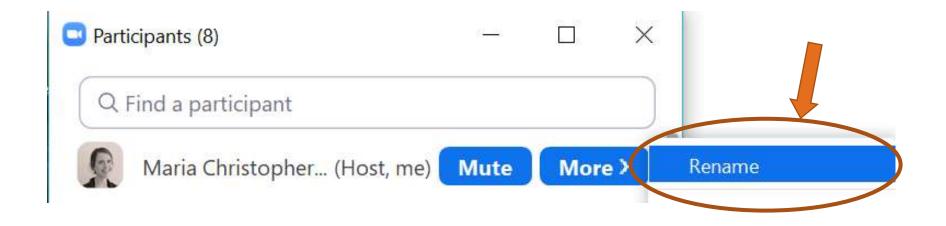


GEWEP III Annual Meeting 2020

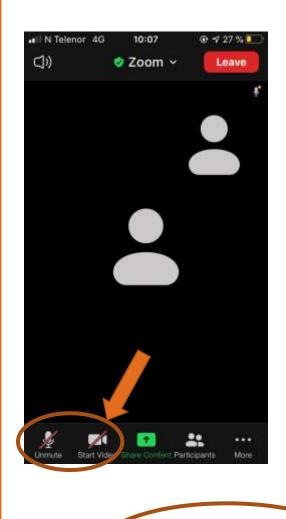
Day 3: Reporting Cycle and Templates



Kindly rename yourself to include your name, organization and country.

Click "Participants", find yourself, click "More" and then choose "Rename".





Unmute

Start Video

Please keep your microphone muted and your video off, but turn on when speaking.

This is to save bandwidth.

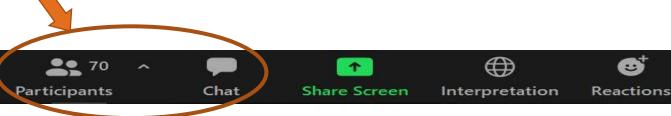






Start Video

To ask questions or comment, open the "Participants" to raise your hand, or just write in the chat. You can always ask questions in the chat. Even if we do not have time to answer during the meeting, we can gather all questions and answer them after and send out on email.



Unmute







GEWEP III Réunion Annuelle 2020

Faites défiler vers le bas pour le français

This is the website for the annual meeting. Check back here for updates!

• Click here to view the annual meeting agenda. In the document, scroll to the end to see the mandatory pre-meeting assignments. Please read this before you register

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GEWEP III annual meeting 2020: Agenda Réunion annuelle du GEWEP III 2020 : Agenda

English and French	English only	French only
Anglais et français	Anglais seulement	Français seulement

Bamako	Oslo+ Niamey	Amman+ Bujumbura Goma Kigali Ramallah	Kabul	Yangon	Wednesday 25 th November Mercredi 25 novembre	Participants Participants	Language Langue
07:30	08:30	09.30	12:00	14:00	Start-up of GEWEP III with the challenges of Covid-19 and subsequent adaptions, remembering the importance of quality of our programming Démarrage de GEWEP III avec les défis de Covid-19 et des adaptations ultérieures, en rappelant l'importance de la qualité de notre programmation	Open for all Ouvert à tous	English and French Anglais et français
10:30	11:30	12.30	15:00	17:00	Break Pause		
11:30	12:30	13.30	16:00	18:00	Discussion across countries with GEWEP III project managers / coordinators Discussion entre les pays avec les chefs / coordinateurs du projet GEWEP III	Project managers / coordinators Les chefs / coordinateurs du projet	English and French Anglais et français
12:30	13:30	14:30	17:00	19:00	End Fin		

Bamako	Oslo+	Amman+	Kabul	Yangon	Thursday 26 th November Jeudi 26 novembre	Participants Participants	Language Langue
07:30	08:30	09.30	12:00	14:00	Develop a shared understanding about the objectives, processes and tools related to the capacity development of partners in GEWEP III. Identify which aspects of the program's support partners consider the most important and want to assess and agree on a practical approach to operationalize this assessment.	English speaking countries in GEWEP	English only
10:00	11:00	12:00	14:30	16:30	Break Pause	· ·	263
12:00	13:00	14:00	16:30	18:30	Développer une compréhension commune des objectifs, des processus et des outils liés au développement des capacités des partenaires du GEWEP III. Identifier les aspects des partenaires de soutien du programme qui sont considérés comme les plus importants et que l'on souhaite évaluer et convenir d'une approche pratique pour rendre cette évaluation opérationnelle.	Les pays francophones de GEWEP	Français seulement
14:30	15:30	16:30	19:00	21:00	End Fin		

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Bamako	Oslo+	Amman+	Kabul	Yangon	Friday 27 th November Vendredi 27 novembre	Participants Participants	Language Langue
07:30	08:30	09.30	12:00	14:00	Going through templates to ensure we can deliver to the highest expectations to our donors to ensure future funding, and Q&A	English speaking countries in GEWEP	English only
10:00	11:00	12:00	14:30	16:30	Break Pause	No.	
12:00	13:00	14:00	16:30	18:30	Passer en revue les modèles pour s'assurer que nous pouvons répondre aux attentes les plus élevées de nos donateurs afin de garantir le financement futur, et Q&R	Les pays francophones de GEWEP	Français seulement
14:30	15:30	16:30	19:00	21:00	End Fin		

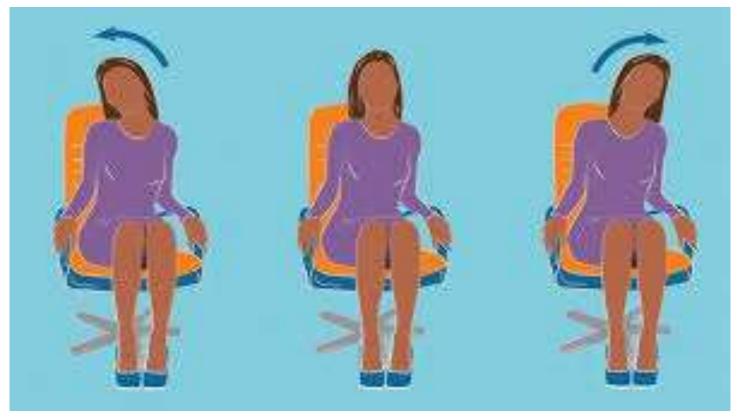
Bamako	Oslo+	Amman+	Kabul	Yangon	Monday 30 th November Lundi 30 novembre	Participants Participants	Language Langue
07:30	08:30	09.30	12:00	14:00	Introduction to learning agendas (what we want to learn about, this is not the same as lessons learned) Introduction aux agendas d'apprentissage (ce que nous voulons apprendre, ce n'est pas la même chose que les leçons apprises)	Open for all Ouvert à tous	English and French Anglais et français
08:00	09:00	10:00	12:30	14:30	Parallel session: learning for strengthening civil society Session parallèle: l'apprentissage pour le renforcement de la société civile	Choose one Choisissez un	TBC
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10:00	11:00	12:00	14:30	16:30	Wrap up the plan for the learning agendas Conclure le plan pour les agendas d'apprentissage	Open for all Ouvert à tous	English and French Anglais et français
10:30	11:30	12.30	15:00	17:00	Break Pause		
11:30	12:30	13.30	16:00	18:00	Q&A, evaluation and conclusion where we address our future selves, with GEWEP III project managers / coordinators Q&R, évaluation et conclusion où nous nous penchons sur notre avenir, avec les chefs / coordinateurs du projet GEWEP III	Project managers / coordinators Les chefs / coordinateurs du projet	English and French Anglais et français
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Norway: Maria Christophersen; Afghanistan: Saeeda Serat; Mali: Abdoulaye Moussa Toure; Niger: Abdoulaye Fouréra; Palestine: Fida Moussa



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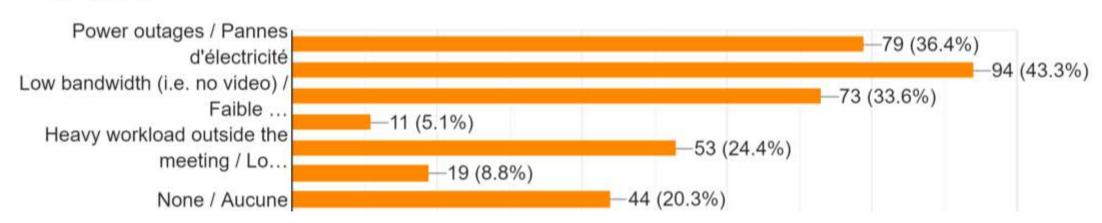


...remember to move!



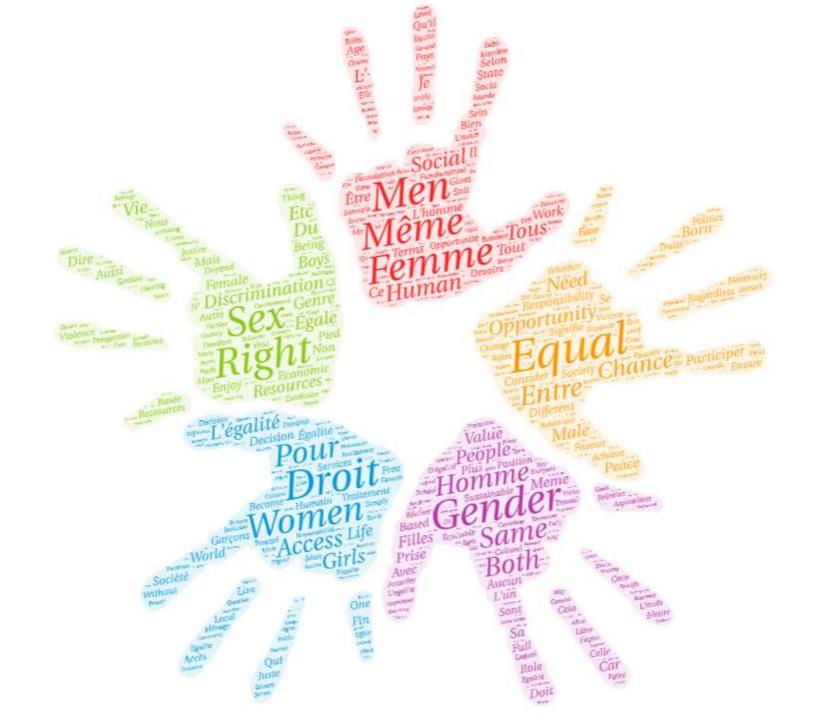
As mentioned before, many participants expect challenges. Therefore, we will record the main sessions so that participants who cannot make it or who fall off due to connectivity issues can hear the sessions later.

217 responses





GEWEP





GEWEP III

« La chance est également donné à tout le monde sans exclusion aucune (sexe, âge, condition physique) »

"Gender equality not only a fundamental human right but a necessary foundation for a peaceful prosperous and sustainable world."

"Duties and rights for all"

« L'egalite des sexes pour moi signifie la justice humaine et le droit non negociable de tout etre humain. »

«No discrimination among people»

« Jouissance égale des droits, des opportunités, des ressources et des avantages pour les femmes, les filles, les garçons, les hommes et les autres sexes »

"I agree that women and men are the human, so they should have the same opportunity for surviving, working, acquiring various services in our community. This is my vision for what gender equality means."

« Egalite de dignité et droits »



GEWEP III Reporting Cycle

The IPIA holds all the dates and all the information, see especially:

- >>IV. PROJECT/PROGRAM REPORTING
- A. Narrative Reports
- B. Financial Reports
- C. Work Plans and Budgets
- D. Final Reports/Project Conclusion
- >>ATTACHMENT D: NARRATIVE AND FINANCIAL, WORK PLAN AND FINAL REPORT SUMMARY



GEWEP III Reporting Cycle

>> IV. PROJECT/PROGRAM REPORTING

Country Office agrees to fully and timely comply with the project/programmatic and financial reporting requirements set forth in the Donor Agreement, and with any other report that may be required by Donor or reasonably required by CMP during implementation of the Project/Program. A summary of narrative and financial reports, work plan/budget submissions, if any, and final reports is attached at **Attachment D**. In the event the Donor requires submission of any report directly by Country Office or communicates directly with Country Office about material issues relating to implementation of the Project/Program, Country Office and CMP will work collaboratively to provide a responsive submission. CMP shall timely provide feedback on any report to the Country Office prior to submission to the Donor.



GEWEP III Narrative Reports

Narrative reports each year:

- Annual report / result report due 31st March each year from CO to CN.
- Semi-annual report due 25th July each year from CO to CN.
- Updated implementation plan for next year due 30th September each year from CO to CN.

Result report due 31.03.2024 from CO to CN, prepared in 2023, except Jordan and Palestine. Final report due 30.04.2025 from CO to CN, except Jordan and Palestine.

We need information to Norad, Telthon and other match donors.

From before, high attention to annual, result and final. Now also semi-annual!

Check narrative report against result framework, risk analysis and budget.



GEWEP III Work Plans

GEWEP III **detailed annual work plan**, developed with the local implementing partners latest at the beginning of each year, showing activities planned for the current period, targets in line with results framework, time schedules for activities, budget allocations for activities, and responsibilities among CARE and partners. CO to fill up, should not be later than first quarter. To be shared with CN as soon as ready.

CO Annual Operational Plan, developed at CO level for all programs implemented by CARE including GEWEP III, by 15 August 2020 (CO to fill up, probably follows the FY).



Some points to remember...

- Always check the IPIA!
- If any uncertainty about IPIA, do not hesitate to ask us or nag us!
- Always report against latest approved result framework, risk analysis and budget.
- Always check narrative, result framework, risk analysis and budget against each other
 - ... they should tell a consistent story
- Tell what was achieved.
- For explanations, focus on negative deviations.
- For deviations in budget, remember we need to know as soon as possible pre-approval!
- While being short in the narrative, we also need help understanding, so feel free to explain the context.



What do you think?





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...remember to move!



Khawar Abbas

Financial Advisor/Controller CARE Norway



Finance

An art and science of managing money





GEWEP Finances

- Templates
- Budget Deviations
- Financial Reporting
- Exchanges Rates & Pre-Approvals
- Audits
- Problems
- Action Points



Templates

- 1. GEWEP III Budget Package
- 2. GEWEP III Financial Reporting Package



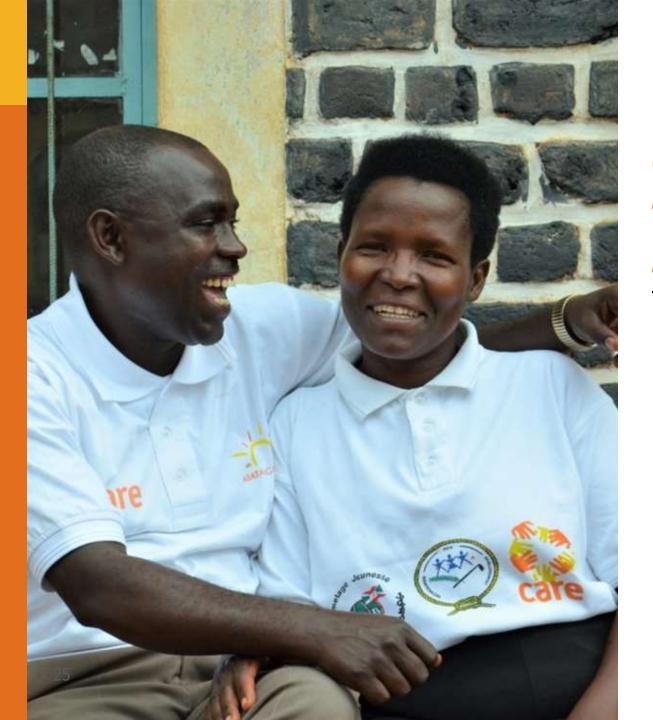


GEWEP III Budget Package (CO responsibility)

(The main purpose is to understand detailed budgets of CARE COs as well as the implementing partners. This package contains multiyear information.)

The package, in addition to "instructions" includes

- Donor summary high level information for donor
- Detailed budget template in-depth details of CO budget
- Detailed budget Partner template in-depth details of partner budget
- IPIA budget more details than donor summary to monitor progress of project monthly/annual and to track deviations beyond 10%. This budget after approval will be copied to "Budget revisions" in reporting package.



GEWEP III Financial Reporting Package (CO responsibility)

(The main purpose is to monitor the financial progress of the project against the approved budget to achieve the set targets of project. This package contains information for one year only.)

The package, in addition to "instructions" includes

- Donor report to monitor financial progress monthly/annually against latest approved budget, the format is identical with "IPIA budget" above
- Budget revisions to keep track of all budget revisions during the year. Always the latest budget from this template is added to "Donor report" to report project expenditures.
- Exchange rate to keep track of exchange rates during the year.



Budget Deviations

Causes

- Changes in implementation due to some reasons (e.g. Covid-19)
- New cost recognition (e.g. new template from Norad)
- Exchange rate (discuss more later)

Actions

 All deviations beyond 10% in budget lines in IPIA budget needs pre-approval from donor. Refer IPIA budget





Financial Reporting

GEWEP III reporting

- Importance of suggested reporting template package.
- Always against latest approved budget.
- Accuracy in burn rates.
- Should update with revision in budgets and exchange rate.
- Consolidation based on each CO report.
- Provide base for issuance/approval of future fund release from donor.





Exchange Rates & Pre-Approvals

- Why higher exchange rates? What is the impact?
- Replaced with weighted average exchange rate at the liquidation of all funds for the year.
- NOK budget will remain same.
- Deviation beyond 10% in USD budget is subjected to pre-approval from donor.
- Discuss current situation.



Audits

- Procurement process
- Communicate auditor details to CARE Norway
- Ensure that audit instructions are received by the selected auditors directly from BDO Norway (CO/CN responsibility).
- Commencement of audit ensure that latest approved budget and updated financial report is provided to the auditors (CO responsibility).
- Ensure that the audit report and management letter is shared with BDO Norway by the CO auditors directly.
- Audit follow-ups from the following year.



We all need a happy life

- Delay in one report/budget cause delay for others.
- Unable to consolidate due to different formats or unviability of information.
- Takes more time to find right information in different format or due to back-and-forth communication with COs
- Risks in meeting donor deadlines.
- Possibility of projecting incorrect information to donor.
- No one asks about the templates/formats or any new guidance.
- Communication gap at country office level.
- Correspondence with many at CO at the same time for same tasks.



Action Points

- Do not change the templates.
- Follow the deadlines.
- Dedicated CO colleague for improved communication.
- Revisit budgets using weighted exchange rates.
- Coordinate immediately with CN in case of pre-approval required for year 1.
- Finalize procurement process of auditors.





What makes your life difficult? Let's discuss...

- Questions
- Challenges
- Suggestions





...remember to move!



GEWEP III Risk

What is risk?

Risk is: "The effect of uncertainty on objectives."

This means that *risk can be positive and negative*, but for risk management for programs we focus on what hinders our objectives.

For programs, the overall risks if several of the identified risks occur, is:

We do not reach intended results.



GEWEP III Risk Management

Risk management is codified by the International Organization of Standardization.

Risk management is: The identification, assessment, and prioritization of risks.

Followed by coordinated and economical application of resources, in order to minimize, monitor and control the likelihood and/or the impact of unfortunate events, or to maximize the realization of opportunities.

We use the template that you all have filled in for the application.

This helps us identify and proactively address risks.

This helps us protect and create value for staff, partners, participants and donors.

The main risk assessment and rating tool is the risk matrix.



GEWEP III Risk Management

The concrete steps we use:

- 1. Identify (ask, what things can happen that means we do not reach our intended results?);
- 2. Assess (ask, what is the likelihood of something happening and the consequence if something happens?);
- 3. Outline mitigation measures (ask, what can we do to hinder something from happening or hinder or lessen the effects of something if it happens?);
- 4. Re-assess (ask, what is the likelihood and consequence even after we have tried to control something, including its effects?);
- 5. Record and Report (ask, have we documented all we need for the most important risks?).



^{--&}gt; ...all of this regularly, and at least once a year for annual reports.

GEWEP III Risk Management - Identification

To do this, the best method is to get a diverse group of people together.

We should have program, finance, M&E colleagues etc. both CARE and partners welcome.

When we are many with different functions, we see different things.

Together we cover blind spots.

First, we identify.

We are a diverse group here now, so let us try.

What are some risks against our desired impact with GEWEP III?



GEWEP III Risk Management - Assessment

Second, we assess.

To assess, risks we use the risk matrix, which we will see on the next slide.

We consider two key factors: LIKELIHOOD and CONSEQUENCE / IMPACT.

Likelihood is how likely something is to happen.

Consequence / impact is what will be the effects if something happens.



GEWEP III Risk Management - Assessment

To assess the level, risk = likelihood x impact.

			Impact Criteria				
	Likelihood Criteria	Lieklihood Thresholds	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	The consequence is almost certain to occur in most circumstances	Medium (M)	High (H)	High (H)	Extreme (E)	Extreme (E)
	Likely	The consequence is likely to occur frequently	Medium (M)	Medium (M)	High (H)	High (H)	Extreme (E)
	Possible	Possible and likely for the consequence to occur at some time	Low (L)	Medium (M)	High (H)	High (H)	High (H)
	Unlikely	The consequence is unlikely to occur but could happen	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
	Rare	The consequence may occur but only in exceptional circumstances	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)



Impact Criteria	Impact Thresholds (consider within your country context)
	Single to multiple losses of life.
Catastrophic	Significant downside changes in donor funding.
	Financial impact >USD50,000
	Major injuries to personnel requiring long term hospitalisation.
	Imprisonment/ incarceration.
	Wide environmental damage requiring significant financial remediation.
Major	Major asset damage (building or vehicles) requiring significant financial outlay to repair.
	Major reputational risk with accompanying large legal/ liaibility issues and > 7 days in terms of
	business continuity and business interruptions.
	Financial impact <usd50,000< td=""></usd50,000<>
	Moderate injuries to personnel requiring hospitalisation.
	Some environmental damage requiring moderate financial remediation.
Moderate	Moderate asset damage (building or vehicles) requiring some financial outlay to repair.
Wioderate	Some reputational risk with accompanying legal/ liaibility issues and < 2 days in terms of business
	continuity and business interruptions.
	Financial impact <usd10,000< td=""></usd10,000<>
	Minor injuries to personnel not requiring significant hospitalisation.
	Minor environmental damage not requiring large financial remediation.
Minor	Minor asset damage (building or vehicles) requiring minimal outlay to repair.
WILLOT	Little or no reputational risk including no legal/ liaibility issues and < $f 1$ day in terms of business
	continuity.
	Financial impact <usd1,000< td=""></usd1,000<>
Insignificant	No noticeable changes to business as usual arrangements (BAU). Mininimal business interruption.
moignineant	No financial imapet.



GEWEP III Risk Management – Outline Mitigation Measures

Third, we outline mitigation measures.

Mitigation measures are strategies that can help lower the risk rating.

Mitigation measures should AT LEAST be in place for risks rated HIGH or EXTREME.

We can use different strategies to lower the risk rating:

Eliminate; Deter; Detect; Delay; Respond; Recover.

We can also accept some risks (note this is also an informed decision).



GEWEP III Risk Management – Re-Assessment

Fourth, we re-assess.

			Impact Criteria				
	Likelihood Criteria	Lieklihood Thresholds	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	The consequence is almost certain to occur in most circumstances	Medium (M)	High (H)	High (H)	Extreme (E)	Extreme (E)
	Likely	The consequence is likely to occur frequently	Medium (M)	Medium (M)	High (H)	High (H)	Extreme (E)
	Possible	Possible and likely for the consequence to occur at some time	Low (L)	Medium (M)	High (H)	High (H)	High (H)
	Unlikely	The consequence is unlikely to occur but could happen	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
	Rare	The consequence may occur but only in exceptional circumstances	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)



GEWEP III Risk Management – Record and Report

Fifth, we record and report.

REPORTING ON RISK Annual report 2020 updates on risks and on the implementation of measures								
Did the risk occur? Yes/No/Ongoing	Are mitigation measures implemented? Yes/No/Ongoing	Further comment, on the risk and on the mitigation measures, including whether new mitigation measures are needed						



We all need a happy life

- Delay in one report cause delay for others.
- All cells should be filled out
- Unable to consolidate due to different formats or unviability of information.
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What do you think?





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Evening news!

What will you take away from today?



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Thank you!

