

# Criteria for digital project implementation in the ASA Programme 2022

Based on our experience with virtual collaboration at Engagement Global, we would like to point out some important aspects of the virtual project implementation.

## A For you as project partner

### 1. Technical Requirements

Following technical requirements should be fulfilled on your part:

- stable and high-speed internet connection
- access to cloud services for exchanging information and work on shared documents if necessary
- possibility of carrying out telephone and video conferences

Any licence costs incurred are borne by the partner institution and cannot be reimbursed by Engagement Global.

### 2. Personnel Requirements

The implementation of a digital ASA project requires closer supervision and support of the participants. Please plan for appropriate personnel resources. If possible, please also take into account the additional workload of your employees (e.g. home office) at the time of preparation and implementation of the project, caused by the corona pandemic.

### 3. Competencies regarding project management, communication, guidance of the participants

- a) Ideally, you already have experience in digital project implementation in your institution. To provide digital guidance and support for the ASA participants basic competences in the field of project management, communication and leadership may prove helpful to the responsible staff members.
- b) Especially at the beginning of the project, you and the participants should find sufficient time to clarify the technical and organizational aspects of the cooperation, set mutual expectations and intermediate goals, discuss roles, communication rules, etc.. Time structure and regular meetings (taking into account the time difference) are particularly important in order to create commitment and mutual connection.
- c) In addition, both you and the participants should aim to create spaces that provide insight into the reality of the other country at a time.

### 4. Supplying necessary information, sources and contacts

Please note: you may need to digitalize the locally available information and other sources and contacts required for the project implementation or provide the participants with a virtual access to these.

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## B Project design

In principle, digital project version does not differ from a project in presence mode in their basic requirements nor in the thematic goals.

### 1. Project period

Due to the pilot character and possible technical and organisational issues, we recommend a generous planning of the three- or six-month project phase i.e. allowing for a time buffer.

### 2. Subject areas

The aim is to implement projects in the context of the 17 Sustainable Development Goals (SDG) relevant to the partner institution.

### 3. Task design

All tasks must be virtually feasible, e.g. research, concept development and (non-empirical) studies, data management, online marketing, communication strategies and websites development, online events organisation, social media. It is important to set objectives as specific as possible, including, however, at the same time sufficient flexibility in case the situation at the beginning of the project doesn't exactly match the one from the project proposal. Clearly stated, feasible and attractive goals and tasks are particularly important in the case of remote collaboration.

### 4. Possibility to use "local peers" (format basis)

In order to enrich the project and to relieve your staff of a burden, please consider the possibility of involving "local peers" (one or more local interns, trainees or students) in the project. They could act as a bridge between you and the participants in Germany and carry out tasks only feasible locally (such as conducting sensitive surveys, providing information), for instance.

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