



GUIDELINES FOR HACKATHON APPLICANTS

Call for Applications under

2020 Eastern Partnership Civil Society Hackathon

3-5 April 2020

Kyiv, Ukraine

NOTICE

This is an open call for hackathon applications. Applications for the 2020 EaP Civil Society Hackathon are accepted via the online application system. The deadline for the submission of applications *from civil society activists with ideas of digital solutions* is 23.00 (CET) on Monday, February 17, 2020. The deadline for the submission of applications *from IT professionals and graphic designers* is 23.00 (CET) on Monday, March 16, 2020.

Please check the eligibility criteria before applying. When submitting their applications, the applicants must follow all instructions contained in the Guidelines and complete the on-line application form. Failure to submit the required information and documentation within the deadline specified may lead to rejection of applications.

Should you have questions regarding your application, please contact ict@eapcivilsociety.eu.

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1. Description and Overall Objective

The European Union is committed to supporting civil society in the Eastern Partnership (EaP) countries by developing digital solutions for better transparency, accountability, participation and public services.

The 2020 EaP Civil Society Hackathon brings together 60 civil society activists, IT professionals and designers from the Eastern Partnership region to work face-to-face on software projects that would enable civil society better to contribute to reforms and democratic changes in their home countries.

The overall goal of the EaP Civil Society Hackathon is to **establish long-term cooperation between civil society and the IT community from the EaP region** that would result in developing new digital products (ICT tools) to empower the digital participation of citizens, to improve transparency and communication of governmental decisions and spending, to enable a broader participation in decision making processes and to advance public services. The 2020 Hackathon will be the fourth in the series of EaP regional hackathons organised by the European Union's *Eastern Partnership Civil Society Facility – Regional Actions* project.

The Eastern Partnership Civil Society Hackathons are an integral part of the *Eastern Partnership Civil Society Facility – Regional Actions* project.

2. Objectives and Methods of Implementation

The 2020 EaP Civil Society Hackathon seeks to strengthen the role of civil society in reforms and democratic changes in the EaP region through the development of relevant digital solutions. The digital tools proposed by applicants should contribute to better dialogue and partnership between citizens, civil society and governments. Possible topics to be addressed can be, for example, the public monitoring of the budget execution, election monitoring, citizens reporting, crime mapping, interactive mapping, citizen journalism, and many others.

The 2020 EaP Civil Society Hackathon is preceded by the EaP Regional Ideathon, a 1.5 day incubation meeting of civil society activists – authors of ideas for digital solutions, and hackathon mentors. The Ideathon will be held on 13-14 March 2020, in Chisinau, Moldova. Up to 30 ideas for digital solutions submitted within the open Call for Applications for the 2020 EaP Civil Society Hackathon will be shortlisted by the Evaluation Committee to be presented at the EaP Regional Ideathon, with at least 3 ideas coming from each EaP country: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. All shortlisted applicants – authors of the ideas – will be invited to the Ideathon in Chisinau, to present their ideas to the Hackathon mentors and organisers, to improve and further develop them. On the second day of the Ideathon, the mentors and the organisers will select 20 ideas for participation in the 2020 EaP Civil Society Hackathon on 3-5 April 2020 in Kyiv, Ukraine.

EaP Civil Society Hackathon participants will work in hack teams consisting of three experts: author of the idea – subject-matter expert from a civil society organisation (CSO) or activist, one IT professional (front-end / back-end developers, web / mobile, full-stack, etc.) and a graphic designer.

Participation in the 2020 EaP Civil Society Hackathon is open to all citizens of the EaP countries with a strong civic engagement and real experience of civic work, regardless of their experience in working



for a CSO. In this way, the *EaP Civil Society Facility – Regional Actions* pursues to engage young activists outside of traditional CSOs into development of their home countries.

On the final day of the 2020 EaP Civil Society Hackathon, the jury and participants will vote for the best IT solution developed during the Hackathon. The three top-scoring ideas will be nominated for the Digitalisation for Civil Society Award, seeking to support the full-fledge development of the best solution(s) designed by the 2020 Hackathon participants. The nominees will be invited to apply for the Award within a Restricted Call for Applications.

Based on the applications submitted within the Call, an independent Selection Committee will select one or more of the proposed IT tool ideas for the full development and launch. Following approval of the European Commission, the decision of the Selection Committee and TA Team on the winner(s) and the amount of the financial support is final.

3. Cost of Participation

The cost of participation in the 2020 EaP Civil Society Hackathon will be covered by the European Commission, and includes:

- travel expenses outside or within the Ideathon hosting country (Moldova) for the shortlisted applicants based outside the hosting city (Chisinau): a return trip between the address specified in the application (an EaP country) and Chisinau, Moldova;
- hotel accommodations for those participants based outside of Chisinau, Moldova, for the period of the EaP Regional Ideathon (13-14 March 2020);
- meals for the period of the EaP Regional Ideathon (13-14 March 2020);
- daily allowance for the participants based outside of Chisinau, Moldova, for the period of the EaP Regional Ideathon (13-14 March 2020);
- travel expenses outside or within the hosting country (Ukraine) for the participants of the 2020 EaP Civil Society Hackathon based outside of the Hackathon hosting city (Kyiv): a return trip between the address specified in the application (an EaP country) and Kyiv, Ukraine;
- hotel accommodations for the participants based outside of Kyiv, Ukraine, for the period of the 2020 EaP Civil Society Hackathon (3-5 April 2020);
- meals for the period of the 2020 EaP Civil Society Hackathon (3-5 April 2020);
- daily allowance for the participants based outside of Kyiv, Ukraine, for the period of the 2020 EaP Civil Society Hackathon (3-5 April 2020).

4. Financial Support Available to Winner(s)

The TA team makes sure the winning digital solution(s) is(are) developed and launched.

The type and amount of support for the winner(s) will be determined on a case-by-case basis depending on the subject matter of the project, technical and innovative value of the project, etc., as well as in accordance with the terms of the memoranda of co-operation between the TA project and the successful applicant.

In addition to financial support, the winner(s) of the 2020 EaP Civil Society Hackathon will be provided with mentor and administrative support, and with the assistance in promoting the developed IT solution.



5. Eligibility Criteria

Participation in the 2020 EaP Civil Society Hackathon is open to all citizens/residents and CSOs from the Eastern Partnership countries – **Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine**. Applications from grassroots activists and young IT professionals from across the region are encouraged.

There are three sets of eligibility criteria, relating to:

- (1) the applicants from CSO and activists groups:
- (2) the applicants – IT professionals and graphic designers:
- (3) the ideas of digital solutions.

5.1 Eligibility of applicants from CSOs and activists groups

In order to be eligible for participation in the 2020 EaP Civil Society Hackathon the applicant must:

- be a natural person;
- be a resident of one of the Eastern Partnership countries;
- have a proven track record of working in a CSO, groups of civil activists or taking an active role in their communities in at least one EaP country, in one form or another;
- have a good command of English and/or Russian.

Upon request of the organisers, shortlisted applicants should provide the following documents:

1. a scanned copy of passport or national identity card as proof of residency, or any other valid document proving the residence of the applicant in an EaP country;
2. a letter of support from a relevant CSO, an activists group or a community organisation (if available).

5.2 Eligibility of applicants – IT professional and graphic designers

In order to be eligible for participation in the 2020 EaP Civil Society Hackathon the applicant must:

- be a natural person;
- be a resident of one of the Eastern Partnership countries;
- have a proven track record of working in such areas as programming/coding, graphic and web design, UI developing, cloud computing, mobile computing, solutions architecture, etc.
- have a good command of English and/or Russian.

Upon request of the organisers, shortlisted applicants should provide the following documents:

1. a scanned copy of passport or national identity card as proof of residency, or any other valid document proving the residence of the applicant in an EaP country;
2. examples of an applicant's work (portfolio).

5.3 Eligibility of the ideas of digital solutions (ICT tools)

Definition

An ICT tool (also an IT tool, or a digital solution) is understood as a software designed to solve a specific problem, or deal with a specific issue.



Eligible sectors

The 2020 EaP Civil Society Hackathon accepts ideas for IT solutions that empower the digital participation of civil society, improve the transparency of public institutions and enable broader citizen involvement in decision-making processes, including such areas as:

- **eParticipation:** helping citizens engage in politics and policy-making, making decision-making processes easier to understand and enabling constant feedback and two-way communication;
- **eTransparency:** making public sector decisions and actions more open to scrutiny and enabling public control over civil servants, public procurements and budget spending;
- **eGovernment and eServices:** improving the activities of public sector organisations, including administration process, information access, connecting citizens and providing public services to them. This also includes mGovernment and mServices solutions;
- **Citizens mobilization:** utilizing instruments to engage and motivate stakeholders and allies for a specific development need or cause;
- **Citizens-to-citizens services:** supporting CSOs in providing services to citizens;
- **CSO transparency & accountability:** supporting CSOs in improving the accountability mechanisms of their organisations and in better linking activities to citizens' needs.

Technically, the ICT tools developed within the framework of the EaP Civil Society Hackathon may be:

- Web applications (blogs, websites, web-platforms, interactive maps, etc.) and plugins;
- Mobile applications;
- SMS-based solutions.

The proposed IT solutions may cover any or several of the specific areas above with a special focus on the activities aimed at a better engagement and mobilization of local and grassroots communities.

All ideas supported under this programme shall be designed and implemented in accordance with the principles of good governance and human rights, gender equality, cultural diversity, environmental sustainability and the inclusion of socially or economically disadvantaged groups, including, but not limited to national/ethnic/religious minorities, disabled persons, children or internally displaced persons, wherever these issues are of particular relevance.

The following types of project ideas are ineligible:

- websites and platforms of individual organisations, institutions, communities, projects, groups, etc., and/or networks of such organisations;
- ICT tools supporting political parties;
- ICT tools including proselytism;

Target audience

Suggested digital solutions need to target and be utilised by the citizens of one or more EaP country.

Number of applications per applicants

The applicant may **not** submit more than one application for this call for Hackathon applications.

6. How to apply and the procedures to follow

To apply for participation in the 2020 EaP Civil Society Hackathon, the applicants need to:

1. Check the eligibility criteria;





2. Collect all necessary supporting documents as described above;
3. Fill in the online application form at <http://ict.eapcivilsociety.eu/> and submit it before 23.00 (CET) on February 17, 2020, if applying with an idea for a digital solution, or before 23.00 (CET) on March 16, 2020, if the applicants are IT professionals or graphic designers.

In order to build long-term partnerships and cooperation between civil society and professional IT communities in the EaP region, applicants for the 2020 EaP Civil Society Hackathon are encouraged to apply in hack teams that consist of at least one subject-matter-expert from a CSO in the EaP country (author) and one IT professional responsible for the technical implementation of IT tools.

At the same time, the TA Team provides the possibility to civil activists and IT professionals to apply for the 2020 EaP Civil Society Hackathon individually.

According to the targeted groups of participants, there are two online application forms for the EaP Civil Society Hackathons:

- for civil society activists suggesting an idea for an IT solution to be developed within the 2020 EaP Civil Society Hackathon, and
- for IT professionals and graphic designers that want to participate in the development of selected IT solutions.

Applications must be submitted in accordance with the instructions in the Hackathon application form and the Guidelines for Hackathon Applicants. Applicants may apply in English or Russian. The provided application forms in Annex D are included for information purposes only. In order to submit an application, an applicant should fill in the online application form at <http://ict.eapcivilsociety.eu/> and upload all requested documents in the requested format.

Questions may be sent by e-mail no later than two working days before the deadline for the submission of applications to ict@eapcivilsociety.eu.

To ensure the equal treatment of applicants, the Selection Committee cannot give a prior opinion on the eligibility of applicants or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the procedure, will be published at <http://ict.eapcivilsociety.eu/>, as appropriate. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

6.1 Digital Solution Proposal

Applying with an idea for a digital solution to be developed at the 2020 EaP Civil Society Hackathon, applicants need to describe the proposed IT tool in brief, indicating:

- the existing problem(s) to be addressed and how the proposed tool will help solving it/them;
- the main users of the proposed IT tool and how they will benefit from the launch of the tool;
- other IT tools that tackle the same problem (if exist) and the differences with the proposed solution;
- how the proposed IT solution contributes to the democratic changes in their home country and the EaP region;



- how the proposed IT solution will be maintained and updated in future.

The applicant shall be in the position to start the development of the proposed digital solution no later than June 1, 2020.

6.2 Applications from IT professionals and graphic designers

IT professionals and graphic designers applying for participation in the 2020 EaP Civil Society Hackathon need to:

- detail their work experience in developing IT solutions (portfolio),
- list their areas of expertise, and
- describe their experience of / or interest in working with civil society.

7. Evaluation and selection of applications

Applications will be examined and evaluated by the Hackathon Selection Committee with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the applicant and/or the proposed idea of IT tool do not meet the eligibility criteria stated in Section 5, the application will be rejected on this sole basis.

STEP 1: ADMINISTRATIVE CHECKS AND EVALUATION OF SUBMITTED APPLICATION FORM

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- All requested supporting documents are provided.

If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further. The applications that pass the first administrative check will be evaluated on the relevance and design of the proposed IT solution.

STEP 2: EVALUATION OF PROPOSED DIGITAL SOLUTIONS

The quality of the applications, including the proposed IT solution and capacity of the applicants, will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and decision criteria.

The selection criteria help to evaluate the applicant(s)'s motivation and operational capacity to ensure that they:

- are committed to values associated with respect for fundamental human rights;
- have appropriate language skills for participation in the Hackathon;
- are directly responsible for the preparation and management of the proposed IT tool;
- have management capacity and professional competencies to develop the IT tool and maintain it throughout the proposed action.



All selection criteria have to be met by an applicant in order to proceed to the next stage (decision criteria stage).

The decision criteria help to evaluate the quality of the applications in relation to the objectives and priorities. They cover the relevance of the proposed digital solution, its consistency with the objectives of the Hackathon, quality, expected impact, sustainability and cost-effectiveness.

The Selection Committee will use the following criteria for assessing the applicants' ideas for IT solutions:

- the proposed idea contributes to strengthening democratic changes in an EaP country or improving the quality of public services provided to the citizens of that country;
- the proposed idea is within one or more of the key areas, as described in Section 5.3;
- the proposed idea is in line with / contributes to the implementation of the national policy on the digital society development, and/or implementation of the EU Association Agreements (where relevant) and/or EaP Digital Agenda;
- the proposed idea is relevant for more than one country of the EaP region (multiplication effect);
- the proposed idea is technically implementable and sustainable;
- the proposed IT tool is user-friendly.

The applications will receive an overall score out of 71 using the breakdown in the evaluation grid below. The evaluation will also check compliance with the instructions on the Digital Solution Proposal, which can be found in Section 6.1 of the Guidelines.

The evaluation criteria are divided into headings and subheadings. Except for subheading 2.4, each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Subheading	Scores	
1. Operational capacity		15
1.1 Does the applicant have experience of leading IT projects?	5	
1.2 Does the applicant have sufficient technical expertise, especially knowledge of the issues to be addressed?	5*2	
2. Relevance of the digital solution	Sub-score	26
2.1 How relevant is the proposed solution to the objectives and priorities of the Call?	5*2	
2.2 How relevant is the proposed solution to the needs of the targeted society / community?	5*2	
2.3 How clearly defined and strategically chosen are the specific needs / problems to be addressed?	5	
2.4 Does the proposed solution contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, disability issues, rights of minorities and rights of indigenous peoples?	1 (0 = no, 1 = yes)	
3. Effectiveness and feasibility of the action	Sub-score	20
3.1 Is the proposed solution consistent with the objectives and expected results?	5*2	
3.2 Is the proposed solution implementable in technical terms?	5*2	
4. Sustainability of the digital solution	Sub-score	10
4.1 Is the proposed solution likely to have multiplier effects? (including scope for replication, extension and information sharing.)	5	





4.2 Is the proposed solution sustainable? 1) Financially (How will it be financed / maintained after the funding ends?) 2) Institutionally (Will structures allowing the IT product to function be in place after the initial launch? Will there be local 'ownership' of the developed IT product?) 3) At policy level (Is there a legislative framework in place to ensure the effective utilization of the proposed solution, etc.?)	5	
TOTAL SCORE		71

***these scores are multiplied by 2 because of their importance*

The Selection Committee will shortlist between 22 and 30 best scoring applications, ensuring the representation of at least 3 ideas of digital solutions from each EaP country, and striving for gender balance. The shortlisted participants will be informed by email of the evaluation results.

These shortlisted applicants will be invited to the EaP Regional Ideathon in Chisinau, on 13-14 March, where they will pitch their ideas to the Hackathon mentors and organisers. The final selection of the 20 ideas for digital solutions to participate in the 2020 EaP Civil Society Hackathon will be done during the EaP Regional Ideathon. All Ideathon mentors will vote independently on the proposed ideas and selection will be based on the aggregated scores.

8. Pre-Hackathon Activities: Ideathon and Webinars

All shortlisted civil society activists will be:

1. encouraged to take a free online course 'IT Project Management for Civil Society Organisations: Basics' (in Russian or English), available on the Project's e-learning hub: <http://moodle.eapcivilsociety.eu/course/view.php?id=9>
2. required to participate in the EaP Regional Ideathon on 13-14 March 2020, in Chisinau, Moldova, to work on their ideas for digital solutions and present them to the Hackathon mentors and organisers. Based on the final presentation of the IT solutions on Day 2 of the Ideathon, the mentors and the organisers will select 20 ideas for the participation in the 2020 EaP Civil Society Hackathon on 3-5 April 2020 in Kyiv, Ukraine.

Successful civil society activists will also be required to participate in at least two online capacity building events – webinars. These webinars aim to build their IT-related skills and capacities to manage software development projects, and cover such topics as:

- Management of IT projects, including needs assessment, defining the target audience, their needs and expectations; existing solutions (mobile apps, main types of websites) and case analysis, writing a brief on IT project, work planning, budgeting, etc.
- Modern web design; targeting and promoting IT solutions;
- Information security, including information law, copyright and personal digital security, etc.

A special online meeting will be organised for selected participants to pitch their ideas for digital solutions and create the first hack teams (see the timetable in Annex 1).

9. Implementation of the Proposed Action

At the final day of the 2020 EaP Civil Society Hackathon, the hack teams will present the prototypes or demos of their IT tools to the Hackathon Jury comprising of the Hackathon mentors and organisers, and the participants.





Each participant of the Hackathon evaluates all projects with the exception of his/her own, using a 10-score scale, from 1 = very low to 10 = excellent. The two top-scoring ideas for IT solutions selected based on the participants' vote, and one top-scoring idea selected by the Hackathon mentors will be nominated for the Digitalisation for Civil Society Award.

The following criteria will be used for the online evaluation of the presented IT solutions by the Hackathon participants and the Jury:

1. Feasibility of the proposed solution;
2. Impact on the situation and the target group;
3. Potential for replication and scaling up;
4. Sustainability of the proposed solution.

Authors of the nominated digital solutions will be invited to submit full applications for the development and launch of the proposed IT products. Based on the applications received, an independent Selection Committee comprising of at least four experts will select the winning IT solution – recipient of the Award.

The winner(s) will receive support from the TA team for the full-fledged development of the proposed IT solution, until the launch of the developed IT product.

The support is designed to allow the winner to implement his/her idea in two ways:

- **Engagement of additional technical expertise** for those who lack relevant human capacities and resources to fully implement the IT solution. The support will help to cover the expenses relevant for the full implementation and launch of the winning IT tool. It may include hiring IT specialists, obtaining additional software, paying for a domain name and hosting for at least one year, getting access to the state registers and/or visual databases, etc.
- **Recruiting services of IT agency/company.** The winning team prepares at least three proposals from IT companies (quotes and agencies' experience in developing similar solutions) and submits to the project and Contracting Authority for final approval. The project provides a formal agreement to be signed with the IT company and the winner that identifies the roles and responsibilities for each party.

Financial support to the winner(s) will be provided in line with the conditions specified in a standard contract. Next to the financial support, the TA team will provide the Award recipient with supervision, administrative support and assistance in promoting the developed digital solution.

The TA team will monitor the development and launch of the winning solution.

After completion, the Award recipient must submit a final report to demonstrate the results of the developed IT tool. An outline of the report is presented in Annex C.



9.1 Intellectual property rights and liabilities

Authors of the winning ideas for digital solutions keep intellectual property rights and subsequent liabilities with regards of the developed IT products, including the liability to observe international and national copyright laws.

The winner(s) is(are) obliged to support, maintain and update (if needed) the developed IT product for a period of not less than 3 years following its launch.

The winner(s) is(are) obliged to provide free and unimpeded access to the developed IT product to all citizens – final users of the solution.

9.2 Visibility

The EaP Civil Society Hackathons winners and award recipients must take all necessary steps to publicise the fact that the European Union has financed the development of the IT solution.

The awardees must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en).

9.3 ALUMNI NETWORK

TA team will invite the alumni of the 2020 EaP Civil Society Hackathon to join the EaP Civil Society Hackathon Network. Alumni will be encouraged to participate in the events organized by the project (for example, participation in EaP Civil Society Fellowship programme), to contribute to a database of the alumni's ideas of IT tools for eDemocracy, take part in debates as speakers, elaborate small common projects, info sessions.



Annexes

Annex A: Timetable of the 2020 Eastern Partnership Civil Society Hackathon

STEP	DATE	TIME
<ul style="list-style-type: none"> Call for ideas of digital solutions among CSOs and activists opens Call for IT professionals and graphics designers opens 	31 January 2020	Not applicable
<ul style="list-style-type: none"> Call for Applications among CSOs and activists for ideas of digital solutions announced Call for Applications among IT professionals and graphics designers announced 	31 January 2020	Not applicable
Deadline for CSOs and activists to request clarifications	13 February 2020	18:00 CET
TA team responds to queries from civil society applicants	14 February 2020	17:00 CET
Applications from CSOs and activists with ideas of digital solutions due	17 February 2020	23:00 CET
Notification of shortlisted civil society applicants	28 February 2020	18:00 CET
Shortlisted and rejected civil society applicants are informed of the selection process results	3 March 2020	18:00 CET
Webinars for successful civil society applicants	4-12 March 2020	Not applicable
Deadline for IT professionals and graphics designers to request clarifications	12 March 2020	18:00 CET
TA team responds to queries from IT professionals and graphic designers	13 March 2020	17:00 CET
EaP Regional Ideathon, Chisinau, Moldova	13-14 March 2020	-
Ideathon mentors and organisers nominate 20 ideas of digital solutions for the 2020 EaP Civil Society Hackathon	14 March 2020	-
Applications from IT professionals and graphics designers due	16 March 2020	23:00 CET
Notification of successful applicants – IT professionals and graphics designers	23 March 2020	18:00 CET
Selected and rejected IT professionals and graphics designers are informed of the selection process results	27 March 2020	18:00 CET
Online meeting of the Hackathon participants: pitching the ideas of digital solutions & building the first hack teams	30 March 2020	-
2020 EaP Civil Society Hackathon, Kyiv, Ukraine	3-5 April 2020	-
Three top-scoring ideas of digital solutions are nominated for the 2020 Digitalisation for Civil Society Award	5 April 2020	-
Restricted Call for Applications among the nominees opens	15 April 2020	Not applicable
Restricted Call for Applications among shortlisted nominees is announced	15 April 2020	Not applicable
Deadline for requesting clarification	29 April 2020	18:00 CET
TA team responds to queries from applicants	15-30 April 2020	18:00 CET
Applications from shortlisted nominees due	4 May 2020	18:00 CET
Notification of the winning applicant(s)	18 May 2020	18:00 CET
Successful and rejected applicants are informed of the selection process results	20 May 2020	18:00 CET
Successful applicant(s) receives the Award contract	29 May 2020	-
Development and launch of the winning digital solution (IT product)	June-November 2020	-

CET – Central European Time



Annex B: List of Abbreviations

CSO	Civil Society Organisation
EU	European Union
EaP	Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine)
ICT, or IT	Information communication technologies
TA team	Technical Assistance Team





Annex C: Final Report Outline (submitted in English only)

Agreement ID:

Fellowship Recipient Name:

Action title:

Dates of Implementation:

Development studio (if applicable):

Report Outline

- a) Executive Summary
- b) Objectives of the digital solution
- c) Major achievements, including the number of users of the developed IT tool and outreach
- d) Major challenges
- e) Follow-up & plans for further development and promotion of the IT solution among target users
- f) Recommendations and personal remarks.

Appendix: Financial report





Annex D: Application Forms (for information purpose only)

Provided on request to the TA Team at ict@eapcivilsociety.eu

