**Optional MID-TERM MEETING**

**B1 SMALL-SCALE PROJECT**

**(UNDER DKK 500,000)**

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| **Disability Fund ref. no.** |  |
| **Danish applicant organisation**  (Primary grant holder) |  |
| **Contact person** | Name:  Email address:  Telephone no.: |
| **Other Danish partner(s)**: (If relevant) |  |

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| --- | --- | --- |
| **South partner(s)** |  | |
| **Country(ies)** |  | |
| **Districts / provinces / regions** covered by the project |  | |
| **Project title** |  | |
| **Time period** | Project period: | Period covered by report: |
| **Budget (DKK)** | Amount granted (DKK): | Expenses (not auditet) (DKK): |
| **Achievement of results** (outputs) | All / most project activities delayed  Partly delayed  Approx. according to plan  Fully or partially in advance | |

# Ecplanation

**When should a mid-term meeting be held?**  A mid-term meeting is not a requirement for B1 projects, but can be a good idea if the project lasts two years or more, if it is a relatively new partnership, new type of intervention, or if an evaluation is needed for an application for a larger project grant.

**Purpose:** The purpose of the reporting is first and foremost to assess how the project is progressing – what has been achieved so far, lessons learnt – good or bad, and whether this calls for adjustments.

**Who can participate**? The meeting will include the project manager(s) from the Danish member organisation and your DPOD advisor. It is also possible for the South partner(s) to participate, as well as to arrange a mid-term meeting on two or more projects together, where the participants can act as opponents and advisors on each other’s projects.

## 1. Topics for the mid-term meeting

Before the mid-term meeting, you and your South partner(s) should prepare bullet points for each of the following questions, which can then be further elaborated at the meeting.

#### How do you monitor project progress, results and learning?

#### Which results are you most proud of, why and how have they been achieved?

#### What kind of challenges have there been, and what are you most worried about?

#### Have you made adjustments to objectives, approach, target group or anything else, or are you considering doing so in light of your experiences so far?

#### How is the collaboration / partnership between the Danish partner(s) and the South partner(s)? Have there been any challenges, and if so, how have they been handled?

#### How do you follow up on financial management of project funds? Have you used the MANGO handbook or any other tool as a starting point for the dialogue?

#### What aspect of the project or the collaboration has surprised you the most so far? And what would you like to know more about or understand better?