

## Quiz 2 - Good coordination

“How good is your organisation as a coordinator?”

Circle the answer that applies to you and check your score at the end!

### COMMUNICATION

- We contact the partner organisations on an agreed date according to our project calendar.
- We communicate on a regular basis through e-mail and other means of communication across the partnership.
- We contact the other organisations only when necessary as we are too busy with other activities.

### TAKING RESPONSABILITY

- As the Coordinating organisation we make sure and remind the rest of the partners of the importance of meeting tasks in time as per agreed project calendar.
- As long as our organisation has fulfilled the agreed tasks it is up to the other partners to make sure they do the same.
- We try to meet deadlines and complete the project tasks but might need some help every now and then.

### LEADERSHIP

- As the Coordinating organisation we keep up to date with the latest information and inform the rest of the partnership of the upcoming deadlines and changes to the program.
- We try to keep up to date with the latest information and inform the rest of the partnership accordingly.
- It is up to the other partner organisations to keep up to date with the latest information and that they submit applications and reports in time to meet the deadlines.

### PARTNER ORGANISATION ROLES IN THE PROJECT

- Although our organisation is the leading organisation, we are also an overall partner and will undertake the same tasks as agreed and help across the partnership as necessary.
- As the leading organisation it is our role to make sure that the other organisations produce all the work while we oversee the project.
- All partner contribution is equally important to fulfil the main aims of the project and to maintain the enjoyment and comradeship.

## ADVICE AND GUIDANCE

- ▲ We are a very busy organisation and are only able to help on our spare time which means that some of the questions/issues might not be addressed until after quite some time.
- We will offer help when we can, but it is the responsibility of the partners to find the answers first themselves and then contact us if necessary.
- We aim to keep all of the partner organisations aware of the latest updates and are always there if any of the partners need help and support.

## ATTENDING NATIONAL AGENCY MEETINGS

- We attend all National Agency meetings to assure that we are up to date on the latest information and take the opportunity to talk to other staff from across the country about their current involvement in the programme.
- We recognise the importance of attending the meetings and will always try to attend if possible.
- ▲ We will only attend the meetings if there aren't any other more important activities taking place.

## COLLATION AND PRODUCTION OF REPORTS

- We always aim to meet all the deadlines by collating the requested information well in advance by asking and reminding the partners of their input into the overall report.
- We make sure that all partners contribute to and read the joint report before submitting it to the National Agencies.
- ▲ We produce the overall report on behalf of the project as the other partner organisations consider that this is one of our tasks.

## MEETING CONTRACTUAL REQUIREMENTS

- We keep up to date with deadlines and paperwork to assure that we fulfil our part of the grant agreement and remind all the partners to do likewise.
- ▲ It is the responsibility of the individual partner to make sure that they are aware of the requirements by their own National Agency and that they meet the required deadlines. It is not our job to constantly remind them!
- We go through the contractual requirements at our first project meeting to make sure that all partners are aware of the deadlines to be met and what paperwork that is required. We also add the deadline dates to our project calendar as a reminder.

- ▲ We are far too busy to solve the problems of other organisations. We use the approach “Don’t contact me; we will contact you if needed”.
- As the Coordinating organisation all partners know that we are always available to help if needed.
- As the Coordinating organisation we offer advice and guidance to all partners and will help as much as possible to solve potential problems or issues. If necessary we will also call for a meeting with all the partners to solve the problem.

## PROBLEM SOLVING

- ▲ We expect our partners to undertake their own monitoring, evaluation and dissemination of their project work.
- We agreed upon how we would undertake monitoring, evaluation and dissemination when we submitted the joint application form and hope that all partners will stick to what was agreed.
- We spend time during our project meetings to discuss and agree upon how we will monitor, evaluate and disseminate our project activities and present them accordingly to our audiences.

## MONITORING, EVALUATION AND DISSEMINATION

### Now find out what sort of coordinating organisation you are!

- Mostly** ▲ Oh dear! You need to work on your leadership skills and partnership dynamic! A good partnership needs nurturing in order to blossom.
- Mostly** ● Not bad, but there are obviously areas where you could improve. Have you read the Grundtvig Navigator or the Comenius Handbook for Schools yet?!
- Mostly** ■ Wow! What an excellent coordinator you are!