



November 2011

THE ANNUAL PARTNERS CONFERENCE

More than 320 participants representing ECHO's partners came from all corners of Europe to attend this year's partners' conference which took place on 18th and 19th October. DG ECHO was also well represented with around 100 ECHO participants and 23 ECHO speakers and moderators.

The interactive sessions gave rise to varied, lively and enriching discussions including the protection of civilians and delivery of aid in conflict zones to effective coordination, boosting capacity of delivery in complex operational environments, innovative responses to disasters and consortia. The forum topics on the second day concerning interaction between humanitarian actions and stabilisation strategies on the first hand and malnutrition on the other hand were based on the lively interaction of the participants and gave partners the opportunity to directly pose questions to ECHO Heads of Unit. For more information on the content of the different sessions and presentations, please consult the ECHO website at

http://ec.europa.eu/echo/about/actors/partners_fr.htm

You can also read the highlight in the Newsletter Special edition available at <http://www.dgecho-partners-helpdesk.eu/nl/start>.

ETOOLS OFFLINE APPLICATION: NEW RELEASE NOW AVAILABLE!

We are pleased to announce the launch of the **Offline application 3.8 release**. With this new release new features are now available in order to improve the tool. Some examples include:

New format : the eSingle Form has been updated to reflect the changes in the original word document. You can now add indicators for the specific objective, chapter 13 for comments and derogation requests is now available and new sectors and subsectors list have been included as well.

Updated Tables: In the tables 'Other costs' and 'Financial Overview' a column has been added to reflect the 'initial budget' and next to it the 'revised budget'.

Mandatory Fields: the mandatory fields and chapters have been updated depending on the kind of emergency you select.

More features are available! Download the new release at http://forge.osor.eu/frs/?group_id=216

The updated .xml files for the Letter of Intent are available at http://www.dgecho-partners-helpdesk.eu/preparing_an_action/financing_decision/intention_letter

QUESTION OF THE MONTH

? **Partner:** Can costs of HQ staff ever be considered as direct costs or are they to be included under the indirect costs?

! **DG ECHO:** Actually the HQ staff costs cannot be considered as direct costs of an Action - nor can they be charged on a pro rata basis to the action (calculated for instance on the basis of the time HQ staff spent on the concerned activities), however you may include HQ staff costs under 'direct costs' only if they:

- relate to the achievement of the Action's operational results and have accordingly been identified as an operational activity in section 4.3.2 of the Single Form. (e.g.: the preparation of a training module under a capacity building program, or of an awareness raising campaign in a DIPECHO action.); or
- cover the preparation of the final reports - the salary costs of one person may be charged as a direct cost for the drafting of the final reports (max. 3 months), independent of the actual location of the person drafting the report (in the field or at HQ); or
- cover the actual presence of HQ staff in the field (e.g. monitoring missions, needs assessment, etc.).

Reference: Articles 18.1 and 18.7 General Conditions of the Grant Agreement. See all questions on HQ costs following the link

http://www.dgecho-partners-helpdesk.eu/faq/7.4_headquarter_costs_of_humanitarian_organisations

FPA LIVE COMING SOON

On 29th November the FPA LIVE training will be launched. This course will be a **synchronic** distance learning, which will allow participants to interact directly with tutors and other users, as well as to exchange ideas and opinions. The Synchrony will help to develop a community of individuals who have common interests, the same kind of job and facing similar problems.

Upcoming sessions: 29th November, 30th November, 1st December, 2nd December, 5th December and 6th December, every day from 11:00 am to 13:00 am (Brussels time). Each session will be organised around one (or more) specific topic.

Topics and registration procedure are under development, please check from time to time the distance learning page at <http://www.dgecho-partners-helpdesk.eu/dl/start>

Upcoming training sessions

Classical training:

Santo Domingo (Spanish/English):
16 – 23 November

London (English): 12 – 16 December

Milan (English): 12 – 16 December

Brussels (English): 16 – 20 January

Amman (English): 25 January – 1 February

Further information about the training calendar and the registration procedures available at www.dgecho-partners-helpdesk.eu/doku.php/training/start

Thoughts from the field...



Distance learning training:

Preparing the Action: The Single Form

14 November – 27 November
28 November – 11 December
12 December – 25 December

Completing the Action: The Final Reporting

14 November – 27 November
28 November – 11 December
12 December – 25 December

The eSingle Form: online – HQ

7 November – 20 November
21 November – 4 December
5 December – 18 December

The eSingle Form: offline – Field

7 November – 20 November
21 November – 4 December
5 December – 18 December

If you wish to register, please follow the instructions at www.dgecho-partners-helpdesk.eu/doku.php/dl/start

New amazing Distance Learning module available!

"A (very) short introduction to the FPA/FAFA": a multimedia course for those who wish to discover DG ECHO world, or just refresh their knowledge on rules and procedures.

The course is always open. More information available at http://www.dgecho-partners-helpdesk.eu/dl/a_very_short_introduction_to_the_fpa