Simplified Request for Technical Cooperation

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

**Instructions to fill this form**

**IMPORTANT NOTICE:**

This form only applies for the request of mobilisation of public expertise for contributions to one-time conferences, roundtables, workshops or awareness raising meetings or activities. Eligible support is limited to single activities implemented and can be provided on site or through distance.

Activities supported by SOCIEUX+ base a peer-to-peer approach for the delivery of results. This implies a necessary engagement and ownership of activities by partner/requesting institutions. In principle, up to two experts from EU public administration, institutions or mandated bodies can be mobilised to support an activity. SOCIEUX+ can also mobilise experts working with social partners in EU Member States.

Please note that SOCIEUX+ does not provide financial or logistic support to for events organised by third parties or partner institutions.

For a structured technical cooperation on multiple activities with SOCIEUX+, please refer to our Guide for Institutions and Social Partners in Partner Countries and submit a standard “Request Form for Technical Cooperation” available on our website. For support related to COVID-19 responses please refer to the “Simplified Request Form for Technical Cooperation on COVID-19” (SREF-COVID). All forms and guides are available at: <http://socieux.eu/partner-countries>

Please note that only one technical cooperation action per institution can be implemented at a time, i.e., simultaneously. A new request can be considered once all previous actions with the institution have successfully been closed. Thus, SOCIEUX+ will only approve a single request for implementation at a time. If more than one request is submitted, we will consult with your institution to prioritise or merge these requests in a single technical cooperation action. In all cases, an action cannot include more than four (4) short-term activities.

Interested institutions and social partners are encouraged to take direct contact with the SOCIEUX+ Team or the European Union Delegation in their country.

1. **Filling out this form**

This request form can be filled out either in English, French, Spanish or Portuguese. Step by step instructions are provided in italic-blue text and may be deleted in your final version.

Indicative maximum length/size of text are provided in the individual boxes to fill. When submitting your request via email you may attach any relevant documentation that you consider important for the assessment of 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, the SOCIEUX+ will contact the requesting institution to formulate the details of the support to be provided.

In case of doubts on the eligibility of your request or on the completion of 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 contact details of the person in the requesting institution that should serve as main contact/focal point for the assessment or the request. Please also provide contact details of the person at the institution that authorised the request. If the authorising person is also the contact person, please leave the corresponding column blank.

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| --- | --- | --- |
|  | **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** |  |  |

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

## Institutional mandate of requesting institution

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

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# Proposed action

## Proposed title

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

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## Areas of cooperation

SOCIEUX+ reports on specific sub-areas of interventions related to social protection, labour and employment. The below, non-exhaustive list, 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

### Expected results

Please keep the word count under **150 words.**

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### 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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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 Organization**C. Labour Relations**[ ]  Employers Organizations[ ]  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 SOCIEUX+ Team in consultation with the requesting institution. However, to insure a common initial understanding, we ask you to identify the type of activities that you think the most appropriate for achieving the expected results that you specified above.

Please indicate in Table 2 the type of intervention that your organisation is proposing to achieve the results outlined in the Section above. The table also includes the maximum working days per type of intervention. A non-exhaustive list of requirements for the successful implementation of the activities is also provided.

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

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| --- | --- | --- |
| **Type of intervention**1. Conference, seminar or other awareness raising activity at:

[ ]  International level [ ]  Regional level [ ]  National level  | 1. [ ]  Thematic workshop
2. [ ]  Other, please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Maximum working days [[1]](#footnote-2)****10** |
| **Approach/Methodology*** Preparation of agenda if necessary
* Preparation of support materials (thematic session notes)
* Participation through teleconference
* Physical participation
 | **Requirements for partner institutions or/and EU delegations:*** A draft concept note for 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
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# Required Expertise

## Experts profile

SOCIEUX+ mainly mobilises experts from public or mandated agencies of the EU, and co-operators of social partners. This to ensure that the technical assistance provided is based on peer-to-peer exchanges and appropriate for your institution. Please detail, as much as possible, the profile of the experts/expertise that you think necessary to achieve the expected results of the proposed action. In all cases, the most appropriate profile for these will be developed with the support of the SOCIEUX+ Team in consultation with the requesting institution.

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## Potential collaborative institutions

Are you interested in a cooperation with a specific institution an EU Member State or from your region for the implementation of the proposed action? If yes, please provide us the name and/or country of that institution and, if possible, of your contact person. Please also very briefly provide your rationale for this cooperation.

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# Supporting institution (if applicable)

## Contact details

If the request is submitted through and/or with the support of an (international specialised) organisation/institution, please provide contact details of the person that should serve as contact point for the assessment or the request.

Please be aware that SOCIEUX+ support cannot replace or duplicate the support from any third-party to a partner institution. The support of SOCIEUX+ is short-term and technical but should be framed in the long-term development of social protection, labour & employment that may be supported by other partners.

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| --- | --- |
| **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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# About SOCIEUX+

The European Union (EU) promotes and maintains dialogue on social protection and inclusive employment policies with an increasing number of partner countries. This effort has been confirmed by the European Commission (EC) Communication COM (2016) 740 final - “Proposal for a new European Consensus on Development, entitled *Our world, our dignity, our future*. A significant number of cooperation initiatives in these fields are funded by geographic or thematic instruments of the EU in different countries. Those initiatives are highly structured and address the medium- to long-term needs of partner countries. However, short-term measures and peer-to-peer cooperation to promote the development of social protection systems are needed to complement the EU's cooperation with third countries. SOCIEUX+ - EU Expert Facility on and Social Protection, Labour and Employment responds to this need.

The SOCIEUX+ facility was setup by the EU through co-funding from France, Spain and Belgium and the resources managed by the European Commission's Directorate for Development and Cooperation (EuropeAid). The facility is implemented by a partnership composed of development cooperation agencies from Member States: Expertise France (the partnership lead), Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP) from Spain, Belgian International Cooperation on Social Protection(BELINCOSOC), and the Belgian Development Agency (Enabel).

The general objective of the Facility is to expand and improve access to better employment opportunities and inclusive social protection systems in partner countries. Its specific objective is to enhance the capacities of partner countries to better design, manage and monitor inclusive, effective, and sustainable employment strategies and social protection systems through short-term, peer-to-peer technical assistance and knowledge development.

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 European Union initiatives.

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

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<http://goo.gl/qSByFu>

1. Number of supported days per expert mobilised including preparation, distance work, reporting, backstopping and coaching. *Please note that SOCIEUX+ mobilises a maximum of two experts per activity. These experts are in principle from different EU Member States.* [↑](#footnote-ref-2)