IPDC THE INTERNATIONAL PROGRAMME
FOR THE DEVELOPMENT OF COMMUNICATION

Agenda item: Discussion: Streamlined process for IPDC project approval

Background:
At the initiation of the IPDC Chair, a revised process of selection of projects for IPDC support will be implemented (on a trial basis) at the meeting of the Bureau in March 2013.

1. Rationale:
   The revised process will enable the Bureau to optimize its time in dealing with a busy agenda that includes not only decisions about channeling limited funds to those projects which merit the most support, but also other important business (including IPDC special initiatives, thematic debate and other recommendations to Council, selection of projects for evaluation reports, and possible changes in the IPDC Prize).

2. Method:
   The 2013 selection process will proceed in two distinct stages: the first for deciding *which projects to support*, and the second for deciding *how much support* will be given to those selected.

   STAGE 1a: Selecting projects – the process <u>ahead of</u> the Bureau meeting

   - Project proposals (with summaries in French/English where appropriate) will go to all IPDC Bureau members as is usual practice. There is a total of 110 eligible proposals.
   - Also sent to Bureau members will be a <u>recommendation</u> from the Secretariat – based on the available funds for 2013 disbursement ($800,000). The recommendation will cover (i) the total optimum number of projects that can be approved per region, and (ii) the recommended amount per project. Overall the Secretariat is recommending a total of approx. 60 projects to be supported, at an average of $13 500. Details are listed in Appendix A below.
   - Bureau members will also receive a scoring sheet (see Appendix B below), which will include IPDC Secretariat recommendations on each project.
   - Each Bureau member should assess the project proposals, and score them for selection as either "Top priority" or "Lesser priority" (keeping in mind that the

proposed ceiling for the number that can be rated as "Top priority" is approx. 60). "Lesser priority" means that, with our scarce resources, the project will not be funded by IPDC.

- When a Bureau Member rates a project as "Top Priority", there should also be a response to the Secretariat's recommended figure for the level of financial support, either confirming or suggesting a change (while remaining overall within the total ceiling of available money per region).
- Bureau members are encouraged to feel free to utilize their national experts in making the assessment that underpins their scoring of projects, and also to feel free to differ with the recommendations of the Secretariat as they see fit. *It is the Bureau that makes the final decisions on selection.*
- Bureau members have four weeks time to assess the 110 project proposals, and the deadline for responses is Wednesday 6 March, two weeks before the Bureau meeting.

STAGE 1b: Selecting projects – work <u>during</u> the Bureau meeting

- At the start of the meeting, the Bureau will confirm the final threshold for the <u>number</u> of projects and monies available per region (responding to the Secretariat recommendation in Appendix A). (This threshold sets the limit for the total number of projects that can get "Top Priority" grades, and the regional allocation of budget).
- The Secretariat will provide a table prepared on the basis of responses by Bureau members which will indicate the "mode" for each project's scores (i.e. which shows where the scores of "Top priority" or "Lesser priority" are repeated the *most often,* and where this is not the case).
- This table will enable Bureau Members to note where there is a majority of two-thirds in agreement on scoring. These project cases will not need to be discussed further. Those projects with a majority vote for "Top Priority" will go directly forward to the second phase of decision-making concerning the amounts to be given (see below).
- The Bureau will be able to focus its attention on discussing any project cases where there is significant divergence of scores.
- The Bureau can call upon Backstoppers (HQ programme specialists) to explain further specifics during such discussion.
- The Bureau will jointly take the final decision as regards ranking of each project under such discussion, seeking to maintain the tradition of a consensual approach.

STAGE 2: Deciding <u>amount</u> of financial support per project

- At the start of the meeting, the Bureau will have already confirmed the proposed number of projects and funds per region, keeping within total budget of $ 800,000. The task in this phase of work for the Bureau is to decide specific amounts.
- The Secretariat will present a table showing the finally approved projects (all those ultimately agreed as "Top Priority), which list has emerged from the earlier process including the discussions by Bureau where relevant.
- This table will show the requested amounts per "Top Priority" project, the Secretariat recommendation and the Bureau members' responses.

- Bureau members will be able to see where there are discrepancies as well as the commonalities amongst themselves, as regards the suggested amounts to be allocated.
- The Bureau will not need to discuss those cases where the amount to be allocated is agreed by a majority in their pre-submitted scores.
- The focus of attention will be on those cases where there are any significant variations in response. In these instances, the Bureau will debate and decide the actual amount to be awarded. Backstoppers may be called upon to answer questions on specifics.
- As the meeting unfolds, all decisions on agreed amounts allocated will be regarded as provisional. The Secretariat will live-project the running total, so as to show the impact of decisions in terms of total budget available. At the end, Bureau will revise or confirm the allocations within the ceiling of $ 800,000.

APPENDIX A: Recommended project numbers and amounts per region

	Africa and Arab region	Asia and the Pacific	Latin America and the Caribbean	Europe	Total
Total applications received	57	26	25	2	110 (**$ 2 901 713 requested**)
Proposed Total number of projects to be approved by region	33	14	16	0	63
Proposed Total budget available per region*	**400 000**	**200 000**	**200 000**	**0**	**800 000**

* 10% ($80 000) for covering overhead costs has already been set aside.

APPENDIX B: Scoring guidelines

Bureau Members are reminded of current IPDC Priorities:
- Promotion of freedom of expression and media pluralism;
- Development of community media;

- Human resource development;
- Promotion of international partnership

Applications that have not met at least one of these IPDC priorities, or which lack gender-sensitivity and/or independence (where it was relevant to consider these), have already been screened out in advance by the Secretariat. What should therefore be taken into account by Bureau members in scoring is whether the Project:
- is well motivated;
- meets a real need;
- can generate replicable knowledge or have amplifier effects;
- is innovative;
- is credible;
- complements the C5;
- has a cost-effective budget in terms of producing optimum results.

On this basis, the projects should be ranked by Bureau members as:

"Top Priority" (TP). Deserves support from 2013 budget

"Lesser Priority" (LP). Given IPDC's scarce resources, this means that the project would *not* receive a grant from the 2013 budget

Project scorecard:

BUREAU MEMBER: X			
	Bureau member score	Amount requested by project beneficiary	Bureau member's allocation
AFRICA REGION			
Project 1			
Secretariat recommendations	Top Priority	$25 000	$16 000
Secretariat's reasons as regards recommended allocation figure			Economies can be made in equipment hire
Bureau member	*SCORE TO BE COMPLETED BY BUREAU MEMBER (either Top Priority OR Lesser Priority). A comment may be added if the Member so wishes*		*FIGURE TO BE COMPLETED BY BUREAU MEMBER (either the recommended figure, or another amount. A comment may be added if the Member so wishes.*
Project 2			
Secretariat recommendations	Lesser Priority	$40 000	$0
Secretariat's reasons as regards recommended allocation figure			Not applicable
Bureau	*TO BE COMPLETED BY BUREAU MEMBER, etc*		*TO BE COMPLETED BY BUREAU MEMBER, etc*
Project 3 etc.			