

Project title: Reference number:		Strategic Management of Secretariat Services NFP-TM.15-40-BTN						
Name of legal entity	Country	Overall contract value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
CILC	Bhutan	Total budget €120.265,25 Total spent by CILC according to final invoice € 7.046,80	6% based on CILC value spent according to final invoice	1 CILC staff 2 experts	National Council Secretariat, National Council of Bhutan	Netherlands Fellowship Programmes Tailor Made Training (NFP11-TMT)	01.09.2015 – 15.02.2016	CINOP Global BV
Detailed description of project						Type and scope of services provided		
<p>The specific objective of this Tailor Made Training was to enhance the effectiveness and quality of the services delivered by the National Council Secretariat, by training 14 members of the National Council Secretariat on a range of topics:</p> <ul style="list-style-type: none"> – Research skills and techniques – Management of documents and archiving procedures – Role of the committee secretaries in supporting the parliamentary – Legislative work and procedures – Writing resolutions and legal documents – Translation and interpretation of resolutions <p>CILC experts provided training and workshop facilitation on the topics of:</p> <ul style="list-style-type: none"> – Introduction to democracy and democratisation – Human rights law – Document management and archiving for projects 						<ul style="list-style-type: none"> – Online Training Needs Analysis – Study visit in the Netherlands for 3 weeks including training and exposure visits <ul style="list-style-type: none"> ○ Development of training programme ○ Preparation of training materials ○ Training delivery and workshop facilitation – Dissemination in Bhutan (1 week) <p>The desired tailor-made training resulted in participants/ vocational training instructors being able to:</p> <ul style="list-style-type: none"> – Apply Research skills and techniques; – Manage documents and archive procedures – Writing high quality resolutions and legal documents – Translate and interpret resolutions <p>CILC provided a human rights expert (2 working days), a democratisation expert (3 working days) and a trainer / facilitator from the CILC staff, who also fulfilled the role of Project Coordinator at CILC (4 working days).</p>		