

GUIDELINES FOR SNRD ASIA AND THE PACIFIC WORKING GROUP ALLOWANCE 2019

To provide incentive for knowledge exchange and foster peer learning among SNRD Asia and the Pacific members, up to 30,000 € has been allocated: 5,000 € per WG and 2,500 € per Joint WG. To apply, please follow the guidelines effective for the year 2019 below.

What can the Allowance be used for?

The WG Allowance's objective is to support the development, realisation or production of innovative ideas with the aim to enhance distribution and exchange of knowledge, practices and experiences, ranging from publications, reports, products, trainings, to exchange dialogues – given the following criteria:

- ❖ The innovation/activity has to benefit at least THREE projects, within the WG or beyond.
- ❖ WGs shall make an effort to design innovations which benefit at least ONE additional WG in the TUEWAS SN or in another SN.
- ❖ The cost should be payable according to GIZ and Sector Network (SN) rules and regulations. Please note that the following items are not payable from SN PNs:
 - ZAS
 - Intern/personnel allowance
 - Travel costs for GIZ colleagues (tickets, accommodation, and inland transport)
 - Food and beverages unrelated to activities
- ❖ The amount must be spent within 1st February – 1st December 2019.
- ❖ Co-financing with project funds and other means of finance is highly encouraged.
- ❖ The innovation/activity will need to be checked by the Secretariat for compliance and approved by the Steering Group (STGR).

Examples of payable costs:

- Consultant/ external fee for composing a report or knowledge product
- Translation/ reproduction/ design cost of a product
- External speaker/ trainer cost (travel, accommodation, honorarium) to organise a virtual, or face-to-face event at WG meeting or at a conference

► How does the application and approval process work?

Phase I: 1st February – 31st March 2019: "Pitching for the Allocated 5,000 € WG Allowance"

Each WG can apply for up to 5,000 € by submitting an application form **before 31st March 2019**. After the deadline, all funds that have not been applied for will flow into a Common Pool.

For SNRD Asia & TUEWAS Joint WG: The fund will be shared by the two SNs. Until **31st March 2018**, Joint WG can apply for 4,000 € (2,500 € from SNRD Asia and 1,500 € from TUEWAS). After the deadline, Joint WG can bid for the amount from the Common/Innovation Pool from **either SN but not both**.

Process

1. The WG submits the WG Allowance form to the Secretariat.
2. The Secretariat checks the application against the criteria and other related financial regulations.
3. Upon the approval of the Secretariat, the application is circulated to all STGR Members.
4. The application is considered approved, if no objection is voiced by the STGR Members within 7 days.
5. The Secretariat notifies the WG Speaker about the approval.

After 31st March 2018, all unclaimed WG Allowance will flow into the Common Pool which all WG can tap up to an amount of 15,000 € – even WG that have already made use of their allocation of 5,000 €, on one condition that the application must not be for the same initiative already applied.

Phase II: 1st April – 30th April 2019: Pitching for the Common Pool”

The remaining amount of the overall 30,000 € WG Allowance will flow into a Common Pool. All WG can apply for up to 15,000 € from this pool (or the remaining amount). Joint WG can bid for the amount from the Common Pool of either SNRD Asia and the Pacific or TUEWAS.

The allocation will happen on a majority vote basis where all members of SNRD Asia are invited to vote for their favourite initiative. The initiative that has received the most votes shall receive the amount applied for while the runner-up will receive the amount remaining, which shall not exceed the amount in their proposal. Shall there be any remaining amount, it shall be granted to the initiative in the third rank.

Process

1. The WG submits the WG Allowance form to the Secretariat.
2. The Secretariat checks the application against the aforementioned criteria and other related financial regulations.
3. Upon the approval of the Secretariat, the application is considered accepted.
4. After 30th April 2019, applications will be showcased on IDA for voting. Information on voting will be circulated in a later stage.
5. The Secretariat notifies members on the voting result through IDA.

Notes on Administrative Processes

- ❖ Following GIZ standard procedure, the GIZ Office in the respective country (or GIZ Head Office in Germany, as applicable) shall proceed with processing all necessary documents such as contracts and payment, using the SNRD Asia and the Pacific PN. The Secretariat will support as needed.
- ❖ The WG has to make sure that the applied cost is booked on the PN in the budget year of 2019, ideally before 1st December 2019.
- ❖ Once the WG has completed the work, the final product or result shall be circulated among the Steering Group and the Secretariat.

Timeline

Activities	Important Dates
Actual Use of WG Allowance	1 st February – 1 st December 2019
Phase I: Pitching for allocated 5,000 € WG Allowance	1 st February – 31 st March 2019
Phase II: Pitching for the Common Pool	1 st April – 30 th April 2019

If in doubt, CONTACT the SECRETARIAT!!!

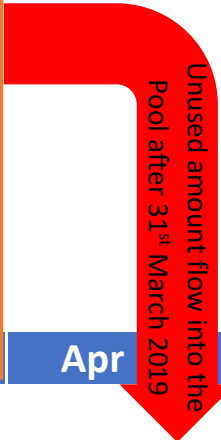
SNRD Asia and the Pacific WG Allowance 2019 Timeline

PART 1

5,000 EUR / WG
2,500 EUR / Joint WG

Application Period
1st Feb – 31st Mar 2019

****STRG approval NOT required****



- Criteria:**
1. Must benefit at least 3 projects
 2. To be used from 1st Feb – 1st Dec 2019
 3. Aligned with GIZ and SN rules and regulations
 4. Email approval from STRG for PART 2 (Pool)

- Costs which cannot be paid:**
1. ZAS
 2. Intern cost, staff cost
 3. Travel cost of GIZ colleagues
 4. Costs paid/sponsored by other PN
 5. Food and beverages unrelated to the activities

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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PART 2

Common Pool

Application Period
1st Apr – 30th Apr 2019

****STRG approval required****