

EAP Task Force



JOINT MEETING OF

**THE EAP TASK FORCE'S GROUP OF SENIOR OFFICIALS ON THE REFORMS OF THE WATER
SUPPLY AND SANITATION SECTOR IN EASTERN EUROPE, CAUCASUS AND CENTRAL ASIA**

THE EU WATER INITIATIVE'S EECCA WORKING GROUP

**EUWI-EECCA COMPONENT - STANDARD REQUEST FORM
TECHNICAL SECRETARIAT, EUWI-EECCA COMPONENT**

DOCUMENT 15

BRUXELLES, 2007

1 Introduction

This Standard Request Form has been prepared with the aim of facilitating the dialogue between EC, EU Member States and EECCA countries on which National Policy Dialogues, projects and activities to launch in the EECCA region within the framework of the EUWI-EECCA Component.

It is envisaged that the Standard Request Form is filled in by key stakeholders in the EECCA region, foremost public authorities, and submitted to the Chair of the EUWI-EECCA Component Working Group - possibly, its Technical Secretariat. The language is English (and only English).

2 Standard Request Form

Table 1 below provides the Standard Request Form. The second column is only meant as a help to the key stakeholder filling in the form. It is suggested that the heading "Explanatory notes" is replaced by "Description" and that project title, etc. is simply entered into the second column.

Deliberately the term "project" is used. The reader should, however, bear in mind that a project may be one or more activities to be carried out within a very limited period of time (e.g. a seminar to be prepared, executed and reported upon) or a number of activities to be carried out within one-three years (e.g. a NPD on the introduction of IWRM principles into existing water management).

Ideally, the Standard Request Form should not exceed 5 pages when filled in.

Table 1 Standard Request Form

Issue	Explanatory notes
Project title	<i>Official project title. It has to be brief and self-explanatory with regard to the sector and also the region or municipality. For example, "International seminar on IWRM plans".</i>
Location	<i>Country of project location. Region/oblast' of project location (if relevant). Municipality of project location (if relevant).</i>
Pillar	<i>WSS Financing IWRM</i>
Transboundary project	<i>Just "yes" or "no".</i>
Applicant	<i>The applicant is the institution or company that submits the request form. Please provide the official name of the applicant and address.</i>
Contact person	<i>Full name and coordinates (phone, fax number, email address) of contact person at applicant with whom the Chair of the EUWI-EECCA Component Working Group, its Technical Secretariat and others may get in touch to discuss the project idea further.</i>

Project background and justification	<i>Brief description of the project background and justification. Most important is to provide information about how the project contributes to the achievement of the water-related MDGs and WSSD targets.</i>
Overall objective	<i>Provide brief description of the overall objective of the project. Make the overall objective as brief as possible. For example, "Improvement of service levels within the water sector".</i>
Envisaged project outputs	<i>Mention the 5 major project outputs that are foreseen.</i>
Key project activities	<i>Please, highlight the key project activities. A maximum of 100 words. It should be clear to the reader that the project activities may ensure the achievement of the abovementioned 5 major project outputs.</i>
Assistance requested	<i>Please mention the various types of assistance requested with a breakdown by technical assistance and investment support. With regard to technical assistance please mentioned briefly what kind of technical assistance you have in mind (e.g. hands-on experience with the introduction of new quality standards in accordance with EU legislation).</i>
Already secured financing	<i>Please mention all secured financing with a breakdown by financing source (e.g. national budget, regional budget and donor X). By secured financing is meant financing that has already been agreed upon and approved.</i>
Domestic institutions approached and status of discussions	<i>Here you mention the domestic institutions that you have been in touch with regarding this project, independent of the content of the dialogue. By domestic institutions we mean administrations at all levels (municipal, regional and national) and also other domestic institutions that you have been in touch with (maybe with the purpose of exploring the possibility of obtaining a guarantee).</i>
Foreign institutions approached and status of discussions	<i>Here you mention the foreign institutions that you have been in touch with regarding this project, independent of the content of the dialogue.</i>
Time schedule	<i>The time schedule to be presented here can be nothing but a best estimate. As a minimum, please try to estimate project start-up and project finalisation (month), thereby indicating project duration.</i>