



Technical Assistance for
Civil Society Organisations



This project is funded
by the European Union.

National Work Plan for TURKEY 1/9 10 – 28/2/11

**Planning has been done in details for the period March 1, 2011 – August 16, 2011.
Activities from March 1 onwards are subject to further revision and elaboration.**

Consolidated Work Plan from March 1, 2011 – August 16, 2011

Component 1: Project Visibility			WORK PLAN			
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Development of a communication strategy	Development of a communication strategy	Communication strategy used by all project offices				
Development and testing of the project brand	Development and use of the project logo in all project communication, correspondence and publications	Project brand is used in all project materials				
Establishment of contact network	Contact network and communication structure development through meetings with strategic CSO network and contacts. Development of different mailing and other contact lists. Organisation of kick-off events in each country. Regular meetings with stakeholders.	Network of beneficiaries and stakeholders has been established.	Management of TACSO Turkey mailing list from existing databases as well as ab_ilan.com and STK-duyuru. Inclusion of TACSO calls on CSDC website.	TACSO Mailing list managed and expanded to at least 5250 member contacts including CSOs, media, donors and civil society mailing groups	March 2011- August 2011	No additional resources needed. These are regular office activities
			Dissemination of information on TACSO through open calls, training activities, field visits and participation in conferences and fairs	At least 100 new CSO contacts added to TACSO Turkey contact database	March 2011- August 2011	
			Face to face meetings with CSOs, international, national and local stakeholders	Existing network of stakeholders extended by 10 new contacts	March 2011- August 2011	
Development of promotional material	Preparation of a project flyer, project brochure, project fact sheet, notebooks, pens and other visibility materials	Visibility of the project is ensured. One promotional film/video (or	Preparation of TACSO fair stands, updated brochures and fact sheets and other visibility materials	TACSO is visible in meetings, conferences and fairs	March 2011- August 2011	Incidentals- approx € 1.000

	bearing the project logo. Translation of materials to national languages. Production of promotional film/video and/or similar tool(s)	similar toll) produced	adapted to each event (training, TA session, conferences and individual meetings)			
PR and communication activities	Ensure media coverage in the printed press, radio and TV. Prepare and distribute press releases and press kits. Development of user-friendly brochure with examples of best practices. Use of materials at conferences/events Production of monthly newsletter	Relations with the media and communication products are established and maintained. Best practices and examples are accessible to the public via the national media, Web page and newsletter.	Production/publication of bi-monthly newsletter sent out to TACSO mailing list Develop and maintain relations with selected media representatives in local and national media -particularly those interested in civil society Examples of good practice and service in civil society identified and promoted through TACSO newsletter and mass media Prepare and distribute press releases and press kits for TACSO-organised events such as trainings or partnership meetings media information event held to present TACSO achievements of the last 2 years	bi-monthly newsletter published and sent out to at least 5000 CSO members Maintain contacts developed in previous months and follow up with information on TACSO events Articles published on a regular basis TACSO promotion material distributed in events TACSO achievements published in newspapers/bulletins/magazines	April –July-August 2011 March - August 2011 March -August 2011 March – July 2011 July 2011	Printing company app. € 1.000 Event app.€ 1.000

Component 2: Research, help desk and guidance						
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Desk research and needs assessment is performed	Collect all relevant information, assessments and evaluation of CSOs development. Conduct meetings with donors, CSOs and government representatives to create an overview of CSOs' present situation and future development. Conduct site visits to assess CSOS present structures and identify their capacity building needs. Prepare a thorough needs assessment for the NGO sector in all eight countries. Identify the priorities for interventions within the project's framework.	Eight national needs assessment reports and a regional summary report are published.				
Webpage and database developed and maintained	Establish a web-page/portal with links to voluntarily operated databases of CSOs. Review of national databases and elaboration of an action plan for project support to enhance existing databases. Launching of a regional and national web-portal/pages. Web page regularly assessed and updated.	Web page/portal with a high visiting frequency.				
Helpdesk and information clearing	Invite and organise meetings with CSOs to	A well functioning	Publicise help desk services in bi-monthly	At least 5000 CSO members	March-August 2011	not needed

house is set up and functioning	inform them of the project and familiarize them with the project help desk. Publicize the help desk services on the project Web site and through other PR campaigns. Provide helpdesk assistance to CSOs upon their requests.	helpdesk is operational throughout the project duration.	<p>newsletter, partner websites, TACSO website and PR activities</p> <p>Provide technical assistance to CSOs in defined areas through clear procedures, by a qualified team of consultants (telephone assistance, site visits, training or expert provision)</p> <p>Organise focused TA activities in the field for underdeveloped CSOs and those that work with marginalised social groups (Roma, women, disabled)</p>	<p>aware of TACSO help desk services</p> <p>Defined set of services and procedures for TA provision to CSOs</p> <p>Establishment of team of qualified experts for on-site assistance</p> <p>TA provided directly (phone/email/web site)</p> <p>Review of TA performance every 6 months</p> <p>At least 5 field TA sessions held organised for underdeveloped CSOs and those that work with marginalised groups</p>	<p>March-August 2011</p> <p>March-July 2011</p>	<p>5 junior STE days RA, DRA, CDSC + organization app. € 5.000</p>
Project monitoring and guidance system for EC funded projects	A generic design and manual for monitoring and guidance visits is developed. Training/synthesizing experts enrolled to undertake the monitoring visits. Establishment of national monitoring/guidance agendas. Conduct prioritized site visits to	Improved effectiveness of EC funded projects	Guidance and technical assistance provided to regional IPA programmes and to the leading CSOs in annual EU-TR programming	<p>Projects identified and number of visits planned</p> <p>Reports from guidance of IPA projects</p>	<p>June 2010 – July 2011</p> <p>August 2011</p>	<p>RA, DRA</p> <p>RA</p>

	assess CSOs present capacity and provide guidance on how to improve.					
--	--	--	--	--	--	--

Component 3: Capacity Development						
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Generic course agendas and training methods are developed.	Elaboration of a programme for regional and national courses in consultation with project partners and stakeholders. Development of training materials in English and subsequently translated to national languages. Consultations with the Programme Committee. Training of trainers based on decisions regarding training methodology. Recurrent reviews of the relevance and quality of training.	CSO institutional capacity and sustainability increased.				
Pilot training session is organised.	Basic training course on EC funding regulations and application developed and conducted. Advanced pilot training course developed and conducted.	Pilot project training implemented and evaluated. Pilot training modules introduced in all beneficiary countries				
An on-line e-learning tool is developed.	Development of the project e-learning concept. Consultations with the Programme Committee and partners. Establishment of the e-learning facility as	Training courses including materials, on-line mini-lectures and a chat room available through the project web-portal.				

	part of the web-portal. Promotional activities to support the use of the tool.					
National capacity building initiatives are developed and implemented	Elaboration of training programmes for the beneficiary countries and territories in consultation with the local advisory groups and project partners. Translation of training materials to national languages. Training of trainers in collaboration with main network organisations and other relevant institutions. Launching of the training programme at national or territorial level.	CSOs institutional capacity and sustainability are increased	<p>Implementation of Introductory CSO Development training covering strategic planning, PCM, Fundraising and communication for underdeveloped CSOs in peripheral provinces</p> <p>Implementation of national training on generic regional training topics</p> <p>Tailor-made training developed and implemented on a demand basis in collaboration with CSDC</p> <p>Implementation of workshops on participation in the decision-making process for intermediate level CSOs</p>	<p>At least 1 training programs implemented in 1 peripheral province for underdeveloped CSOs</p> <p>At least 4 training workshops carried out for 120 CSO representatives</p> <p>At least 3 CSO/Platform or Networks assisted on-site through tailor-made training, coaching and/or organization of events</p> <p>2 workshops with study visits implemented for 20 CSO members</p>	<p>April-May-June 2011</p> <p>10-13 March 2011 8-10 April 2011 13-15 May 2011 10-12 June 2011 and tbd</p> <p>March 2011</p>	<p>12 senior-18 junior STE days + organization app.€ 4.000</p> <p>11 senior STE days + organization app. € 12.000</p> <p>RA, DRA , app. € 8.000</p> <p>CDSC, DRA + organization app.€ 6.000 10 junior STE days</p>

			Implementation of lessons-learned workshops on a regional basis for intermediate level CSOs from at least 3 TACSO countries	At least 1 workshop held for 40 participants from the TACSO region	May 2011	tbd based on budget availability
	Particular training in the Application Procedures for IPA Funding. Follow up assistance by TA desks to support the application of knowledge and methods within the participating CSOs. Recurrent reviews of the relevance and quality of training. Organisation of partnership events to facilitate CSOs partnership building in the cross-border areas.		Organise 1-day training events in application procedures for EU funding and overview of structure of EU and EU related institutions in Turkey	7 one-day information workshops on EU application procedures held in different parts of Turkey At least 210 CSO and local institution representatives are informed on EU application procedures	Tbd based on EU calls for proposals	EUSG, RA + organization app. € 3.500

Component 4: Relationship between CSOs and External Stakeholders						
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing	STE days and incidentals needed
Kick-off events	Planning of national kick-offs jointly with partner organisations and beneficiaries. Implementation and follow-up to national kick-offs.	Beneficiaries and stakeholders aware of the project and its activities/services	6 th 7 th 8 th and final LAG meetings	LAG input on TACSO activities and TACSO II	February-April-June-August 2011	App. € 6.000
Information and partnership events, facilitation service	Establishment of the local advisory groups. Maintain regular meetings and contacts with CSOs (country-wide) to promote collaboration and joint initiatives. Organise regular contacts, meetings, roundtables, collaboration with all relevant stakeholders including government entities and private sector representatives. Organize jointly with public institutions workshops to strengthen the role of the government and the contribution of CSOs in the decision-making and EU integration processes.	Strengthened network of CSOs and other relevant stakeholders in the country.				
Strengthening administrative	Organise workshops and seminars at the		Participation of government members responsible for CSO	At least 4 central and local government members have	tbd	

capacity of government to cooperate with NGOs	local level with the local government on strengthening the dialogue between CSOs and the local government		relations in regional workshops that are covering such issues as part of cross-border partnership building	participated in capacity-building seminars/workshops on a regional basis		
---	---	--	--	--	--	--