

## APC Midterm Assessment Staff Activity Report template

### Title (Required)

*If the activity is an event, please include the title, date and place eg. "ICT policy portals workshop, London, July 2006"*

### Project, ongoing initiative or 'other' (Required)

A **project** is a collection of activities that together form a coherent initiative, which often has its own budget, finite timeline etc. Examples would be the National ICT policy portals initiative; GEM; The LAC ICT Policy monitor.

An **ongoing initiative** is an activity, or set of activities that do not have a finite timeline and are often areas of programmes, or processes. For example the WSIS process; WNSP or CIPP research; the membership working group.

Please select **other** if you don't think your activity belongs in either of the other two categories

- Project
- Ongoing initiative
- Other

### Project, ongoing initiative or 'other' (Required)

*Please describe*

### Description (Required)

*A short summary of the activity, an example would be: .AAW facilitated lists, provided as a service to other networks.. Maximum length is 100 characters.*

### Link URL

*Activity web page, if applicable*

### Staff person responsible (Required)

*This is an internal **housekeeping** variable, to allow for checking and validation of the database. The initials of staff persons can be used unless there are duplicate initials within the organisation. This field must be entered in the first session in which the activity is added to the database*

### Category of activity (only one category can be selected) (Required)

*The **category** field organises activities into broader groupings according to the type of activity. Where an activity can be classified in more than one category, the one that seems more **important** in terms of that activity should be marked. One of the following options must be chosen*

- Development of tools and resources (handbooks, training and materials development, including tools such as GEM)
- Information dissemination: online information resources and publications (websites, portals, issue papers)
- Online collaboration spaces (email lists, blogspaces, forums, discussions)
- Events: workshops, conferences, etc. organised by APC Participation in events organised by others
- Advocacy: policy processes, campaigns, etc Research and monitoring (e.g. of policy processes)
- Consultancies Member development and participation, e.g. exchange fund, travel fund, member recruitment, surveys and meetings Governance, e.g. EB and council meetings and strategic planning Participation in networks and partnerships
- Other (to cover anything not covered in the categories above, but use of this category

to be avoided if at all possible)

**Programme (Required)**

*One of the following options must be chosen: . If you are unsure of where an activity fits, please consult your programme manager, or karenb or anriette*

- CIPP
- WNSP
- SUCB
- Network development (including advocacy and member participation)
- Communications, media and promotion

**Date: year(s) or 'ongoing' (Required)**

*Only the year of the activity should be recorded. The field can be filled by a single year, by an indication of multiple years such as .2004-5., or by .ongoing. (for example for web-sites)*

**Region (Required)**

*One of the following options must be chosen*

- Africa
- Asia/Australia
- Europe
- Latin America
- North America
- Multi-region
- International

**Funder**

**DGIS Theme (multiple themes can be selected) (Required)**

*This field records the main DGIS theme to which the activity relates. DGIS is one of main core donors of the APC strategic plan. In general, all programmes benefit from DGIS funding so please complete this field whether or not you are certain that DGIS fund . we can adjust with programme managers later. If, however, you are certain that an activity was not funded by DGIS, .not applicable. should be chosen*

- Sustainable economic development
- Human development
- Socio-cultural development
- Political development
- Peace and security
- Environment and water
- Gender equality
- Not applicable

**BCO Outcome (only one option can be selected) (Required)**

*This field records the main BCO outcome to which the activity relates. BCO, **Building Communication Opportunities**, is a learning partnership of NGOs and donors working to alleviate poverty in and through the use of ICTs. APC is a member of the BCO, along with PANOS, Oneworld South Asia, IICD and AMARC. Donors include DFID, DGIS, SDC, Hivos . all of whom are APC donors. Again, programme managers may need to assist with this as you may not be sure whether or not an activity is implemented through the BCO initiative. Where the activity is not part of BCO, **not applicable** should be chosen*

- Informed and inclusive debate and policy dialogue around ICD's role in mainstream development agendas
- Gender equality and women's empowerment promoted through ICD and in the ICD sector
- Increased capacity, networking and influence of poverty focused southern based civil society organisations, through their strategic use of ICD Poverty impact of ICD evaluated and disseminated to key development audience
- None

**The following rating system should be used in relation to all APC strategic priorities, cross-cutting themes and key results areas (KRAs)**

**The organisational priorities to which the activity relates will be reflected as (please select one only)**

- **significant contribution of activity**
- **moderate contribution**
- **not main objective of activity no contribution**

#### **APC strategic priorities**

- Promoting and facilitating strategic use of ICTs by civil society organisations (Required)
- Strengthening APC and civil society organisations' role and engagement in ICT policy processes (Required)
- Growing and strengthening the network of CSOs promoting the use of ICTs for social justice and development (Required)

#### **APC cross cutting themes**

- Sustainable development (Required)
- Gender equality and women's empowerment (Required)

#### **APC key result areas**

- APC is recognised as a culturally and geographically diverse network that promotes development and equality through networking and partnership (Required)
- APC is a vibrant space for innovation and dissemination of effective methodologies and tools for the strategic use of ICTs for development & social justice (Required)
- APC, including the WNSP, to play a meaningful role in building the capacity of its members through workshops, peer exchange, participative project development, fundraising information and support, resource dissemination and collaboration (Required)
- APC's policy advocacy and networking among donors promotes the importance in ICT4D of capacity building, local ownership, human rights, social justice, and sustainable development (Required)
- There is greater awareness among CSOs of ICT policy issues (Required)
- APC's national, regional and international networking influences policy (Required)
- APC to be lead actors in global ICT (policy) processes that reflect regional & national priorities & contexts (Required)
- APC members participate actively in programme activities (Required)  
significant contribution of activity moderate contribution .

**Accronyms**

*Please list all abbreviations used in naming and description of activities*

**Feedback**

*Please describe the experience of filling in the database.*

*Please only complete this exercise **once** after you have completed all activity reports.*

*This should record problems encountered. It should also record any learnings or realisations that occurred to the staff person while filling in the entries.*