#

APPLICATION

STEERING GROUP

MUNICIPAL PARTNERSHIP

Applies as of 01/01/2018 for Steering Group applications

The ICLD’s overall objective is to promote the development of sustainable democracy at local and regional levels. A municipal partnership shall contribute to increased citizen influence. This can be by strengthening local governments within one or more of the following core areas:

• Equity/inclusion

• Participation

• Transparency

• Possibility to demand accountability

Read more here: <https://icld.se/static/files/new-results-framework-1-january-2016.pdf>

The ICLD Municipal Partnership Programme also contributes to the 2030 Agenda for Sustainable Development and its Global Goals, that aim to end all forms of poverty.

The Agenda 2030 Global Goals are universal, inclusive and indivisible. Furthermore, they recognize that ending poverty must go hand-in-hand with strategies that, amongst other things, achieve gender equality and empower all women and girls and promote human rights.

The ICLD assesses Steering Group applications on the basis of relevance, feasibility and sustainability. The ICLD will also consider the level of mutuality of the project and values equal participation from the partners. By mutuality, the ICLD means the creation of a benefit/value for local democracy in the partners’ organisations (this benefit/value does not need to be the same for each partner).

**1. Summary - Swedish version**

Beskriv kortfattat hur Styrgruppen ska bidra till att uppnå uppsatta mål för tillhörande projekt. (max 200 ord)

Styrgruppen, bestående av representanter för Umeå kommun, Sverige och distriktet Cao Giay, Hanoi, Vietnam har huvudansvaret för att samarbetet arbeta mot de mål och med de områden som finns beskrivna i ansökningarna för två projekt. Styrgruppens operativa roll är att värdera projektplaner, bevaka projektet och säkerställa kvalité, samt också säkerställa att projektet bidrar till att stärka den lokala demokratin. Styrgruppen fungerar som en garant för lokal förankring och för ett långsiktigt tänkande i partnerskapet.

Styrgruppen leder två ömsesidigt beroende projekt där ledare och lärare för och i förskolor och skolor arbetar med lärande för hållbar utveckling med utgångspunkt från agenda 2030 för hållbar utveckling. Orienteringen i båda projekten är att bidra till beteendeförändringar, beredskap och kapacitet för förändring hos elever med skolledare och lärare i en nyckelroll beaktat deras olika mandat och ansvar.

**2. Summary - English version**

Describe how the Steering Group will contribute to reaching the objectives of the related project(/s). (max. 200 words)

The Steering Group, consisting representatives from the City of Umeå, Sweden and Cao Giay district, Hanoi, Vietnam, has the ultimate responsibility for the partners’ development in the core areas as stated in the applications. The Steering Group's operational role is to assess project plans, monitor projects and ensure project quality, and ensure that the project contributes to local democratic development. The Steering Group acts as a guarantor of local support and long-term thinking in the partnership.

The Steering Group governs two mutually interdependent project in where managers and teachers for and in pre-schools and schools works with education for sustainable development (ESD) based on the 2030 agenda for sustainable development. Orientation in both projects is to contribute to behavioural change, readiness and capacity act for change among pupils with both managers for and teachers in pre-schools and schools playing key-roles, however with different mandates and responsibilities.

**3. Steering Group and Project(s)**

a) Are there several ongoing Steering Groups within the partnership? If so, please indicate the diary number for these and the reference number for the projects that each Steering Group is coordinating.

Dnr 2015-0082. It ends December 2018. (Yr 3)

b) Will the Steering Group manage and coordinate ongoing projects? If so, please indicate the diary number for this/these, as well as the project year (year 1, year 2 or year 3) to be managed and coordinated for each project.

Dnr 2015-0069. It ends December 2018. (Yr 3)

c) Will the Steering Group for this application manage and coordinate one or more new projects? Please indicate the names you have given these projects and how many years you planned for the project to run (1, 2 or 3 years).

Yes, the Steering Group will manage two projects for three years.

The names are:

1. Managers- Agents for Sustainable Development
2. Educators- Agents for Sustainable Development

**4. Background**

a) Describe how the partnership started; how did the parties meet and how was the decision to apply for funds for the municipal partnership made? (max. 200 words)

The project idea(s) arose during the latest cooperation between representatives for The City of Umeå and Cao Giay district, Hanoi, who have cooperated since 2012 in the area of Education for Sustainable Development (ESD) in several projects (Ref. numbers 2012-0018, 2012-0019, 2015-0069) governed by the steering group (Ref. numbers 2012-0020, 2015-0082).

The partners have established a good relation over the years with increased understanding of the challenges for each other as well as awill to create real impact through strategies and programs for ESD*.* The project idea is related to that challenge – how to create behavioural change and readiness and capacity to act as agents for change. It is a challenge in both The City of Umeå and Cao Giay district to make pupils act on their knowledge and education. It is also of importance to work with the leaders of the school systems. That is why we are applying for two projects working with different target groups.

The project idea is also related to the need for both parties to work through education with the 2030 agenda for sustainable development. This is decided on the political level of the parties and contributes to effectiveness of this partnership.

b) Does the international partner have a representative who is participating/has participated in one of the ICLD International Training Programmes? (This does not refer to Municipal Partnership trainings or workshops)

Yes.

**5. Short description of the two applicant parties**

a) Describe the international partner’s organisational structure, responsibilities and governance as well as the partnership’s place within this structure. (max. 300 words)

Cau Giay is one of 30 districts in Hanoi. All activities in the district are directed by the district communist party and run by the district people's committee. In the district people's committee, there are all divisions involved in the missions of serving the people in the district. The divisions have the functions of advising the leaders of the district People's Committee to issue documents guiding the implementation of the relevant contents that the divisions are in charge of. Cau Giay Divisions of Education and Training (Cau Giay DoET) is responsible to the district leadership as well as the people about issues related to education and training in the district. In the project of sustainable development education with the city of Umea, Sweden, after receiving the agreement from district leaders to direct the project in the district, Cau Giay DoET is responsible for the entire construction to direct the implementation of the project to all schools in the district, to sum up and report to the district People's Committee, to contact directly with the Umea partner as well as to adjust the supplement to direct the schools to implement the project most effectively.

b) Describe the Swedish partner’s organisational structure, responsibilities and governance as well as the partnership’s place within this structure. (max. 300 words)

The Committee of Pre- and Compulsory school of the city of Umeå is the host of these projects with Cau Giay in Vietnam. The Committee oversees all the municipal schools in the Umeå municipality and the chairperson and the vice chairperson of the committee are the same persons as suggested in this management and coordination project together with Cau Giay. The School of Nature is a part of the municipal school organisation, which entity is the competence platform of the Education for Sustainable Development.

**6. Participants**

a) List the Steering Group's participants from the international partner by name, title, gender and party-political affiliation, including whether they constitute a political majority or the opposition.

List the names:

1. 1. Mrs. Trinh Thị Dung – Vice Chairwoman of CauGiay People' Committee – Project Leader.
2. Mr. Pham Ngoc Anh – The Head of CauGiay DoET (Department of Education and Training) - Project Leader.
3. Mrs. Nguyen Thanh Tinh – Deputy Head of CauGiay DoET - Deployment activities at schools.
4. Mrs. Nguyen Thị Tao - Vice Principal of Trung Hoa Secondary School – Contact Person – Coodinator of projects.

b) Describe the responsibilities and roles of the Steering Group of the international partner.

Cau Giay Steering Group is responsible for the overall direction and administration of the implementation of the project on sustainable development education with partners in Umea City, Sweden in the schools of Cau Giay district, bringing good benefits to the principals, teachers, staff, students and parents of the schools as well as spreading goals of the projects to the people in the district.

c) List the Steering Group's participants from the Swedish partner by name, title, gender and party-political affiliation, including whether they constitute a political majority or the opposition.

Moa Brydsten, female, social democrat (majority), chairperson of the committee of pre- and compulsory school of Umeå municipality.

Elmer Eriksson, male, conservative (opposition), vice chairperson of the committee of pre- and compulsory school of Umeå municipality.

Gunnar Olofsson, male, civil servant, development school officer.

Cathrin Alenskär, female, civil servant, international strategist.

d) Describe the responsibilities and roles of the Steering Group of the Swedish partner.

The steering group has the ultimate responsibility for the partners’ development in the core areas as stated in the applications. The Steering Group's operational role is to assess project plans, monitor projects and ensure project quality, and ensure that the project contributes to local democratic development. The Steering Group acts as a guarantor of local support and long-term thinking in the partnership.

e) Describe how the selection of the international Steering Group’s members was undertaken and the selection criteria applied, and how women's and men's rights were taken into account.

The members of the Cau Giay Steering Group are selected based on the positions they undertake, the support and enthusiasm for the implementation of the project to the schools in the district, in which the proportion of men and women is the same.

f) Describe how the selection of the Swedish Steering Group’s members was undertaken and the selection criteria applied, and how women's and men's rights were considered.

The chairperson and the vice chairperson of the committee of the pre- and compulsory school of the Umeå municipality are appointed to the steering group. They oversee the schools in the Umeå municipality and the long-term commitment towards the Agenda 2030 work of the schools. The chairperson is a female and the vice chairperson is a male. The two civil servants are of both genders and the development school officer are responsible for the coordination of the potential projects towards the school organization and the international strategist supports the project with intercultural knowledge, connection to the executive committee of Umeå municipality, financial coordination and a long-term cooperation with ICLD.

**7. Support, quality assurance and management of the partnership**

The Steering Group has the ultimate responsibility for the partners’ development in the core areas as stated in the application. The Steering Group's operational role is to assess project plans, monitor projects and ensure project quality, and ensure that the project contributes to local democratic development. The Steering Group acts as a guarantor of local support and long-term thinking in the partnership.

a) Describe how the Steering Group will contribute to one (or more) of the ICLD core areas mentioned at the beginning of the application (in Swedish referred to as "kärnområden").

• Equity/inclusion

• Citizen participation

• Transparency

• Possibility to demand accountability

The Steering Group will contribute to the core areas of ICLD in the following way:

First, to support the entry-point of this project, i.e. that sustainable development cannot be achieved without equity/inclusion and citizen participation. It is in the essence of democracy to work for the rights of everyone, to include everyone and to have an active citizen participation in decision-making and community development.

This project is aimed at developing ESD and school systems based on the rights of people to be included and active citizens in decision-making and community development. The target groups will also be informed on this basic foundation for the project, for them to support such an approach.

Second, to integrate matters of accountability and transparency in our work, for all of the target groups knowing about their rights and responsibilities in relation to their roles. Matters of accountability and transparency are also of importance when developing ESD and school systems – creating schools that are open for scrutiny as well as on debate on orientation and performance. This is important when it comes to both the internal work within the schools and in relation to the role of schools for societal development. In that area the Steering Group as well as the political level of our local authorities play a key-role.

To summarize – all of ICLDs core areas are of importance in this partnership.

b) Describe how the Steering Group will strengthen and secure the projects progress towards the core areas that the project will contribute to?

The Steering Group will strengthen and secure the projects progress towards the core areas by giving directives on the necessity of working with these areas in both projects. The Steering Group will also do a follow-up and monitoring of the work in the project, as well as supporting an evaluation of the projects.

c) How will the Steering Group work to gain support for the partnership from the international partner?

That has already been taken care of due to the long relationship between Cao Giay district and The City of Umeå. The commitment for this partnership is already established.

d) How will the Steering Group work to gain support for the partnership from the Swedish partner?

That has already been taken care of due to the long relationship between Cao Giay district and The City of Umeå. The commitment for this partnership is already established.

e) How will the Steering Group proceed to ensure that the results of project(s) are monitored and quality assured?

The Steering Group will ensure that the results of the projects are monitored and quality assured through working descriptions for the coordinator of the partnership and the project managers of the different projects. Through such working descriptions roles and responsibilities for monitoring and quality assurance will be outlined and clear.

f) How can the Steering Group help ensure that the partnership will be mutual, based on equal participation and lead to a benefit/value for local democracy in the partners’ organisations (this benefit/value does not need to be the same for each partner)?

The Steering Group has together with representatives from target groups in the collaboration identified a common problem and common set of goals in order for this partnership to be of mutual interest for both parties, and based on equal representation.

The Steering Group is confident that this joint dialogue, as well as long relationship, will be a foundation for mutuality.

The Steering Group will also through its meetings support such a mutuality.

g) Describe how the Steering Group will guarantee that the partnership will integrate gender equality, environment and human rights.

Since this partnership will work with ESD and the 2030 agenda for sustainable development all these dimensions are integrated in the project.

The Steering Group will also consist of both women and men, investigating environmentally friendly alternatives in choices as well as supporting a non-discrimination policy.

**8. Activities**

The Steering Group must hold at least one meeting hosted by each partner per year and include memos from these meetings in subsequent reports.

1. Describe the activities you plan to implement in the Steering Group and if possible at this stage, also indicate the time and place. Describe the purpose of each activity and relate the activities to each project.

Activity 1: Steering Group meeting in spring 2019

Purpose: Grounding the project/project start + decision-making

Activity 2: Steering Group meeting in autumn 2019

Purpose: Follow-up and quality assurance + decision-making

Activity 3: Steering Group meeting in spring 2020

Purpose: Follow-up and quality assurance + decision-making

Activity 4: Steering Group meeting in autumn 2020

Purpose: Follow-up and quality assurance + decision-making

Activity 5: Steering Group meeting in spring 2021

Purpose: Evaluation + decision-making

Activity 6: Steering Group meeting in autumn 2021

Purpose: Evaluation + decision-making

Besides of these activities in each country the Steering Group from each municipality will meet on a regular basis in each municipality

**9. Risk analysis and risk management**

Risks may be external, such as political change and natural disasters, or internal, such as corruption and high staff turnover.

a) Describe factors/risks that may negatively affect the work of the Steering Group.

External factors/risks that can influence the implementation of the project are political dynamics in each country which will may interfere in the project negatively.

b) Describe the factors/risks, including the risk of corruption, that may affect the Steering Group.

Internal factors/risk that can influence the implementation of the project are leadership commitment within the organizations as well as resource matters.

c) Risk management: Describe the action plan for managing the risks identified in the Steering Group.

It is very important that the Steering Group make sure that the dialogue between the parties’ work, and that the project get the support it needs. Follow-up and monitoring of the project are of utmost importance.