

Steering group, application with instruction

Information

For further information on the programme and the steering group component, see Guidelines for the Municipal Partnership Programme. For questions on the application, please email partnership@icld.se

Formalities and contact information applying organisations

Local government partners

Swedish local government:

Coordinator:

- Name:
- Position:
- Phone number:
- E-mail:

If applicable: Additional Swedish local government:

Coordinator:

- Name:
- Position:
- Phone number:
- E-mail:

Country of collaborating partner:

Collaborating local government:

Coordinator:

- Name:
- Position:
- Phone number:
- E-mail:

If applicable: Additional collaborating local government:

Coordinator:

- Name:
- Position:

- Phone number:
- E-mail:

Area of collaboration

Is your partnership part of an ICLD network? If yes indicate what network.

Related project(s)

Is this steering group monitoring any ongoing projects, in that case please indicate file number.

Are there other ongoing steering groups within the partnership? In that case please indicate file number.

Participants Steering group

The steering group shall consist of two elected representatives from majority and opposition respectively, one or two decision-making civil servants and one coordinator from each local government. The coordinator is the main contact person to ICLD.

Note and consider the following when selecting members:

- *The role of the steering group is to steer and support the project by ensuring anchoring and continuity, quality, sustainability, human rights- gender- and climate mainstreaming and planning for dissemination. Reflect on what mandate, qualifications and personal qualities you need in the steering group! You will be asked to motivate selection of each participant.*
- *Steering groups should be gender balanced. Diversity in all aspects should be considered.*
- *All participants must agree to abide by the ICLD Code of Conduct.*
- *The partnership means international travels and work away from home in a new environment.*
- *Please indicate if a participant has taken part in an ICLD international training programme (ITP)*

NOTE! In case of necessary replacement of any participant, please motivate this to ICLD together with a proposal of a new participant. ICLD must then approve the replacement and a new updated form of the full steering group must be submitted. ICLD does not reimburse costs related to other people than the ones on the approved list.

List the steering group of the partnership in the form “Participants Steering group”.

Memorandum of understanding

Upload Memorandum of understanding

Mandate and capacity

Briefly describe the mission/mandate/responsibilities and governance of each partner and the place of the partnership in the organizational structure.

What organizational capacity in terms of skills and experience, or support in for example policy documents or political decisions, exists in each organization for democratic development work and international cooperation projects?

Role and responsibility

Approaches to fulfil the role and responsibilities of the Steering Group

The role of the Steering Group is to steer and support the project(s) in the ways listed below. Give one or more examples per category of how the Steering Group will work to ensure:

- **Anchoring and continuity:** Continuously ensure that the collaboration/partnership and the project have the necessary support in the organization and broad support among both politicians and staff.

Successful and long-term cooperation requires that the partnership and the project are well known and well anchored in relevant parts of each organization. Despite possible staff turnover or change of political representatives, it is important to promote continuity in project planning, i.e. that the work does not fall to individuals.

- **Governance:** Provide guidance, advice and support to project participants in the implementation of the project so that it leads to democratic capacity development in line with your objectives.
- **Quality:** Monitor the project activities and results as well as the steering group's own work and activities.
- **Human rights, gender and climate mainstreaming:** Ensure that human rights, gender equality and environmental/climate perspectives permeate all aspects of the project.
- **Sustainability:**
 - Ensure progress and promote necessary political decisions to ensure that project results such as new knowledge, skills and methods are documented, and implemented in the organization, to sustain after the project has been completed.
 - Describe if or how the intended results of the project coincide with other strategic planning within respective organization.

- **Dissemination:** Early in project implementation, plan for how to share project results internally, as well as disseminate externally to promote impact at societal level.
 - What support do you need from ICLD regarding future dissemination?

Risk management

Risks may include political changes, staff turnover or relocation, corruption or virus outbreaks.

Identify risks that could affect the collaboration or the achievement of project/s objectives, and how you intend to mitigate or manage them.

Upload the anti-corruption policy (or similar) of the Swedish organization.

Exchange and peer learning

The purpose of peer-learning in ICLD municipal partnerships is transfer of knowledge, skills and experience from one local government to another, and vice versa, mainly through international visits. These visits are at the heart of your partnership, should be well planned and contain elements that encourage peer learning, friendly benchmarking to inspire change, or other forms of peer support such as mentoring, site/ study visits, peer assessments and work shadowing. Read more about these methods in ICLD's Toolbox for peer learning.

ICLD funding allows mutual international visits each year. The steering group can plan for visits for the group as a whole, or a smaller number of group members travelling on a couple of different occasions, as long as it promotes good results in the partnership, enables the steering group to fulfil its responsibilities and fits within the budget frame. Therefore, when planning the international visits, who shall travel when, and what they will do it is important to:

- *Be aware of what you need to do or set on the agenda to fulfil your responsibilities as steering group.*
- *Be clear about what you expect to learn from each other and what skills of your partner you can benefit from.*
- *Be clear about what methods to adopt and how you will engage with each other in the learning process.*
- *Always pay attention to political and logistical challenges.*
- *Allow time aside to allow yourself to reflect on what you are learning.*
- *Ensure that the learning gains of individuals are communicated back home*

Due to the nature of the programme, family members are not allowed to accompany participants within the programme.

For the first year you are asked to be specific about your learning goals and peer learning methods. For the following year/s you are only asked to provide a preliminary overview of the international travel you plan on conducting. (=Milestone 6 in project planning workbook)

In the report of each project year, you will have the opportunity to present details on the upcoming year.

Year 1 (Examples in Italics below)

Travel 1

- Place/ Hosting partner: *Falun*
- Dates/Number of days: *March 20-24th 2024*
- Number of travelers: *4*
- Learning goals:
 - *How Falun politicians interact with the local Youth council.*
 - *Practices in place to ensure that the views of the Youth Council are taken into account in decision-making.*
- Peer learning methods: *Job shadowing/ Peer to peer learning. Site visits.*

Travel 2

- Place/ Hosting partner: *Mogale*
- Dates/Number of days: *November 1-4th 2024*
- Number of travelers: *4*
- Learning goals:
 - *How gender mainstreaming is ensured in Mogale city council.*
 - *How women's committee is consulted in council's decision-making.*
- Peer learning methods: *Peer assessment.*

If applicable, add another (up to four) and provide corresponding information.

Year 2

Travel 1

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

Travel 2

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

If applicable, add another (up to four) and provide corresponding information.

Year 3

Travel 1

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

Travel 2

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

If applicable, add another (up to four) and provide corresponding information.

If you apply for funding for interpreters or conference premises, or any equipment, materials and communication, please specify what it is.

Budget

See ICLD budget guidelines.

Expenses:

- Travel-related costs (incl. flights, domestic travel/transfers, visas, insurance, vaccinations)
- Food and accommodation
- Equipment, materials, communication
- Experts, consultants, interpreters
- Conference (premises and conference packages)
- Audit
- Unforeseen costs
- Labor costs municipality and regional employees (and remuneration politicians)

Please indicate Bankgiro/Plusgiro for payment.

Reference for payment.

Verification

I have read, understood and anchored the following documents with the participants listed in the application:

- Guidelines for the Municipal Partnership Programme and the associated budget guidelines.
- ICLD Code of Conduct.

In accordance with the GDPR, I confirm that all participants listed in the application have given their consent to be listed in the ICLD project system Sbs Manager.