

Notes for Digital Projects in the ASA 2024 Programme

Based on our experience with digital projects within the framework of the ASA programme in recent years, we would like to point out some important aspects of the digital 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 project within the framework of the ASA programme requires closer supervision and support of the participants. Please plan appropriate personnel resources here for the period of preparation and implementation of the project.

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.

with its

on behalf of the

B Project design

In principle within the framework of the ASA programme, digital projects do not differ from projects in face-to-face mode neither in their basic requirements nor in their thematic objectives.

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, volunteers 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.

with its

on behalf of the