

RCA Programme Advisory Committee (PAC)

Report on “In-kind” Contributions

Background:

RCA PAC was tasked by the National Representatives to undertake a review in 2019 of the effectiveness and appropriateness of the methodology for the annual recording and reporting of the GPs’ “In-kind” Contributions to the RCA Programme, as set out in the 2016, 2017 and 2018 RCA Annual Reports. Accordingly, a Survey Form was prepared by RCA PAC and the NRs were requested to send the completed form to the Chair RCA PAC by 31 January 2019. Responses from 19 GPs were received before the PAC Meeting. 3 GPs did not respond. The Meeting of the RCA PAC held on 6-10 May considered the outcomes of the survey and the conclusions and recommendations of the RCA PAC are given below.

Conclusions:

The main findings from the analysis of the submitted survey forms by RCA PAC were,

- The opinions of GPs were consistent that the current processes and procedures were not a factor causing any difficulties for the NRs in reporting their annual financial or other contributions to the RCA Projects they were participating. (However, the actual level of reporting as recorded in the RCA Annual Report for the 3 years was only ~50 - 60%.)
- The quality of the level of responses by some NRs was poor with a large number of “Unknowns” or blanks. In addition, a significant number of responses did not follow the survey form instructions to go to specific questions on the basis of “Yes” or “No” responses,
- The opinions of GPs were evenly split on whether to retain the current title of “In-kind” Contribution or move to Regional Participation Contribution.

Conclusions with regard to method of reporting of “in-kind” contributions

- The Meeting noted that information on the regional events conducted under RCA projects are readily available and are reported in Annex 2 of the RCA Annual Report (RCA Events implemented in the review year) prepared by the Agency. This information could be used to determine the “in-kind” contributions of GPs by hosting these events and providing experts rather than requesting GPs to report on such “in-kind” contributions. An adjustment on the template would be made to identify GPs providing regional meeting experts and RTC lecturers
- The Meeting also noted that GPs also contribute to RCA Projects by holding national training events and the expenses related to such events can be considered as “in-kind” contributions to the RCA.
- The Meeting further noted that some GPs provide cost free services to RCA Projects such as, cost free experts, analytical services, equipment, materials, chemicals, etc. and the monetary value related to provision of such services can also be considered as “in-kind” contributions to the RCA.

Recommendations:

1. The format for reporting

The future recording of the GPs' annual "In-kind" contributions should be taken in 2 stages.

The first stage is to accept the Agency's record of the participation of the GPs in the RCA regional activities as set out in Annex 2 of the RCA Annual Report as the basis for calculating the GPs' **Regional Contribution** by the RCARO. The **regional contribution** is the contribution made by GPs in hosting regional events such as RTCs, Regional Meetings and Workshops, and providing experts for Expert Missions, meetings, and RTCs.

The second stage would be for the GPs to complete the "National Contribution Template" and at the National Representative Meeting (NRM) submit the details of all their **National Contribution**, which would be recorded in the report of the (NRM). The **National Contribution** is the contribution made by the GPs by providing cost free experts, analytical services, equipment, materials, chemicals etc.

These GPs' **National Contributions** would be added to the **Regional Contributions** and this total would be recorded in the finalised version of the RCA Annual Report, as the total "in-kind" contribution of each GP.

The revised form for reporting (**National Contribution** Template) is attached as Annex A.

2. Levels of "€ values"

PAC recommends that the following revised levels of "€ value" attached to the range of GP contributions to the implementation of the RCA Programme be adopted for the 2019 RCA Annual Report.

- GP Hosting of RTCs - €3,200/working day;
- GP Hosting of Regional Meetings/Workshops - €1,600/working day;
- GP Provision of Experts/Lecturers for Regional assignments - €160/person/working day;
- GP Implementation of National Training related to RTCs - €300/working day/event;

GP Provision of "Cost-free" services that were not subject to financial support from the Agency – GPs should calculate an appropriate value based on the currently established values where possible. The "Cost free" services would include provision of experts, analytical services, equipment, materials, chemicals etc. at no cost to the RCA.

3. Reporting on "in-kind" contribution as a PI

The PAC recommends that the WG-MTSC considers the submission of the annual report by GPs of their "In-kind" Contributions to the RCA Programme as an additional metric for the PI on "Degree of GPs' commitment to implementation of their allotted portions of the RCA projects".

Proposed Action:

Approval of the revised method of calculation of the “in-kind” contributions by GPs, and the proposed “€ values” with amendments if any. Approval of the GCM is also sought for considering reporting on ‘in-kind’ contributions as a PI on degree of commitment pf the GPs.

Template for Reporting of National Contribution

GP NATIONAL CONTRIBUTION TEMPLATE				
Reporting Year: 20??				
GOVERNMENT PARTY:				Notes
RCA Project Title:				<p>Use separate sheets set out below in this template for each RCA project in which this GP has conducted programmed national event(s) as part of the agreed regional project implementation plan. (Add more sheets as required.)</p>
RCA Project Number:				
National Training Course Activities held by the GP that were part of the agreed programme for this RCA Project during this Reporting Year.				<p>Make a separate entry in the Table for each National Training Course / Activity. NOTE that this "Value" is calculated per NTC and not per participant.</p>
Event Name, Location & Date	"Value" National Contribution / working day	Duration (Working Days)	Total National Contribution	<p>* Full participation by a GP in an RCA project incurs an obligation to establish and implement a national programme of activities allied with the nationally implemented project activities, as well as the formation of a National Project Team.</p> <p>After participation in a regional activity, each participant is expected to carry out activities at the national level to support the sustainability of the training and technology being transferred and contribute to the achievement of project outcomes at both the regional and national levels.</p> <p>RCA projects are expected to continue to undertake national level activities for two years after the completion of the TC funding for the regional activities in order to allow sufficient time for the diffusion process from the regional to the national level. GPs are to report on these national activities to the NRM.</p>
National Training Courses/Activities (add more rows as required)				
	€ 300		€ 0	
	€ 300		€ 0	
	€ 300		€ 0	
	€ 300		€ 0	
GRAND TOTAL			€ 0	

PROVISION OF COST-FREE SERVICES (add more rows as required)		
Details of Specific Contribution and Date Provided	Recipient Government Party	Estimated Value (Euro)
COST-FREE SERVICES CONTRIBUTION =		€ 0
OVERALL NATIONAL PROJECT CONTRIBUTION =		€ 0
TOTAL OVERALL NATIONAL PROJECT CONTRIBUTION =		€ 0

Any cost-free contributions that may have been made in this project during the reporting year through the provision of other cost-free services and/or goods **to other Government Parties under this specific project** (analytical services, equipment, materials/chemicals, etc.) may be added to the national participation contribution total, with the exclusion of contributions that were made to the hosting of RTCs, Regional Meetings and Regional Workshops as set out in Annex 2 of the RCA Annual Report.