

PROLINNOVA Guidelines No. 7: Performance indicators for Country Platform coordinators

Country Platform (CP) coordinators play a pivotal role in the functioning of the PROLINNOVA international network. This document serves as a set of guidelines to CPs, especially National Steering Committees (NSCs) or National Working Groups (NWGs), that will enable them to clearly outline roles and responsibilities, as well as performance expectations, of CP coordinators.

In addition, each NSC/NWG should outline a *clear statement of responsibility/accountability* of the CP coordinator to the management of the host organisation, to the NSC/NWG and to the PROLINNOVA International Secretariat.

1. Coordination and networking

- Involve NSC / NWG in planning
- Ensure that activities are implemented according to the workplan
- Communicate at least once per month with members of the NSC/NWG (or bi-monthly if telephonic communication)
- Prepare and circulate periodic updates on activities of the network to its network members (NSC/NWG and country-level community of practice)
- Support documentation of platform experiences, outcomes, results and impacts
- Share information and documents of CP activities via the yahoo group and the PROLINNOVA website

2. Administration

- Reports submitted to NSC/NWG, international secretariat and funders in a timely manner
- Reports meet funder's requirements
- Minutes of meetings and workshop reports circulated within 2 weeks and 2 months, respectively
- Key network management communications are appropriately communicated to NSC/NWG members

3. Coordination of proposal development / fundraising

- Develop proposals for host organisation to support CP coordination
- Encourage and coordinate the development of proposals by network members
- Monitor and track funding opportunities and remind NSC/NWG about opportunities and deadlines
- Communicate with NSC/NWG and country network partners about funding opportunities, development of concept notes/proposals and donor follow-up
- Ensure timely information gathering, data collection and compilation for concept note / proposal development

4. Financial management

- Budgets compiled in consultation with NSC/NWG members
- Budgets agreed before budget year begins
- Funds used according to activities in workplan (with any deviation justified to NSC/NWG)
- Budgets not exceeded, and funds fully utilised within planned period
- Regular, timely reports to NSC/NWG on the state of expenditure to allow for increasing / decreasing platform expenditure