

GUIDELINES for 2017 Working Group Allowance

To provide incentive for development of knowledge products among members of SNRD Asia, up to 30,000 € has been allocated for WG/TFs' disposal – 5,000 € per WG/TF and 2,500 € per Joint WG/TF. To apply for the allowance please follow the guidelines below. They are effective for the year 2017.

What can the Allowance be used for?

The WG/TF 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 more than one project, within the WG or beyond.
- ❖ The cost should be payable, according to GIZ rules and regulations and Sector Network (SN) rules. Please note that the following items are not payable from SN PNs:
 - ZAS
 - Intern allowance
 - Travel costs for GIZ colleagues (tickets, accommodation, inland transport)
 - Food and beverages unrelated to activities
- ❖ The amount must be spent within 1st January – 1st December 2017.
- ❖ 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.

Examples of payable costs:

- ❖ Consultant/ external fee for composing a report or knowledge product
- ❖ Translation/ reproduction/ design cost of a product

How does the application and approval process work?

Phase I: 1st January - 30th April 2017 – Pitching for the allocated 5,000 € WG Allowance

Each WG/TF can apply for up to 5,000 € Allowance by submitting an application form **before 30th April 2017**. After this deadline, all funds that have not been applied for will flow into a Common Pool. The actual use of the WG Allowance can be expedited later in the year, latest by 1st December 2017.

For SNRD Asia & TUEWAS Joint WG/TF: The funding will be shared by the two SNs. Until 30th April 2017, Joint WG/TFs can apply for 4,000 € (2,500 € from SNRD Asia and 1,500 € from TUEWAS). After the deadline, Joint WG/TFs can bid for the amount from the Common Pool from either SN but not both.

Process:

1. The WG/TF 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 circulated to all STGR Members.
4. The application is considered approved, if no objection is voiced by any of the STGR Members within 7 days.
5. The Secretariat notifies the WG Speaker about the approval.

After 30th April 2017, all unclaimed WG Allowance will flow into the Common Pool which all WG/TFs can tap up to an amount of 15,000 € – even WG/TFs that have already made use of their allocation of 5.000 €.

Phase II: 1st May - 1st November 2017 – Pitching for the Common Pool

The remaining amount of the overall 30,000 € WG Allowance will flow into the Common Pool. All WG/TFs can apply for up to 15,000 € of this pool (or the remaining amount if less than 15,000 €). Joint WG/TFs can bid for the Common Pool of either SNRD Asia or TUEWAS. The allocation will happen on a first-come-first-served basis!

Process:

1. The WG/TF 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 circulated to all STGR Members.
4. The application is considered approved if within 7 days no objection is voiced by any of the STGR Members.
5. The Secretariat notifies the WG Speaker about the approval.

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 PN. The Secretariat will support as needed.
- ❖ The WG/TF has to make sure that the applied cost is booked on the PN in the budget year of 2017, ideally before 1st December 2017.
- ❖ Once the WG/TF has completed the work, the final product or result shall be circulated among the Steering Group and the Secretariat.

Timeline

| Activities | Period Applicable |
|--|---|
| Actual Use of WG Allowance | 1 st January – 1 st December 2017 |
| Phase I: Pitching for allocated 5,000 € WG Allowance | 1 st January – 30 th April 2017 |
| Phase II: Pitching for the Common Pool | 1 st May onwards – 1 st November 2017 |

If in doubt, CONTACT the SECRETARIAT!!!
