

## 07\_One day training – The Single Form

<b>Course</b>	<b>07_One day training – The Single Form</b>
<b>Title</b>	<b>Preparing an Action: The Single Form</b>
Specific Objective	<b>To improve the participants' ability to deal with the preparation and presentation of an action proposal</b>
Expected Results	<ol style="list-style-type: none"> <li>1. Understand the rationale behind the Single Form</li> <li>2. Familiarize with all the sections of the Single Form, its main components and the steps to prepare it successfully (updated guidelines 2010)</li> <li>3. Experience the benefits, when actions are designed according to DG ECHO requirements</li> <li>4. be able to find the relevant information in the FPA and supporting documents</li> <li>5. acknowledge of the existence and the potential added value of the Partners' Helpdesk service (training, helpdesk mailbox, website, newsletter, distance learning)</li> </ol>
Target Group	<p>DG ECHO Partners Staff. Open to UN and IO's staff, if desired.</p> <p>The course covers all the sections of the Single form, from the legal and administrative point of view, giving a general overview of the Single Form but the main focus is on need, beneficiaries, results and on the action's logic.</p> <p>This is <u>not</u> a PCM course. It pays particular attention to the logic of the Single Form and the relevant sections <u>at proposal stage</u>, pointing out specific DG ECHO requirements or best practices for Action funding. It is therefore more suitable for staff that deals with design, writing or revision of action proposals.</p> <p>Reference will be made to the eSingle Form, but this is not an eSingle Form training.</p>
Prerequisite	<p>This training does not require any experience in the implementation/management of DG ECHO actions nor a thorough knowledge of the FPA, since it will focus only on the preparation and drafting of the proposal. Therefore, many specific issues related to the implementation and reporting stage will not be covered. (questions will be answered as far as possible, depending on timing).</p> <p>A basic knowledge of DG ECHO funded Actions is suggested but not mandatory.</p>
Continuation	<p>Support from the Helpdesk (mail and website).</p> <p>Distance learning training: "The Single Form", "The Final Reporting", "The eSingle Form: online-HQ", and/or "The eSingle Form: offline-Field" or classical training: "3 day FPA General introductory course", "The Final Reporting", "Procurement in Humanitarian Aid", "The Audit Process", "The eSingle Form: online-HQ", and/or "The eSingle Form: offline-Field"</p>
Suggested for:	<p>Suggested for beginners and for staff needing a general overview of the Single Form at proposal stage.</p> <p>Suggested also for staff having limited knowledge on FPA procedure, the course is specifically focusing the proposal stage.</p>
<u>Not</u> suggested for:	Not suggested for advanced participants, having already a good knowledge and experience of DG ECHO Actions preparation, management and implementation.
Contents	Single form section by section with special attention to Needs and beneficiaries, Action logic (Logframe and information on Results), Complementary information. How to improve the every day work (helpdesk service)
Number of participants	25 maximum per session
Duration	1 day
Languages	English / French / Spanish
Location	Brussels c/o DG ECHO Premises or worldwide