

F. ending the project

INFOSHEET

H

how to use this form?

This form is about the last phase of the project. It is possible that the overall ESC project does not end, but that only the project of a volunteer ends. In that case you will not use this part of the audit. The idea is that you describe all the activities that your organisation executes in this period of the project. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of your procedures. Think of bank transfer sheets for payments and evaluation forms for international partner organisations.

Describe who is doing what, when and how for each step.

We identified three different steps that are summarised below:

1. Evaluation: how do you evaluate the project with the international partners? Please note that this evaluation is not related to individual projects of volunteers, but to the general, overall project, usually involving more than one volunteer project. Evaluations with volunteers are not part of this evaluation.
2. Finalising the project: how do you finalize the project in terms of payments? When do you pay what? Do you use invoices for payments? Who is responsible for completing the mobility tool? When does this happen? Who is responsible for writing the end report? Who provides input to write the end report?
3. Continuation of activities: do you ask yourself the question if your organisation will continue with the activities? If yes, how do you implement possible improvements based on your experiences? Do you plan to work with the same partners in future projects? If so, how can you ensure the right match between the project and the volunteer profile of the volunteers your partners suggest? If you continue to work with the same partners: how do you facilitate future collaboration?

how?

what?

who?

when?