

## QUARTERLY NARRATIVE REPORT

<b>Grantee:</b> Latin American and Caribbean Network for Democracy (REDLAD)	<b>Reporting Period:</b> July 1st to September 30 <sup>th</sup> , 2016 <b>Report date of submission:</b> 28/10/2016
<b>Agreement Number:</b> SLM-AQM-15-GR-1267	<b>Project Duration:</b> From: 9/24/2015 Through: 9/30/2018
<b>Country/Region:</b> Latin America	<b>Submitted by:</b> Gina Romero
<b>Funding Liquidated (month):</b> \$99,666  <b>Funding Liquidated (Total):</b> \$282,397  <b>Total Award:</b> \$990,099	<b>Contact Information:</b> Gina Romero Latin American and Caribbean Network for Democracy gina.romero@redlad.org 573152228450

### 1a. Brief description of the project:

REDLAD is awarded a grant to support the development of a Summit of the Americas civil society coordination mechanism to ensure that the civil society organization (CSO) community in the region has a meaningful and institutionalized role in the Summit process. This by facilitating systematic consultations with a representative group of civil society and providing technical assistance to CSOs needing to build capacity and better engagement that allow them to monitor the Summit process.

**1b. Collaboration and partnerships:** For this period of time the Team has strengthen the contact with each stakeholder involved for the success of the project:

### Collaboration and Partnerships by the Consortium:

During July every Consortium member dedicated time to map upcoming actions with each focal point organization, as well as arrange all procedures necessary to move resources to each organization. Additionally, the focal point organizations from Argentina, Bolivia, Chile, El Salvador, Honduras, Mexico and Nicaragua presented their national action plans (Annexes 1, 2, 3, 4, 5, 6, 7). On August we signed the agreement with Colombia (Annex 8) and we received the national plans of Colombia and Panama (Annexes 9 and 10).

In September we signed contracts with the Caribbean Development Center (to co-ordinate activities in Barbados, Dominica, Grenada, St. Lucia and St. Vincent and the Grenadines) (Annex 11), Brazil (Annex 12), Peru (an organization called CEDEP - Centro de Estudios para el Desarrollo y la Participación was contracted to handle focal point duties, so that DESCO can concentrate on co-ordinating the Andean Sub-region) (Annex 13), and Uruguay (Annex 14), reaching 19 signed contracts in total, related to 23 countries.

### Central America and Mexico - CECADE:

In July, CECADE was able to make progress with **Panama and Belize** (Annex 16, contract), which had experienced delays in communication during the previous months. The focal points for **El Salvador** (Annex 17), **Mexico** (Annexes 18A and 18B) and **Nicaragua** (Annex 19) signed their agreements and presented their national action plans, so the first payments of 1.500 USD were issued to each organization. Regarding **Guatemala**, the designated focal point started promoting the project in different spaces throughout the country using its own resources, a decision that CECADE and the PASCA Team understood and supported. Regarding **Costa Rica**, it was decided to look for a different organization to serve as a focal point, since conversations with the original organization

(Fundación Arias) suffered many delays, since the official delegated to deal with PASCA did not have enough capacity to carry out the task. About **El Salvador**, the focal point has held meetings with ASAES (Asociación Salvadoreña para el Desarrollo Integral de la Juventud), an established youth organization with experience monitoring commitments made at the Summits, with close ties to other youth organizations in Central America. It has also started presenting the project to other national organizations such as Censura 0, Techo, Juventudes Socialdemócratas and Acción y Vida, among others.

- In **Honduras**, activities scheduled for August had to be postponed due to difficulties in meeting the procedures for requesting funds. These have been solved and activities have been reprogrammed.
- **Nicaragua** has received funding but hasn't yet submitted its action report for the upcoming months. Some difficulties have arisen in coordinating national activities with local partners, but corrective measures are being taken.
- In **Guatemala**, the focal point organization has been promoting the project in different CSO spaces to prepare for the election of the National CSO Council.
- In **El Salvador**, the focal point has organized meetings with new CSOs throughout the month and has obtained support from three new organizations to promote PASCA in the country: *Fundación Normal, Democracia, Transparencia y Justicia (DTJ)*, and *Plataforma por la Diversidad COINCIDIR*.
- In **Belize**, we've experienced difficulties in transferring the resources, which we have been trying to solve.
- In **Panama**, the focal point has followed its plan and formed the National Council, integrated by seven organizations and representatives from different sectors: *Frente por la Defensa de la Democracia, Alianza Ciudadana Pro Justicia, Juntos Decidimos*, Rafael Candanedo - journalist, *Personas con Discapacidad, Espacio Encuentro de Mujeres, Movimiento Democrático Popular*, Aida Torres - Environmental groups, *Afro Panameña Soy, Red de Derechos Humanos*.
- In **Mexico**, the first PASCA encounter was held in Mexico City on August 19th, with an agenda focused on the following topics: democratic governance, transparency and accountability, fight against corruption, global political incidence, responsible relations between Government and CSOs, environmental defense, fight against poverty in all its dimensions and with regards to the 2030 Agenda, poverty measurement with clear metrics, adapted to each country's reality, government abuse against citizen demands, generational change in CSOs and its impact on social struggles, CSO cohesion, monitoring the 2030 Agenda, enabling environment for CSOs and citizen participation, health care systems in Latin America and discrimination of marginalized groups.

In September we achieved a major milestone with the constitution of National Civil Society Councils in **Mexico** (annex 38) and **Honduras** (annex 37), both in meetings held on September 23rd. In Honduras, the meeting sought to communicate the mechanism for CSO participation, to constitute the National CSO Council and to define clear mechanisms for CSO debate and coordination. In **Mexico** the purpose of the second meeting (the first was held in August) was to constitute the National CSO Council and to define a mechanism for monitoring the development of the national agenda. In **El Salvador** a community of 54 CSOs was articulated, called *Movimiento de ONGs para el Desarrollo solidario de El Salvador - MODES*.

### **Southern Cone and Brazil - Semillas para la Democracia:**

During July, attention focused on securing the participation of ANDI as the **Brazilian** focal point. The process required exchanging multiple messages and holding two skype conversations so that organizations could build trust and help overcome some obstacles stemming from the complex political climate in **Brazil** and its effects in the ability of Brazilian CSOs to organize and speak with official state representatives. Work with focal points in **Argentina, Chile, Paraguay** and **Uruguay** continued, and important advances were made in setting a common agenda of action to act under a unified message in all countries. Semillas has devised a plan to promote the project in **Paraguay** by forming alliances with local organizations in different regions of the country: Asociación Pojuaju, Organización DECIDAMOS and Organización CEAMSO in the Central and Asunción region, Grupo Impulsor Juventud de Caaguazu for the East region, and Red Encarnacena de Voluntariado for the South region. Semillas will be holding local meetings along with these organizations during the fourth quarter of the year.

During August, the team secured Brazilian participation in the project. A series of meetings (on the 2nd, the 5th and again on the 31st) were held with ANDI, the Brazilian organization, to understand the political climate in **Brazil** and devise a plan to achieve the project's objectives. ANDI started promoting the project to its partner organizations in Brazil: Instituto Alana, Artigo 19, Intervozes and ANDI-AL; as well as members from the District Attorney's office. The **Argentinian** action plan (Annex 1) was approved and the first disbursement of funds was made to the organization by the end of the month. Regarding the **Uruguayan** focal point, we held meetings with El Abrojo on the 2nd and 16th to make sure that processes for soliciting resources were understood.

In September we registered several meetings in **Brazil** held by ANDI, to present the project and gather support from different regional CSOs. ANDI participated in a collective event with other CSOs (Intervozes, Artigo 19, Asociación Mundial de Radios Comunitarias) with OAS representatives on September 23rd. In **Chile**, Fundación Multitudes met with the Department of Multilateral Issues of the Chilean Foreign Office, and distributed a nation-wide consultation form to map out CSOs in the country and their interests. In **Paraguay**, Semillas programmed a series of events in different regions of the country with mixed results, which led the organization to strengthen its process to gather support for virtual meetings that are much less costly.

### **Andean Region - DESCO:**

In July, **DESCO** established contact with the Direction of Organisms and Multilateral Policy of the Peruvian Ministry of Foreign Relations, which was an opportunity to explain the project and start building support for the participation of civil society in the 2018 Summit. Contact was erratic at first due to the government transition that took place during the period, but improved during the following weeks. On July 15th a virtual meeting was held between DESCO, the focal point organizations from **Bolivia, Colombia, Ecuador, Peru** and **Venezuela**, and PASCA's base team. The meeting was an opportunity to explore the situation of each country regarding the legal base for participating in the project and for defining the regional agenda for the coming months. DESCO has incorporated an organization called Grupo Propuesta Ciudadana as focal point for **Peru**, so that DESCO can concentrate on coordinating the region and the relationship with the departments in charge of organizing the Summit, both in the Peruvian Government and the OAS.

During August we received and approved national action plans from **Bolivia** (Annex 2) and **Colombia** (Annex 9), and have worked with the **Venezuelan** organization to refine our method of collaboration due to the country's situation regarding financial transfers and the personal safety of CSO representatives. The base team held meetings with the Andean Region on the 3rd, 11th and 30th, which focused on facilitating the processes of contract-signing and activity-planning. We also advanced conversations with CEDEP, a **Peruvian** organization which will serve as a focal point in Peru.

On September 9th, a virtual meeting was held with representatives from the base team, the Consortium member and the focal points of **Bolivia, Colombia, Ecuador, Peru** and **Venezuela**. The session was useful to share progress on national activities and to clarify the important milestones that need to be hit during September and October regarding the creation of the National Councils. We have also held follow-up contacts with each focal point to solve particular doubts.

In September, the focal point for **Venezuela** organized a meeting on the 13th and 15th with four collective CSOs to establish a governance structure for the project in the country. These organizations are SINERGIA (with 50 member CSOs, it promotes freedom of thought and association, democratic participation and human rights issues), REDSOC (with 73 member CSOs, it promotes articulating action among CSOs and the State and Business sectors in compliance with commitments made at the World Summit for Social Development), FIPAN (with 68 member CSOs, it coordinates actions for the protection of rights of children, youth and families) and Foro por la Vida (with 15 member CSOs, it promotes rule of law and the protection of human rights). A national meeting is being called for November 15th to present the project, prepare an action plan from the national commitments made at the 2015 Panama Summit, and to elect the national representative for the Project and define its responsibilities. In **Peru**, the focal point organization established contact with the OAS office in the country, and has devised a plan to hold regional meetings with interested CSOs throughout the country, with two meetings prepared for October and two more for November.

#### **North America - REDLAD:**

Redlad's Base team had tried to bring to the project Sunlight foundation, but until the end of the period did not succeed in this task.

#### **Caribbean - Fondation Espoir (FE):**

In July, Espoir kept contacting organizations in the islands that are OAS members to work as focal points for the project. The Caribbean Policy Development Center (CPDC), an umbrella organization based in **Barbados** and helmed by Mrs. Shantal Munro-Knight, agreed to serve as a focal point for five islands: **Barbados, Dominica, Grenada, St. Lucia** and **St. Vincent and the Grenadines**. Espoir continued promoting the project in **Haiti** and is in the process of calling a national Civil Society Board that can coordinate proposals for the 2018 Summit. Activities in **Cuba** and the **Dominican Republic** are also underway. Contact shifted to **Bahamas** and **Jamaica** to incorporate them into the project.

During August, Espoir developed a partnership with Global Shapers, an organization from Port-au-Prince, **Haiti**, helmed by three shapers (Marc Edouard, Caleb Gerard, Alendy Saint-fort) each of whom will be responsible for different duties in the PASCA project. A consultant on communications and networking for PASCA was hired, who will oversee collaboration with Global Shapers and move forward plans with the Ramak network to conduct radio shows and other programming on

Empowering the Civil Society in Haiti. Espoir negotiated preferred rates in hotels and convention centers in preparation for a regional event. An organization called Geo Ayiti started working on an application to map all CSOs that FE can work with.

A regional coordination was created within the project to communicate at different levels. 3 consultants were identified to help with the process and have started working already on the project and its objectives. An agreement is being concluded with the Caribbean Policy Development Center (CPDC), which is based in Barbados, to represent PASCA in five countries: **Barbados, Dominica, Grenada, St Vincent & the Grenadines and St Lucia**. A plan for reaching the different constituents and organize the region is being developed.

In September, Espoir established contact with organizations in **Jamaica**: J-FLAG, Jacoby Greek Children's Education Foundation, Woman Incorporated (Crisis Centre), Sistren Theatre Collective, Women's Centre of Jamaica Foundation, Women's media watch, Women's resource and Outreach Centre, Abilities Foundation, Association for the control of Sexually Transmitted Diseases, Children First, Manifesto Jamaica. **In Haiti**, planning sessions were held during september with Global Shapers of Port-au-Prince to define a strategy to meet all the relevant associations in the Caribbean. It was decided to find an entity with knowledge of all the english caribbean and to establish contacts with the local global shapers chapters. A proximity campaign was also conducted with Jeune Ayiti/Kasechen to Meet with different organizations locally, go visit them and present the PASCA project. Also, a mapping planning activity was conducted with Geo Ayiti to prepare a mapping of Haitian & caribbean civil society orgs.

**In Barbados**, a contract was drafted with the CPDC to manage a network of five focal points: Dominica, Grenada, St Vincent & the Grenadines and St Lucia. A series of documents were prepared specific to the region: the PASCA pamphlet was edited and translated to french and creole, to distribute among the correspondent islands. Also, a contact letter was prepared by the Consortium organization to present the project to possibly interested parties, as well as a survey with questions for CSOs. Fondation Espoir has found that the distrust that's embedded in the culture of many Caribbean islands can be overcome by partnering with respected individuals/organizations and discussing their issues in a trustworthy setting.

#### **Collaboration and Partnerships by the Team Project with OAS:**

In July we contacted Jane They, director of the Department of Summits of the Américas at the OAS, to coordinate a meeting with DESCO, the peruvian Consortium member, to set a strategy of joint work with peruvian authorities in preparation for the 2018 Summit. Mrs. They suggested that we meet in Washington in early December, however for cost and practical reasons we'd prefer to match this meeting with the first meeting of the Hemispheric Council slated for november in Lima, Peru. We have yet to make a final decision on the matter.

We also advanced in strategies for getting closer to Almagro and his advisors. Redlad was invited by the World Movement for Democracy to coordinate a dialogue with Almagro and CSOs member of the WMD's steering Committee (from which Gina Romero, Redlad Executive Director is member) it was held at the end of September. Unfortunately the flight of Ms Romero was delay, but Hans Tippenauer, Director of Espoir, Consortium Member, had the interlocution with Almagro on behalf the project. Besides, as members of the CSO Pillar for the Community of Democracies, Redlad also supported the candidacy of Almagro for the Mark Palmer Prize.

During August the Section of Relations with Civil Society of the OAS had planned to conduct a debriefing and brainstorming session as a follow-up to the Santo Domingo meetings, in order to examine and revamp the formats and procedures for civil society participation in future General Assemblies. This meeting was first going to be held in August but it was rescheduled to mid-September.

In September, Gina Romero attended a series of OAS meetings and events held in Washington. On September 13th she attended an event commemorating the 15th anniversary of the Democratic Charter, where she was able to talk to Jane Thery from the OAS and representatives from Panama and Peru and decided to monitor the new Peruvian Government's position on different issues to understand its values. It was also decided to try to schedule national and sub-regional events in coincidence with OAS events and articulate actions. On September 15th she attended a roundtable discussion on lessons learned and good practices to be applied for the next OAS General Assembly.

### **Collaboration and Partnerships by the Team Project with other stakeholders:**

Stakeholder management during July concentrated on carrying out the agenda set at the Santo Domingo meetings, making sure that contracts were properly signed and that appropriate documents were shared among focal points and Consortium members. Among those documents is a declaration of PASCA's values and goals, which we prepared to explain the project's orientation and solve any possible doubts CSOs might have on the matter (Annex 15A Spanish, Annex 15B English).

Throughout the month we held meetings intended to clarify any doubts that participant organizations might have regarding the process of expenses reports, actions required and timelines for the selection of national representatives, and any other topics of interest.

On July 21st, we held a meeting with the Consortium members, where we reported on the project's technical and financial execution, and decided on how to distribute resources for the coming national meetings and milestones that we need to hit. A common pool of resources for national events was formed with 40,000 USD from the regular budget for travels and events set for year 1. This budget was set to be distributed to Central America and Mexico (12,000 USD), Southern Cone and Brazil (12,000 USD), Andean Region (8,000 USD) and the Caribbean (8,000 USD). It was agreed that each Consortium member would determine the amount to be assigned to each country in its region.

We continued exploring different possibilities for the participation of population and thematic groups in the mechanism. We have currently identified groups following a population criteria (Indigenous, Afrodescendants, LGBT and Youth) and a thematic criteria (Faith communities, Human Rights, Environment). All findings will be discussed in the next Consortium meeting.

During August we worked with the indigenous populations coordinators, Romel González and Nelson Kantule, who organized an indigenous populations meeting in Panama on September 2nd and 3rd. PASCA's Project Officer attended the meeting. It will start the process of mapping different groups throughout the continent and finding ground to build a common agenda. The meeting was attended by 14 indigenous leaders and representatives from Colombia, Ecuador, Panama, Paraguay and Peru (Annex 39, results from the meeting).

Regarding youth organizations, we are articulating actions to hold a consultancy taking advantage of the preparatory activities on this population that is scheduled for september in Colombia.

### **Communications:**

- During the period of this report, it was budgeted and conducted the search of a provider of multimedia services to produce an audiovisual piece for PASCA and digital contents, to explain how civil society can take advantage of existing participation sceneries at OAS or strengthen them (Annex 21 ToR, annexes 22, 23 and 24 quotations; annex 25 comparative charter). “El Jardín de las Delicias” was the media producer hired and they presented scripts, wireframes and content definition as first advances of the implementation of their proposal.
- Content management for the PASCA website: [www.proyectopasca.org](http://www.proyectopasca.org)
- Content management for the project’s social network accounts. Facebook: [/proyectopasca](https://www.facebook.com/proyectopasca) which reached 185 followers and Twitter: [@proyectopasca](https://twitter.com/proyectopasca) which has 100 followers.
- Content management, creation and distribution of the editions 5th, 6th and 7th of the project’s virtual bulletin - “Entre Regiones”, which was sent to 1.031 subscribers (e-mail accounts). <https://proyectopasca.org/boletin/>.
- Coordination of key communications issues with Consortium organizations, such as: criteria definition for digital communications and the reporting of activities around the project in each region. It was setting a communications group (via WhatsApp), between the base team and the communications department of all consortium members, so that events in each region can be tracked and followed by each member.
- Review and strengthening of the communications plan criteria.
- Creation of a supplier list to hire translation services according to the rates of the “Asociación Colombiana de Traductores e Intérpretes” and coordination of translation services for the contract for the Brazilian Focal Point (Spanish - Portuguese) and the Declaration of Principles of the PASCA project (Spanish-English).

### **A balance on the first year of the project**

The first twelve months of the project have been an intense experience of research and community building exercises, which have demanded time and effort to build an effective Base Team capable of coordinate the project, to choose capable and trustworthy partners to handle Consortium duties in each sub-region, and to find renowned and experienced organizations in each country to serve as focal points. It’s been a challenging journey that has left us with many insights and lessons, which we will try to sum up in the following section.

### **Defined Focal Points:**

At the end of the project’s first year we have formalized contact with 21 organizations, who handle focal point duties in 25 countries of the continent. Of these 21 organizations, one (Guatemala) refrained from signing a contract for safety reasons but has agreed to promote the project fully using their own resources, and another one (Cuba) is promoting the project under the support of Freedom House.

### **Andean sub-region**

1. Bolivia - Fundación Construir (with logo and flag waiver)
2. Colombia - Confederación Colombiana de ONGs (CCONG)

3. Ecuador - Fundación Ciudadanía y Desarrollo & Centro Ecuatoriano de Desarrollo y Estudios Alternativos (CEDEAL)
4. Peru - Centro de Estudios para el Desarrollo y Participación (CEDEP)
5. Venezuela - Transparencia Venezuela (with logo an flag waiver)

#### **Caribbean sub-region**

1. Barbados - Caribbean Policy Development Centre (CPDC)
2. Cuba - Centro de Estudios para el Desarrollo Local (CEDEL)
3. Dominica - Caribbean Organization of Indigenous Peoples (COIP)
4. Dominican Republic - Alianza ONG
5. Grenada - Inter Agency Group of Development Organisations (IADGO)
6. Haiti - Fondation Espoir
7. St. Lucia - Winward Islands Farmer's Association (WINFA)
8. St. Vincent & the Grenadines - Winward Islands Farmer's Association (WINFA)

#### **Central-America & Mexico sub-region**

1. Belize - Southern Initiative for People Empowerment (SOUPEM)
2. El Salvador - Jóvenes en Acción Política (JAP)
3. Guatemala - Coordinación de ONG y Cooperativas de Guatemala (CONGCOOP)
4. Honduras - Asociación de Organismos No Gubernamentales (ASONOG)
5. Mexico - Equipo Pueblo and Centro de Servicios Municipales Heriberto Jara (CESEM)
6. Nicaragua - Red Local
7. Panama - Alianza Pro Justicia

#### **Southern Cone & Brazil sub-region**

1. Argentina - Directorio Legislativo
2. Brazil - ANDI Comunicação e Direitos
3. Chile - Fundación Multitudes
4. Paraguay - Semillas para la Democracia
5. Uruguay - El Abrojo

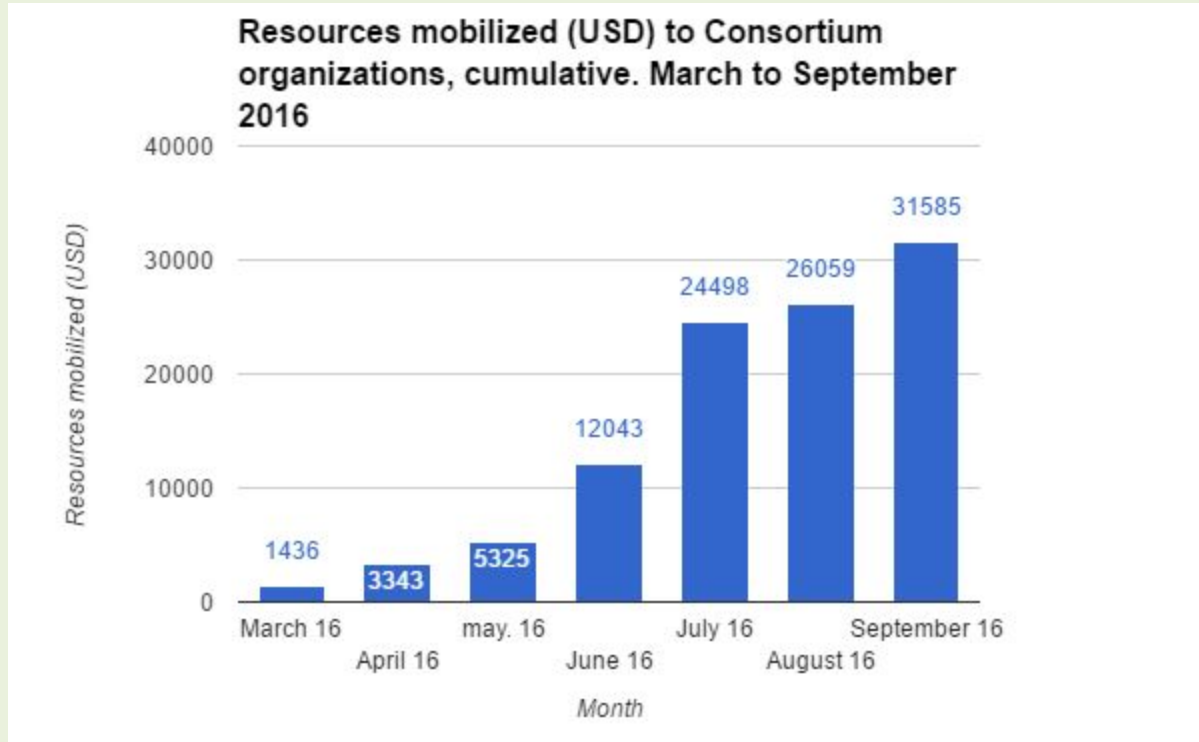
#### **Signed contracts:**

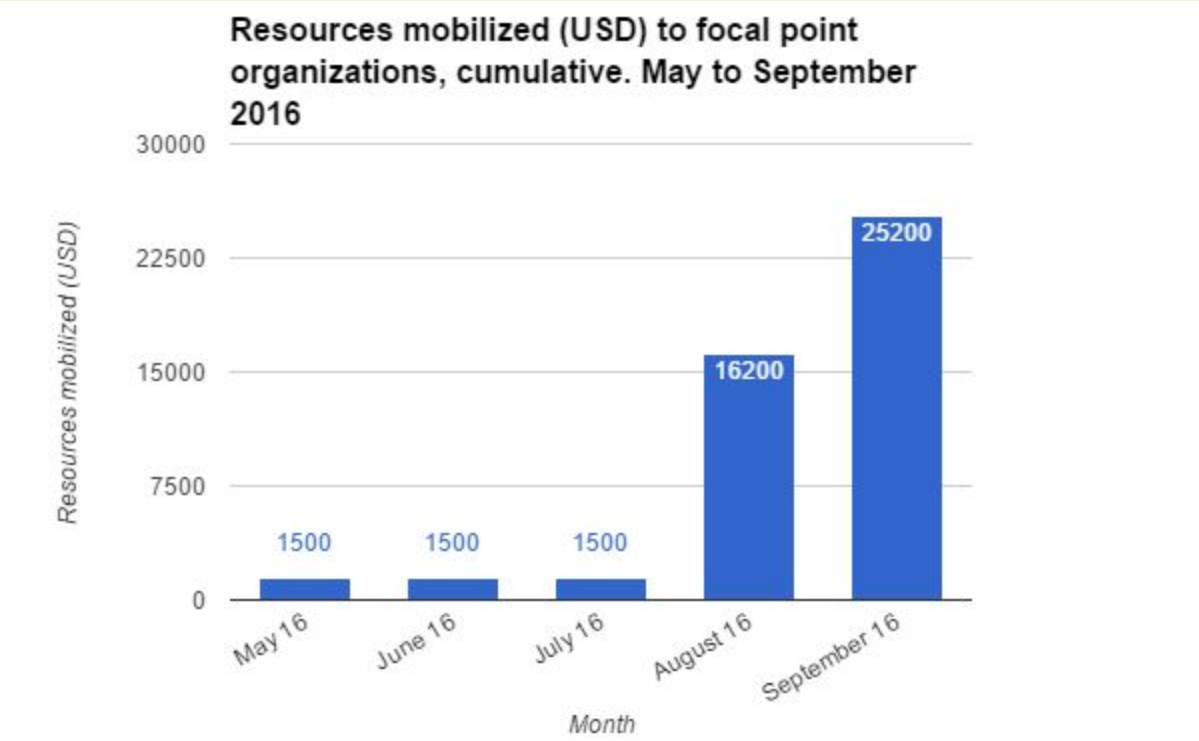
Contract-signing experienced a big uptake after the meeting held in Santo Domingo, Dominican Republic in mid-June 2016, coinciding with the OAS 2016's General Assembly.



## Mobilized Resources:

The effectiveness of the Santo Domingo meeting is also visible in the flow of resources mobilized to Consortium and focal point organizations, as expressed in these graphs:



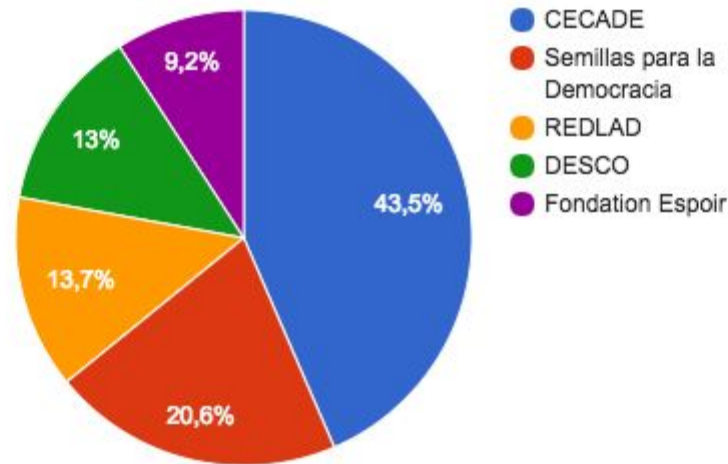


**Common pool of resources for national events:**

Near the end of the first year, having identified a need to give financial support to the focal points to organize national events, we pooled resources pertaining to transportation (airfare and ground transport), lodging, M&IE, meals and room/equipment rental that remained unspent in components 1, 2 & 3 of the budget, and made them available to the focal points to cover part of those expenses in national events. The amount made available to focal points was **14,934 USD**, of which **3,579 USD** were requested and duly reported by the end of september.

During the first year we have a consolidated report of almost 600 assistants to 131 activities organized in the region by Consortium members, focal point organizations or the Base Team in Bogota.

### Number of Activities reported by PASCA Consortium Member



### Number of activities and assistants reported by country and subregion

In total 131 activities were held with the participation of 599 persons. This may have a slight underreport from some countries.

Consortium Member / Subregion	Countries	Number of activities	Number of assistants
CECADE / Central America	Non specified	18	39
	El Salvador	13	48
	México	10	83
	Nicaragua	4	9
	Honduras	3	7
	Guatemala	3	7
	Panamá	2	42
	Costa Rica	2	6
	Online	1	0
	Belice	1	2
DESCO / Andean Region	Non specified	12	0
	Perú	3	22
	Online	2	8
	Venezuela	0	2
Fondation Esprit / Caribbean	Non specified	6	7
	Haití	5	8
	República Dominicana	1	0

REDLAD / North America and General Coordination of the project	Online	7	45
	Colombia	6	100
	República Dominicana	3	117
	Estados Unidos	2	15
Semillas para la Democracia / Southern Cone	Non specified	15	6
	Paraguay	5	12
	Online	3	6
	Uruguay	2	6
	Brasil	1	0
	Argentina	1	2
<b>Total</b>		<b>131</b>	<b>599</b>

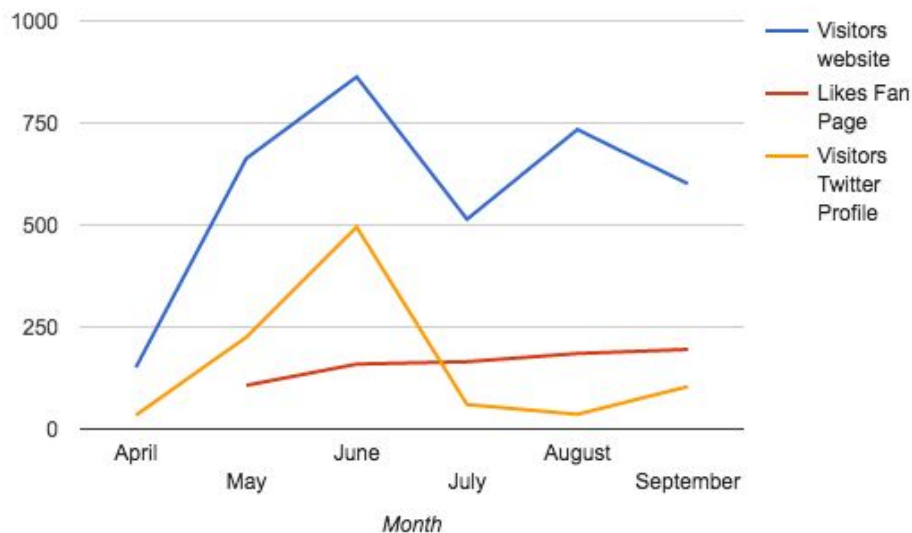
### Communication activities

During this year these material has been printed to support communication of the project at several meetings:

Product	Units
Leaflets Spanish (ecological material)	1450
Leaflets English (ecological material)	250
Leaflets French (ecological material)	100
Leaflets Spanish (non-ecological material)	600
Banner Spanish (120 x 80 cms.)	1
Poster (70 x 100 cms.)	6
Banner roll up	1
Banner Spanish (70 x 100 cms.)	13
Banner English (70 x 100 cms.)	2
Banner English and Spanish (70 x 100 cms.)	1
Banner English and French (70 x 100 cms.)	1
Banner Spanish, English and French (70 x 100 cms.)	1
Folders	200
Pens (ecological material)	1000
Presentation cards	400

About digital channels, there were created a website, a fan page in Facebook and profile in Twitter. Below there is graph which shows us trends which must be potentialized to increase the impact of our communication actions through more contents produced and published and alliances with partners to promote that material.

**Visitors website, Likes Fan Page y Visitors Twitter Profile PASCA**



**2. Executive summary:** During the period of this report, the team worked in four different types of activities:

**A. Reports:**

We have been working with Consortium organizations to speed up the reporting process so that we can prepare the reports in a more timely manner. Monthly reports for July and August were presented on August and September.

**B. Designing and update of internal documents:**

- *Stakeholder Mapping:* On July the project collected information from 115 civil society organizations which filled the online survey. There is a graphic report (Annex 35). On August, the Project's database had 1585 contacts from 1210 Organizations and on September, it reached 1650 contacts and 1280 organizations.
- *The Comparative Study on Best Practices and Lessons. July:* The production of the report was assigned to Socorro Ramírez, a colombian academic and expert in Civil Society participation in multilateral fora, and the person in charged by Colombian Ministry of Foreign Affairs to organize CSO participation at Cartagena's Summit (Annex 27 is her CV and Annex 28 is the contract). She submitted drafts for the first two parts of the study: a historical recount of Civil Society participation in the OAS; and a recount of Civil Society participation experiences in integration organisms such as the CARICOM, CAN and Mercosur, among others; cooperation organisms such as OTCA and ALBA, among others; and intergovernmental dialog spaces such as UNASUR and CELAC. From the first advance, Yolima García, our M&E specialist developed a timeline which illustrates the connection between the mentioned scenarios and some achievements of CSO (Annex 29). Besides, Sebastian Valencia, a Colombian Academic based in USA is complementing the study with a review of all internal norms at the OAS that facilitates or rules CSO participation.

**August:** The report is nearly finished. We have shared fragments of the report with a few organizations to contribute to developing . From the adjustments to the first advance, the timeline was also updated. Besides, Sebastian Valencia, presented his first draft of his analysis.

**September:** we invited OAS General Secretary, Luis Almagro to prologue the document, but he has not replied yet. In a visit that the project's Director will do to Washington, to participate in a discussion Panel on the OAS, a copy of the document will be delivered.

**C. Consortium update:**

- As it was mentioned in the point 1 of this report, our Consortium members for Andean Subregion, Central America and Mexico, South Cone and Brazil have been following their plan of activities.
- Redlad has given continued support to Consortium members in the signing of agreements with the national focal points.

**Project Objectives:**

1. To develop and implement a Civil Society Council that represents CSOs across the region in monitoring and advancing Summit priorities.
2. To increase collaboration in consultation and engagement between CSO and OAS to present recommendations for the 2018 Summit.
3. To improve CSOs' capacities to monitor the implementation and impacts of 2015 Summit commitments and to participate effectively in 2018 Summit processes.

### 3. Description of results achieved during the period, using indicators for activities, outputs and outcomes associated with your agreement.

**Activity 1:** To develop and implement a Civil Society Council that represents CSOs across the region in monitoring and advancing Summit priorities.

ACTIVITY	INDICATOR	BASELINE DATA (include date/ source)	TARGET (life of the agreement)	Result this Period	CUMULATIVE DATA and % of progress completed if applicable
1.1 Conduct a project planning meeting with the partners organizations	One Project Working Plan Document	N/A	1	1 general plan approved. There are subregional plans for South Cone and Central America. Some countries have developed their own plans: Argentina, Bolivia, Chile, Colombia, El Salvador, Honduras, Mexico, Nicaragua, Panama.	88%
	Consortium members increase their confidence in their partners and in the process	N/A	6	1 baseline obtained on the first Consortium meeting (Dec 2015). The next measurement will be applied on October for the first year of the project.	25%
1.2 Organize three focus groups of 20 CSOs each to assess opportunities for creating the Council	One report to guide the creation of the Civil Society Council	N/A	1	After a period to receive comments and adjustments, the guide to create the civil society council has been adopted by Consortium members and focal points as reference to call national meetings and choose their representatives to it (annex 32). Initially this document was thought as product of three focus groups meetings but in the practice it was just one on the ICSW, plus individual comments	100%
	Number of CSOs demonstrating increased levels of understanding and interest in participation in Summit-related	N/A	90% of participants increase their confidence and show interest in	From 115 CSO consulted at the moment about their interest in participate at the 2018 Summit of the Americas, 94%	29%

	events and activities.		participating in Summit related events and activities	expressed high interest. Measurement note: considering the aim of reaching 350 organizations (indicator 1.4), the 91 which expressed this high interest represent 29% of the indicator.	
1.3 Conduct a comparative study about similar regional oversight mechanisms and platforms	One Comparative Study of best practices and lessons in CSO consultation mechanisms	N/A	1	After some comments to the last draft by OAS personnel and other experts, the author is polishing the document for the final submission.	90%
1.4 Develop and conduct a stakeholder mapping and engagement strategy	One stakeholders' mapping and engagement strategy	N/A	1	Data collection is being improved from lists of assistants to national and subregional meetings and depuration of database is ongoing. The engagement strategy mentioned in past reports has being developed by the CSO at each subregion and country in a different way, independent from the database build. The Base Team is monitoring the practical strategies of engagement applied, to include it into the project systematization.	50%
	One strategic communications plan	N/A	1	The general strategic plan of communications has been adopted by the Base Team. However it would have adjustments according to new demands from the implementation and needs from relationship with Consortium members, Focal Points and other actors. (Annex 31)	100%



	Number of CSO surveyed that express interest and commitment to participate in the creation of the Council	N/A	350	From 115 organizations which filled the survey, 102 (88%) expressed high interest about joining a civil society council. Measurement note: considering the aim of reaching 350 organizations, the 83 which expressed this high interest represent 29% of the indicator.	29%
1.5 Elaborating of draft documents for CSC establishment	Draft of the CSC proposal to be review by CSOs and other actors and partners	N/A	1	The document which explains objectives, structure, functions and ways of election of the representatives at different levels was spread to Consortium members and focal points. (Annex 32)	100%
	Percentage of CSOs' inputs taken into account in the draft document for CSC establishment	N/A	60%	45% of the comments systematized have been applied to the initial proposal of the mechanism of participation of civil society at the Summit of Americas; 9% was partially adopted and there are another 45% pending of deeper analysis, because there are not directly related to the mechanism. Unfortunately, CSO's response is lower than initial expectancies. We added some challenges at section 5 of this report.	45%
1.6 Organizing five sub-regional working-coordination meetings to finalize CSO support for creation of the Council	Number of sub-regional working coordination meetings held, documented and socialized	N/A	100%	On August consortium members are being preparing their sub-regional meetings to be held on October and November.	10%
	Number of CSOs demonstrating increased levels	N/A	250 90%	As it was reported at the 1.4 indicator: from 115 organizations	98 CSO 84%

	of participation in the creation of the council and interest in participating in other Summit scenarios			<p>which filled the survey, 88% (102 CSO) expressed high interest about joining a civil society council.</p> <p>91% (106 CSO) expressed high interest about the construction of one agenda for the 2018 Summit.</p> <p>75% (87 CSO) expressed high interest about monitoring the mandates of Panama Summit.</p> <p>Measurement note: the cumulative data is result of the average of CSO and of their percentages in the three categories.</p>	
1.7 Organizing an online vote to elect the members of the council	Number of CSO voting in sub-regional coordination meetings for the CSC creation	N/A	300	Attending subregional and national performance of the project the vote will occur at the subregional meetings rather than through an online platform.	0
	Number of members of the CSC elected	N/A	20 (2 women and 2 men for each sub-region)	It is a criteria for sub regional meetings. We will have first advances on October.	0
1.8 Organize the first meeting of Civil Society Council in Perú (2016)	One meeting held and systematized	N/A	1	0	0
	Number of active members of the CSC	N/A	20 (2 women and 2 men for each sub-region)	0	0
1.9 Redlad will help the council to establish its Secretariat and support the activities of the Secretariat	One CSCs working plan	N/A	1	0	0
1.10 Develop a financial sustainability	One financial sustainability model developed	N/A	1	0	0

model for approval by the Council	Number of Council members trained in the financial sustainability model	N/A	20	0	0
1.11 Assist the Council Secretariat in design, implementation and monitoring a strategy of communication, relationship and knowledge management to support the interaction within the CSC and with the different stakeholders	One strategy of communication, relationship, and knowledge management	N/A	1	0	0
	Percentage of CSO users of CSC's media and communicational scenarios	N/A	80%	0	0

**Activity 2:** To increase collaboration in consultation and engagement between CSO and OAS to present recommendations for the 2018 Summit

ACTIVITY	INDICATOR	BASELINE DATA (include date/ source)	TARGET (life of the agreement)	Result this Period	CUMULATIVE DATA and % of progress completed if applicable
2.1 Support the Council in the development of a consultation mechanism between the Council and OAS-SIRG to improve skills and awareness on the process	One consultation mechanism between the Council and OAS-SIRG developed	N/A	1	At the meetings between the Project Director and OAS it has been asked to join SIRG meetings and it is possible to show the project during its meeting, not defined yet.	2%
2.2 Establish a support network in Peru to work the 2018 Summit Agenda	One networking plan for building the 2018 Summit Agenda	N/A	80%	After the change at Peruvian government, DESCO, the Consortium member has been searching meetings with people in	10%

				charge of Summit arrangements.	
2.3 Establish an ongoing consultation process with governments	Percentage of countries reporting information	N/A	70%	0	0
2.4 Develop and Sign an agreement between the Council and SIRG	One agreement subscribed between the Council and SIRG	N/A	1	0	0
2.5 Organize 5 sub-regional consultation in coordination with OAS Summit, and one virtual online consultation	Number of regional and sub-regional consultations between the Council and representative organizations held	N/A	1 regional and 5 sub-regional consultation meetings	0	0
	Number of CSOs consulted during the development of the CSO recommendations for the 2018 SIRG	N/A	400	0	0
	One document with the Civil Society agenda for the 2018 Summit, presented to SIRG	N/A	1	0	0
2.6 Conduct 6 Council meetings, 2 each year from 2016 to 2018	Number of council meetings held	N/A	6	0	0
	Council members acquire experience and confidence in relation with CSO, OAS-SIRG and other actors	N/A	90%	0	0
2.7 Strengthen the participation of the Council and CSOs to the 2018 Summit	Number of meetings among Council, Secretariat, SIRG, and governments to secure CSO participation.	N/A	20	0	0
	Number of Western Hemisphere CSOs, targeted by the project, that express interest in participating in the Civil Society Forum at the 2018 Summit.	TBD	800	0	0
	One document with the Civil Society recommendations to the SIRG	N/A	1	0	0
	Percentage of presented CSO recommendations from the civil society council	N/A	40%	0	0

	incorporated by Summit stakeholders into Summit documents or activities				
	Number of CSOs demonstrating increased levels of participation in Summit-related events and activities.	<i>TBD</i>	600	0	0
	Number of CSOs reporting increased and substantive CSO engagement in the Summit process as a result of the CSO mechanism	<i>N/A</i>	300	0	0
	Percentage of CSOs reporting increased satisfaction with the Summit process.	<i>TBC</i>	60%	0	0

**Activity 3:** To improve CSOs' capacities to monitor the implementation and impacts of 2015 Summit commitments and to participate effectively in 2018 Summit processes

ACTIVITY	INDICATOR	BASELINE DATA (include date/ source)	TARGET (life of the agreement)	Result this Period	CUMULATIVE DATA and % of progress completed if applicable
3.1 Develop a mechanism for monitoring and evaluating implementation of Summit commitments to be used by the CSO community	Percentage of prioritized 2015 Summit mandates monitored by the council and relevant CSOs.	<i>N/A</i>	At least 40%	0	0
3.2 Conduct a needs assessment for technical assistance and capacity building among CSOs across the region, to improve knowledge and feedback on monitoring and evaluation mechanism /practices	Number of CSOs demonstrating increased ability to research, monitor and report on Summit commitments in their sub-regions.	<i>N/A</i>	44	Some questions about strengths of the CSO are included in the online Survey filled by 115 CSO.It offer some inputs to design the plan of enhancement with those organizations in charge of monitoring	0
3.3 Design and implementation of a plan of enhancement and technical	Number of CSO joining the enhancement in capacities for	<i>N/A</i>	70%		0

assistance according to the needs identified	monitoring and evaluation			Summit commitments.	
3.4 Provide training and Technical Assistance to at least 100 CSOs for implementing the mechanism/Summit commitments	Five training activities held (one in each subregion) and one Technical assistance action per CSO involved in the follow up	N/A	105	0	0
3.5 Produce joint report on outcomes of the 2015 Summit of the Americas	Number of CSO participating in the joint report	N/A	50	0	0
3.6 Coordinate the adoption of the Monitoring and Reporting Mechanism	Number of <b>CSOs</b> reporting increased and substantive CSO engagement in the Summit process as a result of the CSO mechanism	N/A	50	0	0
3.7 Monitoring and evaluate programs/projects that impacted the commitments made at the Summit	Number of reports of advance in programs/projects impacted by the commitments	N/A	22	0	0

### Monitoring and Evaluation Indicators

ACTIVITY	INDICATOR	BASELINE DATA (include date/source)	TARGET (life of the agreement)	Result this Period	CUMULATIVE DATA and % of progress completed if applicable
Methodological design	One set of orientations for explicit knowledge management	N/A	1	Development of administrative, communicational and monitoring procedures, forms and guides. They are compiled at the Master list of procedures (Annex 33 SP)	60%
Elaborate baseline of the project	One report of the baseline	N/A	1	This report is integrated by: Annex 34. Report 1 Unified Database PASCA Annex 35. Report 4 Online Consultation to CSO (EN-ES)	70%

				Annex 36 Consolidated Thermometer of Trust (EN-ES) Annex 26. Retos Buenas Prácticas y Lecciones Año 1 PASCA (ES) (will be translated to english for the next report)	
Elaboration and management of databases for participation monitoring	One database system for monitoring participation of CSO in activities and discussions	N/A	1	Unified database contains 1650 contacts from 1280 organizations. Consolidated subregional reports show 130 activities and 600 assistants during the first year of the project, but we have to improve the process to collect this information because there is a subregister and it is mixed unique persons who assist to several meetings.	60%
Design and measure CSOs' capacities at national, sub-regional and thematic levels	One report of final state of CSO's capacities (including base line)	N/A	1	It is being developed a form to collect information about CSO's capacities at national and subregional meetings.	15%
Evaluation of the process	One report of results, impact and recommendations	N/A	1	0	0

**5. Challenges, lessons learned and best practices related to your project (Annex 26):**

(Note: as a convention, the corrective actions suggested appear on underlined format)

1. Compliance with work plans can be difficult sometimes due to political concerns in many countries.
2. Getting CSOs interested in the project can be difficult, since their participation implies some work that adds to their daily activities and responsibilities, and there is no many resources

available to transfer. Figuring out an attractive value proposition has been difficult, since participating in debates is not enough.

3. To generate institutional synergies at the sub-regional level thru virtual actions, when personal meetings is so expensive. This has been particularly hard in Central-America, where organizations are not used to communicating via e-mail. Logistics for organizing regional meetings are complicated when operating with tight resources. Finding additional resources to organize meetings for population groups has been difficult, and communicating the budgetary conditions for these meetings to organizers has also been difficult. Prioritization of contact via phone or skype, instead of e-mail, to assume a more active coordination role with focal point organizations. In addition, it is worth strengthening technical teams in consortium organizations and Focal Points in daily tasks (minutes, reports, etc).
4. Identifying active CSOs interested in the OAS in each country is a challenge, as well as expanding project coverage to other social actors (unions, farmers, women).
5. Suspicion and a lack of trust on behalf of CSOs in the Caribbean. Islander mentality in the Caribbean which means people tend to be apathetic and suspicious of communication, so as a consequence a lot of problems stay uncovered. A strategy for finding reputable introductory links (usually people, instead of organizations) in the Caribbean that can help diffuse mistrust and engage CSO on their terms and discussing their issues.
6. In the M&E report some indicators and products seem to be static during several months. Therefore, it is time to review the activities and indicators which were designed to achieve them, and to suggest some changes.
7. One of this indicators is related to the working plan. Early, on January, it was defined the general plane, but some subregions (Andean and Caribbean) haven't fully developed their correspondent exercise yet. For the Project's second year we must improve the communication to Consortium members and Focal Points about the minimum commitments which every one and all have to follow, and to create a common frame of reference to join the actions toward bigger results, but considering specific needs of flexible times or actions' order according to the context.
8. Indicators related to results from consultation processes to the CSO (activities 1.2 and 1.4) have had low progress. It happened because of 1) Certain lack of interest or abilities into CSO to fill online surveys (due to a digital divide to adopt TICs by some CSO). 2) Weak support by Consortium members to communicate and motivate organizations at their subregion to fill the online survey or to coordinate Focal Points to use of printed forms at their meetings. 3) Some planned activities such as the three focus groups (activity 1.2) were replaced by scenarios such as the Civil Society Meeting in Santo Domingo, Dominican Republic. 4) There is a tension between the intention to open CSO participation through consultations and the real disposition of CSO to participate on it. One challenge is to find the balance between the CSO's demand of been considered and their low response when they are asked. Under that considerations, to achieve the compromise of the number of CSO consulted, we are going to define specific goals by countries and subregions and to publish the advances on that reports. It would encouraging those CSO who are not reflected on the reports, to give information on time. Also, the Base Team will contact directly the Focal Points to agree how to apply the designed forms and how to collect and process the information.
9. We can show partial and progressive advances about the "baseline" of the project, but it is not finished. It is a product ongoing. The challenge is to achieve, as soon as possible, significant knowledge about an important number of CSO's state, capabilities, interests, motivations, aims, experiences and context, which will support assertive decisions to direct PASCA performance and let us good practices and lessons for future initiatives. To do that it is



necessary to deal with the lack of comprehensive and updated sources of information about Civil Society in the Americas, and to overcome the reserves of some CSO to share information. The Base Team will develop strategies to persuade and train CSO into the use of technical methodologies and tools to collect, organize and analyze information about their diagnosis and practices and their utility for decision making processes.

10. It has been uneasy to have communication and better knowledge about SIRG operation, which we would like to have in the idea of joining efforts to share or complement a methodology for monitoring Summit Commitments. The OAS has offered general information, but they don't open the door to meet SIRG members. For the first meeting of the Civil Society Council, the Base Team will insist in organizing a meeting between them and the SIRG.

#### **Lessons learned:**

1. The use of ICTs, especially shared folders in google drive, can facilitate communication and improve transparency. Unfortunately, it also goes against well-established habits in some organizations and triggers a resistance to change.
2. Personal contact remains an important tool for mobilizing teams and achieving goals on time.
3. Incorporating women's organizations in national discussions improves the diversity of opinions and the amount of issues identified.
4. National coordinators require a specific skillset to be able to contribute effectively to the project.
5. Timely feedback is important to keep the work effective and on time.
6. Clear communication of the final deliverables of the project is crucial to gather support.
7. People want to express themselves when given the opportunity but they need a safe environment to do so.
8. Establishing weekly or bi-weekly meetings with participating organizations improves decision-making processes and reduces delays in information reports.
9. Youth organizations are very motivated to participate in processes related to building new mechanisms for participation, however they are often not consulted enough.
10. Civil society tends to be very fragmented and some vulnerable groups have no real mean of being reached due to local prejudices, lack of access to information means and a high level of distrust.
11. Knowledge of banking procedures on the part of focal points is key to avoiding delays in resource transfers for local activities.
12. Each Caribbean country is different but CARICOM has done a good job of trying to integrate them. It is important to go in with someone who has a good understanding of CARICOM structures and Caribbean culture.
13. Some products associated to M&E plan has been developed in a deductive way (from empirical actions) rather than the initial planned inductive way (from a sort of research or technical design). It has demanded flexibility into the conception of the products and to understand better CSO's values, practices, comprehensions and capabilities which will allow or impede the advances of some proposals. I. e. the engagement strategy as a document which is evidence at one indicator of the activity 1.4 has faced several difficulties and delays because at first it was conceived such as a product based on the stakeholders mapping which has had slow progress to get the CSO updated data. However, we found that in the practice Consortium members and Focal Points developed criteria, speech and procedures to have successful approaches to some actors which must be systematized as good practice.

#### **Good practices identified:**

**1. Leveraging existing CSO networks** to expand support for the project:

- a) **Venezuela.** The focal point organization has joined forces with four other organizations to present the project and gather materials in different regions.
- b) **Ecuador.** The focal point is comprised of pre-existing networks. The female representative will be elected according to standards set by women's organizations.
- c) **Brasil.** The focal point is co-ordinating actions with the National Human Rights Council.
- d) **Perú.** Its focal point is taking advantage of previously planned events to extend the project's impact in three regions of the country.
- e) **Nicaragua.** The focal point is a collective of CSOs, which allows it to expand its reach and take advantage of different talent pools.

**2. Inclusive mechanisms for representation** at the sub-regional Council. Central America. The organizations in this sub-region agreed to share representation duties to the Hemispheric Council through a rotation mechanism.

**3. Conversational reports of activities.** At the Base Team we have started programming monthly conversations with focal points in each sub-region and their respective Consortium member to go over recent activities. It has enabled us to monitor activities and answer questions, but more importantly it has helped focal points to recognize the work being done by their neighbors and maybe get some new ideas.

**4. Coordination of communications officers** to better prepare news bulletins. The communications officer for the project has established contacts with the communications offices of every consortium member and it has improved the process of reporting of activities and sharing of information on news of interest.

**5. Information as a tool for advancing discussions.** Collective discussions tend to be more satisfactory when they are informed by data. For the meeting of indigenous peoples in early September in Panama, we prepared a summary of the Comparative Study on Best Practices and Lessons with an emphasis on the history of the OAS and key insights regarding population groups. This helped all participants recognize the discipline and resilience of their organizations as a key element in achieving intended results.

**6. Upcoming Events:**

- The Central America & Mexico sub-region will hold a meeting in San Salvador in mid-October.
- In the remaining months of 2016 we are expecting an uptake in national meetings to present the project and elect National Councils. So far we have been informed of the following meetings:
  - Panama - late October.
  - Belize - early November.
  - Chile - early November.
  - Venezuela - early November.
- A meeting for the Caribbean sub-region is being organized for November 7th and 9th in Santo Domingo, Dominican Republic, coinciding with a meeting of the IADB forum of Civil Society.
- The Southern Cone sub-region is planning a meeting for the first half of December, in Buenos Aires.
- The meeting of Focal Points and other CSO of the Andean Region, to coordinate their subregional scenario in the frame of the CSO's mechanism is been prepared to be hold on November.
- The Andean sub-region is planning a meeting for november 23rd, in Lima.

## 7. Timeline

In general, the project is advancing according to the approved timeline. However, there are some variations which were expressed on part 5. of this report related to challenges and lessons. Please follow the numbers in front of the correspondent activities and its notes:

1. The stakeholders mapping is being elaborated during the project implementation and partners' contacts.
2. The sub-regional meetings to support the Civil Society Council were postponed to the end of the year because it was considered strategic to firstly establish national focal points. Therefore the systematization process is also pending.
3. The election of subregional representatives for the Civil Society Council will be developed at presencial meetings rather than through an online platform.
4. It has a delay because the process from national roots has required more time than it was planned.
5. We suggest to postpone it until the first CSC meeting, to invite the representatives to have a part on its design.
6. We would take advantage of subregional meetings to elect CSC representatives to put in common national work in defining their priorities of agenda.
7. Documents have been reviewed related to monitoring experiences such as "Democracia Activa / Active Democracy" and Open Government Partnership (OGP), to identify keys to our own methodology.
8. Some information about CSO's self-diagnosis has been collected by online consultation processes. However it will be completed on national and sub-regional meetings. The correspondent plan of enhancement depends on it.

	oct	nov	dec	ene	feb	mar	apr	may	jun	jul	ago	sep
	Q 1			Q 2			Q3			Q4		
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
<b>Objective 1: To develop and implement a Civil Society Council that represents CSOs across the region in monitoring and advancing Summit priorities</b>												
Redlad/Consortium held planning meeting with partners' organizations												
Redlad/Consortium design a stakeholder mapping and engagement strategy (reviewing Redlad's methodology)			1									
Redlad/Consortium design and conduct an on-line survey to solicit ideas on the Council's structure and processes for making joint CSO recommendations.												
Comparative study about similar regional oversight mechanisms and platforms, their best practices and lessons												
Redlad/Consortium develop and implement a strategic communications plan, based in survey's results (including the creation of a portal for dissemination and consultation actions)												
Redlad/Consortium elaboration of draft documents for CSC proposal (organogram, bylaws, description of roles and responsibilities)												
Redlad, partners and thematic advisers organize five									2			



