Simplified Request for Technical Cooperation

Request Form for Peer-to-Peer Technical Cooperation on conferences, roundtables and other awareness raising events (SREF)

**Important information**

Please note that SOCIEUX+ does not provide financial or logistic support for events organised by third parties or partner institutions. Activities supported by SOCIEUX+ are based on a peer-to-peer approach. This approach requires engagement and ownership of activities by partner/requesting institutions.

Only one technical cooperation action per institution can be implemented at a time, i.e. simultaneously. The implementation of a new action can start only once all previous actions with the institution have successfully been closed. However, multiple requests can be submitted, assessed and formulated. Still, if more than one request is submitted, we will consult with your institution to prioritise these requests for a sequential implementation.

For more information on the support that SOCIEUX+ can provide to your institution, please refer to our Guide for Institutions & Social Partners in Partner Countries. All forms and guides are available at: <https://socieux.eu/join-us/technical-cooperation/>.

Interested institutions and social partners are encouraged to contact the SOCIEUX+ Team or the European Union Delegation directly in their country when preparing their requests. In case of doubts about the eligibility of your request or on the completion of this form, you can contact our team by email at: contact@socieux.eu

**Instructions to fill this form**

This form only applies to requests for single activities such as contributions to one-time conferences, roundtables, workshops, or awareness-raising meetings. For structured actions with more than one activity, please use the standard “Request for Technical Cooperation” form available at <https://socieux.eu/join-us/technical-cooperation/>.

1. **Filling out this form**

This request form can be filled out either in English, French, Spanish, Portuguese, or Russian (versions of the present form in various languages are available at: <https://socieux.eu/join-us/technical-cooperation/>). Step-by-step instructions are provided in italic blue text and may be deleted in your final version.

Indicative maximum length/size of text is provided in the individual boxes to fill. When submitting your request via email, you may attach any relevant documentation that you consider important for assessing your request.

1. **Submission of requests**

Requests forms should be submitted directly to SOCIEUX+ by email at: requests@socieux.eu. Upon reception of the request, SOCIEUX+ will contact the requesting institution to clarify the scope of the request and eventual feasibility issues, in order to assess the relevance of an action in response to the request.

In case of doubts about the eligibility of your request or on completing this form, you can contact our team by email at: contact@socieux.eu.

*We look forward to cooperating with your institution!*



# Requesting institution

## Contact details

Please provide the contact details of the person at the institution that authorised the request.

Please also provide the contact details of the person in the requesting institution who should serve as the primary contact/focal point for the assessment of the request. Please also provide the contact details of the person at the institution that authorised the request. You can leave the corresponding column blank if the authorising person is also the focal point.

|  |  |  |
| --- | --- | --- |
|  | **Authorising person** | **Contact person (focal point)** |
| **Title (Mr, Ms)** |  |  |
| **First name** |  |  |
| **Family name** |  |  |
| **Name of institution** |  |  |
| **Department** |  |  |
| **Position/Job title** |  |  |
| **Office address (street/number/office number** |  |  |
| **City** |  |  |
| **Province/County** |  |  |
| **Country** |  |  |
| **Phone number** |  |  |
| **Email address** |  |  |

|  |  |
| --- | --- |
| **Signature of authorising person:** |  |
| **Date:** |  |

## Institutional mandate of requesting institution

Please briefly describe your institution's mandate (mission, vision, legal status, etc.) and its role in your country’s political and institutional framework. - Please keep the word count **under** **300 words.**

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| […Text…] |

# Proposed action

## Proposed title

Please keep the word count under **50 words.**

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| […Text…] |

## Areas of cooperation

SOCIEUX+ reports on specific sub-areas of interventions related to social protection, labour and employment. The non-exhaustive list in Table 1, is derived from the International Labour Organization (ILO) Taxonomy.

Please indicate in **Table 1: Area(s) of assistance of proposed action** at least one (1) and a maximum of three (3) areas that the proposed action is to cover.

## Purpose of the action

### General objective

Please indicate if your request applies to the general objective of SOCIEUX+ for awareness raising.

**Objective:** “Awareness and knowledge on social protection, decent work, labour rights and responsible business conduct are increased.”

Does this request apply to the above objective:

[ ]  Yes [ ]  No - Please note that simplified requests must fit in the objective.

### Specific objective(s)

Definition: Specific objectives are the medium-term effects expected on target groups or institutions benefiting from the proposed action. They are outcomes that directly contribute to achieving the general objective. - Please provide a maximum of 3 specific objectives for the proposed action and keep the word count under **150 words in bullet points format.**

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| […Text…] |

### Expected results

Definition: Expected results are the immediate consequences of the activities of the proposed action. They are outputs that directly contribute to achieving specific objectives. - Please provide a maximum of 4 expected results for the proposed action. Please keep the word count under **150 words.**

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| […Text…] |

### Deliverables

Please describe the products/deliverables/contributions to the event that you expect mobilised experts to deliver to you at the end of the proposed action.

If you are unsure of the deliverables required to achieve your expected results, the SOCIEUX+ Team will collaborate with you in their definition.

Please keep the word count under **250 words.**

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| […Text…] |

Table 1: Area(s) of assistance of proposed action *(please* *select a maximum of 3 areas)*

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Work**[ ]  Decent Work[ ]  Future of Work*Employment:* [ ]  Informal Employment [ ]  Youth Employment [ ]  Green Jobs [ ]  Employment Policy [ ]  Employment Services[ ]  Forced Labour[ ]  Labour Market[ ]  Labour Policy[ ]  Livelihoods/Income Generating Activities*Workers:* [ ]  Workers with Disabilities [ ]  Women workers**B. Working Conditions**[ ]  Conditions of Employment[ ]  Maternity Protection[ ]  Quality of Working Life[ ]  Work Environment[ ]  Work Organisation**C. Labour Relations**[ ]  Employers Organisations[ ]  Social Dialogue[ ]  Trade Unions | **D. Labour Law**[ ]  Labour Legislation[ ]  Labour Standards**E. Social Protection***Social Assistance:* [ ]  Employment Guarantee Schemes [ ]  Income Guarantee Schemes*Social Security:* [ ]  Disability Benefits [ ]  (Employment) Accident Benefits [ ]  Family Benefits (incl. child benefits/family grants/Cash Transfers) [ ]  Health Insurance [ ]  Maternity Benefits [ ]  Old Age Benefits [ ]  Pension Schemes [ ]  Social Security Financing [ ]  Social Security Legislation [ ]  Social Security Policy [ ]  Survivors Benefits [ ]  Unemployment Benefits*Social Services:* [ ]  Access to Health [ ]  Access to Education [ ]  Access to other Basic Social Services | **F. Access to Education and Training** *Training:* [ ]  Vocational Guidance [ ]  Vocational Training [ ]  Occupational Qualification[ ]  Lifelong Learning**G. Economic and Social Development**[ ]  Public-Private Partnerships**H. Economy**[ ]  Informal Economy**L. Human Rights**[ ]  Discrimination[ ]  Economic and Social Rights[ ]  Gender Equality[ ]  Rights of The Child[ ]  Rights of Disabled People**N. Government and Public Administration**[ ]  Labour Administration & Inspection[ ]  Social Security Administration & Inspection | **Q. Access to Health**[ ]  Disabilities (in health)[ ]  Health Policy[ ]  Medical Care[ ]  Occupational Safety and Health[ ]  Rehabilitation**S. Technology**[ ]  Information and Communication Technologies**T. Management**[ ]  Human Resources Management & Development**U. Statistics**[ ]  Labour Statistics[ ]  Social Security Statistics**V. Research**[ ]  Data Analysis[ ]  Data Collecting[ ]  Survey[ ]  Projections |

### Type of intervention

SOCIEUX+ can only provide short-term peer-to-peer technical cooperation.

Cooperation can be implemented through on-site missions of experts mobilised by SOCIEUX+ or remote cooperation; or a combination of both. The most appropriate type of activities and the methodology for these will be developed with the support of the SOCIEUX+ Team in consultation with your institution. However, to ensure a common initial understanding, we ask you to identify the most appropriate type of activities.

Please indicate in Table 2:

* the **type of activities** that your organisation is proposing to achieve the results outlined in Section above;
* the **approach/methodology** that your organisation would follow with the support of mobilised experts; and,
* whether your organisation meets the **needed requirements** for the success of the activity.

Table 2: Type(s) of activities for the proposed action *(please select a maximum of 1 type of activity)*

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| **Type of intervention*** Conference, seminar or other awareness-raising activity at:

[ ]  International level [ ]  Regional level [ ]  National level 1. [ ]  Thematic workshop
2. [ ]  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Approach/Methodology**[ ]  Preparation of agenda[ ]  Preparation of support materials (thematic session notes)[ ]  Participation through teleconference[ ]  Physical participation | **Requirements for partner institutions (or/and its partners):**[ ]  A draft concept note for the event[ ]  Preliminary list of target groups and participants[ ]  Local logistics[ ]  Logistics for teleconferencing (if necessary)[ ]  Follow-up on feedback questionnaires of trainees[ ]  Coordination of stakeholders |

# Required Expertise

## Experts profile

SOCIEUX+ mainly mobilises experts from public or mandated agencies of the EU Member States. This ensures that the technical assistance provided is based on peer-to-peer exchanges and is appropriate for your institution.

Please detail the profile of the experts/experts that you think are necessary to achieve the expected results of the proposed action. In all cases, the profile of the mobilised experts will be reviewed in consultation with your institution during the preparation of the terms of reference of each activity. - Please keep the word count under **250 words.**

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| […Text…] |

## Potential collaborative institutions

Are you interested in cooperating with a specific institution in an EU Member State or from your region in implementing the proposed action? If yes, please provide us with the name of the institution, its country, and contact persons, if available.

Please also very briefly provide your rationale for your suggestions and preferences. - Please keep the word count under **250 words.**

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| […Text…] |

# Supporting institution (if applicable)

## Contact details

If the request is submitted through or with the support of an [international specialised] organisation, please provide the details of your contact person in that organisation.

|  |  |
| --- | --- |
| **Title (Mr, Ms)** |  |
| **First name** |  |
| **Family name** |  |
| **Name of institution** |  |
| **Department** |  |
| **Position/Job title** |  |
| **Office address (street/number/office number** |  |
| **City** |  |
| **Province/County** |  |
| **Country** |  |
| **Phone number** |  |
| **Fax number** |  |
| **Email address** |  |

## Supporting role

Please describe briefly:

* How the supporting institution supported the submission of this request.
* The role that the supporting institution shall have in the proposed activity.

Please keep the word count **under** **450 words.**

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| […Text…] |

# About SOCIEUX+

The SOCIEUX+ Facility was established and funded by the EU through the European Commission’s Directorate-General for International Partnerships (DG INTPA) and Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR). The Facility is co-funded by France, Spain, and Belgium. It is implemented by a partnership composed of Expertise France (the partnership lead), the French Ministry for Europe and Foreign Affairs, France Travail, the *Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas* (FIIAPP) from Spain, the Federal Public Service for Social Security of Belgium / Belgian International Cooperation on Social Protection (BELINCOSOC), and the Belgian Development Agency (Enabel).

The Facility’s general objective is to increase employment opportunities and inclusive social protection systems in s in Partner Countries. Its specific objective is to improve policy and institutional frameworks for the development of labour, employment and social protection in Partner Countries, based on an inclusive and sustainable approach.

SOCIEUX+ recognises the impact of social protection and employment in reducing poverty and vulnerability. It supports the efforts of partner governments in promoting inclusive and sustainable social protection and employment systems. SOCIEUX+ also complements the efforts made through other EU initiatives.

The Facility is an expansion of SOCIEUX Social Protection EU Expertise in Development Cooperation, established in 2013.

More information: [www.socieux.eu](https://www.socieux.eu/)