call for capacity building events must be written with well-defined criteria for selection and the rules that the selected events must follow should be clearly stated. These must include:

   • EKLIPSE logo must be displayed on all promotional and other material produced for an event (e.g. posters, videos, banners, folders, notebooks), along with the logos of the organising entities.

   • EKLIPSE maintains the right to access, promote and use materials produced, including any photographs and videos taken during an event.

   • EKLIPSE also reserves the right for its representatives to attend an event and to publicise the aims and goals of the EKLIPSE project to participants.

- The call for capacity building events encourages the event organisers to arrange for the event to take place within 6 months of the call closure.

- The call should remain open for three months and be promoted via all available means (e.g. EKLIPSE Keep Me Posted mailing list, websites, twitter etc.).

2) Managing applications

The networking focal point (a member of the EKLIPSE Secretariat) will be responsible for:

- Disseminating the call for capacity building events.
- Clarifying any questions the applicants might have.
- Acknowledging receipt and checking that the applicants have sent the correct information. If not, ask the applicant to provide the missing or clarify the obscure information.
- Close the call at the agreed deadline, or if there is a prolonged deadline disseminate that information.
- Compiling the information for each applicant and sending it to the EKLIPSE Knowledge Coordination Body after the closure of the call.

3) Selection procedure

The selection is carried out in collaboration between the networking focal point and the KCB, in a two-step process. The networking focal point screens the proposals and carries out an initially ranking of proposals before sharing all information with the KCB, while the KCB decides on which proposals to support, whether further discussion/adaptation is needed to better match the event to EKLIPSE goals, and amount of funding to be allocated.

The evaluation of the proposals and the final selection is based on the following criteria (applies both to the networking focal point and the KCB):

- The proposal's relevance to the Science-Policy-Society interface regarding biodiversity and ecosystem's services (20%);
- Justification of the importance of the event and the training it will deliver (20%);
- Capacity of the applicant entity to carry-out the proposed event (15%);
- Demonstration of synergies between the aims of the proposed event and EKLIPSE aims (15%);
- Anticipated added value arising from the event for participants and the wider community (15%);
- Sound justification of the requested budget (15%).

During the selection procedure the networking focal point is responsible for:

- Pre-screening the proposals based on the selection criteria
- Sending the compiled information together with a proposed initial ranking to the KCB
- Assisting the KCB in the selection of the activities to fund (e.g. organising KCB meeting, minuting discussion of KCB and gathering final scores).

The KCB is responsible for:

- Final selection of applications.
- Deciding on whether further discussion/adaptation is needed to better match the event to EKLIPSE goals
- Deciding the budget allocated to each, according to the proposal.

Once a proposal has been selected for funding, the EKLIPSE capacity building team will work closely with the applicant to mainstream allocation of funds and organisation of the event

4) Post-selection procedure

The networking focal point is responsible for:

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- Emailing all successful candidates to let them know of their selection, and include a doodle for their first meeting (within 3 weeks of receipt of the letter). Candidates will be contacted within 6 weeks of close of applications.

- Emailing all unsuccessful candidates, to inform them of the results.

- In close contact with the organizer, make sure all relevant questions are clarified. The networking focal point will also review all the material prepared for the event, to make sure it follows EKLIPSE rules: non-discriminatory call for participants and hosts (if applicable), acknowledgement of EKLIPSE support and inclusion of visual identity information.

- Adding the event information to the project website.

- Providing the organizers with the standard subcontracting agreement (in annex).

- Asking the organizers for the invoice for the first portion of the budget. The organizers can ask for up to 50% of the budget. This should be done so that the organizers receive the pre-financing budget at least 2 months prior to the event.

- Updating the website with any progress, including open calls and, after the event, making the event material and presentations (if applicable), available.

- Disseminating the calls related to the events.

- After the event, the networking focal point will receive the reports to make sure the event followed the plan discussed and that all rules were followed.

- After all the material and reports are received and analysed, an invoice for the second portion of the agreed budget will be issued and payed.