**Facilitator’s Q & A**

**What is this training toolkit all about?**
The EU is a major development actor in most countries. Since a few years, the EU is in a process of making its engagement with civil society more strategic. This is an opportunity for CSOs to engage with the EU delegation for a number of reasons: to influence EU or government policy, to participate in shaping EU and government programmes in the country, or to access funding opportunities. In order to do that more effectively, there is information, analysis and skills that can be of help to CSOs. This training toolkit provides resources for CSOs to improve their engagement with the EU.

**How do I introduce this toolkit to the participants?**
When you use materials from this toolkit, please mention that they come from the CONCORD training toolkit on engagement between EU delegations and CSOs. Also when initiating the training, please mention that the purpose of creating this training material is so that CSOs become aware of how they can successfully engage with the EU delegation and why this is important.

**What topics does it cover?**
The toolkit has three general topics: 1) Overview of EU development policies and processes, 2) The EU delegation and entry points for CSOs, 3) Experiences of CSOs in engaging with the EU delegation. These three topics are divided into nine separate training sessions:

1A. EU institutions and development policies (1 hr, 20 min)
1B. Roadmaps: strategic engagement between EU delegations and civil society (1 hr, 20 min)
1C. Policy Coherence for Development (1 hr)

2A. Who’s who at the EU delegation (45 min)
2B. Entry points - the EU programming cycle (1 hr, 20 min)
2C. Trends in how the EU funds CSOs (1 hr, 10 min)

3A. Intro to the definitions and roles of CSOs in EU documents (30 min)
3B. SWOT analysis of civil society in engaging with the EU delegation (1 hr)
3C. Roleplay: effective participation in programme processes and consultations (1 hr, 30 min)
Who made it and why?
This training toolkit was produced by CONCORD Europe, the confederation of European development CSOs. CONCORD, through the members of its EU delegation working group, has monitored the work of EU delegations in relation to CSOs for a number of years and published reports on this subject. Surveys with CSOs in over 70 countries have shown that many CSOs want to strengthen their capacity to approach the EU delegation in their country. To respond to this demand, CONCORD has produced this toolkit to share relevant knowledge and stimulate exchange of experiences within and between CSOs on how to engage strategically with the EU delegation.

Can I use it?
If you represent a non-profit organisation, network or platform you are very welcome to use these training resources. This training toolkit may not be used in any for-profit purposes. It should be freely available to civil society actors.

Is there some kind of copyright?
No copyright. You may use the toolkit as it is, or add and remove things to fit your purpose and audience. However, we ask you to please mention clearly every time you use any materials from this toolkit that they are produced as a part of the CONCORD training toolkit on CSO-EU delegation engagement (or inspired thereof, in case you modify them).

How long are these training sessions?
The toolkit contains materials for nine training sessions, which are estimated to take between 30 min and 90 min. In total, counting time for coffee breaks, lunches and short breaks, the whole training toolkit provides session plans for a two-day training, approximately. The time will of course also depend on you as a trainer and on the participants. Please shorten or expand the sessions as per your needs. Be aware that the approximate time estimated is based on an experienced facilitator moving fairly quickly through the topics, so if you want or need more time please plan for this.

We don’t have time to do a two-day workshop, is the toolkit useless then?
No, feel free to use only parts of it. Most session plans can be used as stand-alone training sessions. There are a few sessions that will require participants to have some previous knowledge, most notably, sessions 2C, 3B and 3C.
2C requires some previous understanding of how the EU has funded CSOs in the past.
3B will be most relevant if participants have the knowledge from at least sessions 1B, 2A, 2B and 2C.
3C will work best if a few participants have some experience of engaging with the EU delegation.

Are all the sessions relevant for my group of participants?
Look through the session plans to decide whether the content is relevant for the group you will train. If a session is of less interest to your group of participants, just leave it out of your training. Not all of the sessions are equally interesting to everyone. Some sessions are more interesting for participants wishing to do advocacy on human rights issues connected to EU policy (for example Session 1C). Some sessions are more interesting for participants wishing to influence EU programming (for example Session 2B). And other sessions will be of interest to participants wishing to update themselves on EU funding trends (notably Session 2C).
Can I use just the power point presentations and skip all that other stuff?
You can, but we strongly encourage you to use participatory exercises. The whole point of this toolkit is that people learn best when they participate and apply their knowledge in a practical way together with others. Also, the answers to how CSOs in this particular country can engage more strategically with the EU is context specific and can only come from participants’ own knowledge and experience. The methodology used has drawn inspiration from the Mango participatory methodology.

As the facilitator, what knowledge should I have?
You need enough knowledge of the topic to feel confident to facilitate the session. It is very helpful, and for some sessions (such as 3C) necessary, for the facilitator to have some experience of meeting with the EU delegation, participating in EU consultations, etc. It is also helpful to have experience in adapting and using training session plans, as well as in using a participatory methodology.

As the facilitator, how will I know what to prepare before the training?
In the session plan, there is a column with the heading “Resources”. This indicates which resources (flipcharts, cards, documents, props) you need for the session. You need to prepare the flipcharts. The other resources are available in the folder for that session in the toolkit, so you can print them.

As the facilitator, how will I know what to do?
In the session plan, there is a column with the heading “What you do”. This tells you as a facilitator what you do for each step of the session.

As the facilitator, how will I know what to say?
In the session plan, there is a column with the heading “Key learning points, messages and tips”. The content of this column is what you want participants to have heard/ understood. Either from you, but it can also be from the other participants. The people in the room have experiences to share, so it is often most dynamic to ask the participants questions and let them learn from each other.

Do the training participants need to go to the bathroom?
Yes, they will have to. They will also regularly need fresh air, snacks, and opportunities to relax and move around. The session plans do not indicate any coffee breaks, lunch breaks or short breaks to stretch your legs. This is because different trainers may use different parts of the toolkit, so the breaks will not end up in the same places in the session plans.

But please plan sufficient break time when you are preparing the training.

Why isn´t there a session in the toolkit on how to apply for EU funding?
A training taskforce of the Funding for Development and Relief (FDR) working group of CONCORD has previously developed two training modules, one on “Accessing and applying for EU funding” and one on “EU grants management”. Each of these modules are a two-day training. Since those training materials are good we did not develop new sessions on applying for EU funding specifically for this toolkit. The FDR training materials are available for free to non-profits and can be ordered from secretariat@concordeurope.org.

I found this Q & A, but where do I find this toolkit that you’ re talking about?
You can download the training toolkit on CONCORD’s website (http://www.concordeurope.org/).
What is CONCORD?
Please learn more about CONCORD and what we do at http://www.concordeurope.org/. You can find all CONCORD’s publications including the report on Mutual engagement between EU delegations and civil society at http://www.concordeurope.org/publications.