

Engaging with the Delegations of the European Union around the world

Toolkit for Organisations of Persons with Disabilities

**February 2023**

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# Executive summary

The European Union (EU) is the biggest aid donor in the world. It is also the only regional integration to have ratified the UN Convention on the Rights of Persons with Disabilities (CRPD). The EU has showcased leadership to engage in the implementation and monitoring of the Convention, ensuring the rights of persons with disabilities are increasingly promoted, respected and included in Europe and in the world. The EU and its member states have an obligation to “consult with” and “actively involve” Organisations of Persons with Disabilities (DPOs/OPDs) in their work.

The EU relies on approximately 140 delegations (EUD) in the world to support the implementation of its EU Strategy on the Rights of Persons with disabilities 2021-2030.

Despite the acknowledgement of the role of DPOs as unique interlocutors and intermediates to represent persons with disabilities, and the requirement for state parties like the EU to engage with and actively include DPOs, international cooperation and humanitarian projects frequently miss opportunities to include DPOs.

EUDs have a crucial role in defining the mid- and long-term thematic and policy priorities of the EU in a given country or region. They are also responsible for grant making and management of EU projects and programmes. As such, engaging with EUDs is relevant to advocate for the implementation of the CRPD in your country/region, raise awareness about the importance of disability inclusion in all relevant work of the EUDs and keep an eye on funding opportunities.

EDF developed this practical toolkit for DPOs to provide concrete suggestionsand tools on how to understand the political and administrative nature of the EUDs and enhance their capacity to meaningfully engage with the EU. The toolkit is organised into 4 steps to guide DPOs: get ready; contact the EUD; consolidate your relationship with the EUD and advocate for meaningful engagement.

In order to obtain a comprehensive overview of the potential relations between OPDs and EUDs, this document is to be read in combination with EDF’s [“Guidance Note on Funding Opportunities from Global Europe”](https://www.edf-feph.org/publications/global-europe-funding-for-dpos-guidance-note/) (2022).

# Acronyms list

**AAP:** Annual Action Plans

**CRPD:** United Nations Convention on the Rights of Persons with Disabilities

**CSO:** Civil Society Organizations

**DG ECHO**: Directorate General for European Civil Protection and Humanitarian Aid Operations

**DG INTPA:** Directorate General for International Partnership

**DG NEAR:** Directorate General for Neighbourhood and Enlargement Negotiations

**DPOs:** Disabled People's Organisations

**EDF**: European Disability Forum

**EEAS:** European External Action Service

**EUD:** European Union Delegation

**IDA**: International Disability Alliance

**MIP:** Multiannual Indicative Programme

**MS:** Member States

**OPDs:** Organisation of Persons with Disabilities

# Disclaimer

The document presents links to external websites. EDF is not responsible for the accessibility of these websites.

# Background information

## The Delegations of the European Union

The EU Delegations (EUDs) are the **representations of the EU in third countries and international organisations**, comparable to traditional embassies of nation-states. Currently, the EU is represented through some [140 EU Delegations and Offices](https://www.eeas.europa.eu/eeas/eu-world-0_en) around the world.

With the introduction of the [Treaty of Lisbon](https://www.europarl.europa.eu/factsheets/en/sheet/5/the-treaty-of-lisbon) in 2009, EUDs work under the authority of the [EU's High Representative for Foreign and Security Policy](https://www.eeas.europa.eu/eeas/high-representative-vice-president_en), ensuring that decisions on the EU's stances are implemented in close collaboration with Member States' diplomatic and consular missions. EUDs are also in charge of implementing the EU's international cooperation and partnership policies in third countries.

Though hierarchically linked to the European External Action Service (EEAS), part of the staff responds directly to the European Commission’s Directorates-General in charge of development policies and humanitarian response, namely:

* [Directorate-General for International Partnerships (DG INTPA)](https://ec.europa.eu/info/departments/international-partnerships_en)
* [Directorate-General for European Neighbourhood and Enlargement Negotiations (DG NEAR)](https://ec.europa.eu/info/departments/european-neighbourhood-policy-and-enlargement-negotiations_en#:~:text=The%20mission%20of%20the%20Directorate,European%20Commission%20policies%20are%20concerned.)
* [Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO)](https://civil-protection-humanitarian-aid.ec.europa.eu/index_en)

## The European Union institutions

The institutional structure of the European Union is **unique**, and its decision-making mechanism is continually developing. There are four primary decision-making entities of the EU's administration. These organisations play various functions in the legislative process and jointly provide the EU with policy direction:

* the European Parliament,
* the European Council,
* the Council of the European Union,
* the European Commission.

The Directorate-Generals listed above belong to the **European Commission**.

The EUDs are linked to the EEAS. There are **four types of delegations**:

* **Bilateral**, which are the vast majority and in charge of relations with individual third countries,
* **Multilateral**, covering more than one country or a specific region (such as, for instance, the Pacific Islands),
* Delegations to **International Organisations** (UN, OSCE, OECD, WTO, African Union, ASEAN, ECOWAS, Council of Europe, etc.),
* **Representations** to territories whose status is disputed.

For more information: [Types of institutions and bodies (europa.eu)](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_en)

## Disability rights in the European External Action

The European Union is a [party to the United Nations Convention on the Rights of Persons with Disabilities (CRPD) since 2011](https://ec.europa.eu/social/main.jsp?langId=en&catId=1138). All 27 EU Member States (MS) have also ratified the CRPD and 22 the Optional Protocol. This implies that the EU and its MS have an obligation to “consult with” and “actively involve” DPOs in their work.

The EU commitment to the implementation of the CRPD in external action can be found, mainly, in two major EU policy documents:

- The [EU Consensus on Development](https://international-partnerships.ec.europa.eu/policies/european-development-policy/european-consensus-development_en)

- The [EU Strategy for the Rights of Persons with Disabilities 2021-2030](https://ec.europa.eu/social/BlobServlet?docId=23707&langId=en). Chapter 6 of the Strategy is dedicated to “Promoting the rights of persons with disabilities globally” and calls on the EU to strive “for targeted action on disability as well as disability mainstreaming in external action”.

In addition, the EU adopted in 2018 the Organisation for Economic Cooperation and Development’s Development Assistance Committee (OECD-DAC) **disability marker** to track the financial expenditures for the inclusion of persons with disabilities in international cooperation. Read more information about [the use of this marker by the EU in global actions from 2018 to 2022](https://www.edf-feph.org/content/uploads/2022/11/EDF-EC-ODA-marker-2022.docx) in EDF 2022 report. The EU also took actively part in the Global Disability Summit 2022 and made [high level commitments](https://www.globaldisabilitysummit.org/commitments) to advance the rights of persons with disabilities.

References to disability inclusion are present as well in the:

* [EU’s Action Plan on Human Rights and Democracy 2020-2024](https://www.consilium.europa.eu/media/46838/st12848-en20.pdf)
* [EU’s Action Plan on Gender Equality and Women’s Empowerment in External Relations 2021–2025 (GAP III)](https://ec.europa.eu/commission/presscorner/detail/en/IP_20_2184)
* [EU Anti-Racism Action Plan 2020-2025](https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/combatting-discrimination/racism-and-xenophobia/eu-anti-racism-action-plan-2020-2025_en)
* [EU Strategy on the Rights of the Child 2020-2024](https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/rights-child/eu-strategy-rights-child-and-european-child-guarantee_en)
* [Union of Equality: LGBTIQ Equality Strategy 2020-2025](https://ec.europa.eu/commission/presscorner/detail/en/ip_20_2068)
* [EU Child Rights Guidelines](https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/rights-child_en)
* [EU Human Rights Guidelines on Non-Discrimination](https://data.consilium.europa.eu/doc/document/ST-6337-2019-INIT/en/pdf)
* [EU Global Health Strategy](https://ec.europa.eu/commission/presscorner/detail/en/IP_22_7153)
* [Neighbourhood, Development and International Cooperation Instrument – Global Europe](https://neighbourhood-enlargement.ec.europa.eu/funding-and-technical-assistance/neighbourhood-development-and-international-cooperation-instrument-global-europe-ndici-global-europe_en) (NDICI – Global Europe)
* [Youth Action Plan (YAP) in EU external action](https://international-partnerships.ec.europa.eu/policies/youth/youth-action-plan_en)

## Why do EUDs matter for DPOs?

EUDs have a **crucial role** in defining the mid- and long-term thematic and **policy priorities** of the EU in a given country or region. They are also responsible for **grant making and** **management of EU projects and programmes**.

Engaging with EUDs is relevant to:

* **Advocate** for the implementation of the CRPD in your country/region through meaningful consultation and constructive dialogue with the EU staff and partners.
* **Raise awareness** about the importance of disability inclusion in all relevant work of the EUDs, which in turn can help the partner countries to further implement the CRPD.
* Keep an eye on **funding opportunities**, including being prepared to respond to calls for projects/grants/funding.

Though it is impossible to fully grasp the scope of the EUDs’ roles and responsibilities in few lines, the following pages will guide you through understanding of the political and administrative nature of the EUDs. This toolkit provides **concrete suggestions and tools** on how to meaningfully engage with the EU, **the world’s biggest donor.**

# Working with EUDs towards meaningful participation: A progressive journey

## Step 1: Get ready

EUD are **large and complex institutions**. Engaging with EUD officials may be difficult and time-consuming. To avoid frustration, meetings in vain or loose connections, it is important to prepare ahead before getting in touch and to achieve results.

Preparing adequately implies **investing time** in navigating websites, accessing and reading resources, and possibly networking to collect as much useful information as possible. Albeit cumbersome, this phase is **crucial to set the basis for meaningful engagement** with the EUD in your country.

### What can you do?

#### Get to know the EUD in your country

First, the very basics: you need to know where the EUD is located in your country (almost always in the nation’s capital) and what its work is about. Besides familiarising with the general information on the EUD and EU’s external policy mentioned in the previous section, it is paramount to have a clear understanding of how this policy turns into action in your country. This can be done by simply **connecting to the website of the EU Delegation in your country**: [the full list of the websites is available here](https://www.eeas.europa.eu/eeas/eu-world-0_en) and in [EDF’s Guidance Note](https://www.edf-feph.org/publications/global-europe-funding-for-dpos-guidance-note/) for EU global funding (2022). Note that all EUD sites have the same structure and are ordinarily accessible to screen readers.

Snapshot of standard EUD website.
The image displays the header of a standard EUD website, in this case Ghana's. The EU flag is top left and to its right it says "Delegation of the European Union to Ghana". Below, the drop-down menus are available: About Us, Relations with the EU, Practical Information, Projects, Opportunities, Newsroom and Resources, and the search button.

(Alt text To be completed)

Figure 1 - Snapshot of the standard structure of a EUD's website

**Get acquainted with key policy and programmatic documents**

Once a general overview of the EUD’s work is gained, you can familiarize yourself with the documents setting the policy and programmatic priorities of the EUD in your country. Ultimately, the two key documents you need to get acquainted with are:

* The **Multiannual Indicative Programmes (MIPs)**, and
* The **Annual Action Plans (AAPs)**

The MIPs are the result of the programmatic work conducted in 2021 by the EU and its partner countries and helped defining the thematic and geographical priorities for the 2021-2027 programming period. [The full list of MIPs is available here](https://international-partnerships.ec.europa.eu/funding/funding-instruments/global-europe-programming_en).

The MIPs laid the foundations for the operational AAPs to be drafted and adopted by the EU Commission. [The database of available Annual Plans is here](https://international-partnerships.ec.europa.eu/action-plans_en).

***BOX 1 – Accessibility is your right!***

The EU is a party to the CRPD. It bears the responsibility to ensure the accessibility of all its documents, information, and consultation methods, as for the provisions of article 9, in particular. Should one of the EU sources you want to consult or buildings you want to access to not be accessible for persons with disabilities, you have the right to request an accessible version and to meet at an accessible venue: **do not refrain from contacting the EUD and ask!**

#### Make use of your network

Getting a full understanding of the political and programmatic priorities of the EUD in your country is necessary to establish a solid basis for dialogue with the EUD. However, going through articulated documents filled with EU jargon may be cumbersome for small, grassroot organisations having limited time and human resources.

So, **why don’t you rely on your contacts and networks to get a full grasp of the EUD’s priorities and work?** Most likely, you can count on the support of your umbrella federation, or of your regional DPO, or even of other DPOs and Non Governmental Organisations (NGOs) operating in your country to help you decipher the content of the MIP, the Annual Action Plan and/or of other relevant documents. In doubt, you can also contact the European Disability Forum as we follow EU’s work in Europe but also in its global actions.

### Moving on to Step 2

You have now acquired a sufficient knowledge on the EUD in your country: you know its priorities, its previous and ongoing work, its plans, etc. **You have enough information** to touch base with the EUD and begin establishing a path of collaboration fitting with your objectives.

|  |
| --- |
| Checklist reminder for step 1  * **Online search:** Consult the EUD website and familiarise with its work and staff. * **Policy framework:** Identify and review key EUD and EU documents: are persons with disabilities considered/referred to in these documents? If so, what are the references to it? How does disability intersect with the EUD’s priorities for action? If persons with disabilities are not mentioned, where do you think they should be included? * **Contacts:** get in touch with partners and civil society organisations to understand better the EUD and get to know their own work with the EUD * **Your DPO:** Know your organisation and what you have to offer |

## Step 2: Contact the EUD

Touching base with a bureaucratized organisation such as an EUD is not merely about picking up the phone or writing an email. It entails some preparatory work and analysis.

The first meeting is **normally intended to create the link**, get to know each other, and establish the basis for meaningful engagement. It shall **address the right contact persons** (or focal points) at the EUD and though it may have no real specific objective it shall tackle a concise number of strategic matters for your organisation. It is the first step to **build a process of constructive and consistent engagement** for the inclusion of persons with disabilities in the development, implementation, and monitoring of the EU cooperation policy in your country.

### What can you do?

#### Map your relevant contacts

Requests for meetings shall be **tailored and not generically addressed to the EUD**. You need to identify the right contact person. While very few EUDs count on a disability focal person and functional mailbox, some more have a human rights focal point, as recommended in the [European Union Guidelines on Human Rights Defenders](https://www.eeas.europa.eu/sites/default/files/eu_guidelines_hrd_en.pdf). Given that disability inclusion is, first and foremost, a matter of human rights, this can be **your best entry point to the Delegation**.

Getting the right email address or phone number may be a bit tricky, though. Albeit complete information is seldom available on the Delegations’ website, it is always suggested to, first of all, look at the **“Who we are” website section, normally nested under “About us – What we do”.** In some cases, you may run into the contact information you were looking for:

Snapshot of a relevant part of the EUD to Nigeria's website's contact section.
The image displays:
EU LIASON OFFICERS ON HUMAN RIGHTS DEFENDERS/HUMAN RIGHTS FORCAL POINTS FOR NIGERIA
Head, Democracy, Governance and Migration Section
EU Delegation to the Federal Republic of Nigeria and the Economic Community of West African States
E-mail: delegation-nigeria@eeas.europa.eu
Telephone (+234) 09-461 7800 Ext. 207

Figure 2 - Example of contact section of the EUD to Nigeria's website

However, it is more common that the information is not available or too generic. A good alternative is to use the **EU’s official online directory, or** [**“EU Whoiswho”**](https://op.europa.eu/en/web/who-is-who) section : there you will be able to find more detailed, though not complete, information on all the staff of the EUD in your country. Should it not be enough to locate the right person to address, then consider referring to your network to ask for advice, as in step 1. including contacting the European Disability Forum.

#### Get ready for contacting the EUD

The first meeting with an EU official at a Delegation should already go beyond mere meet-and-greet. Having followed step 1’s indications, you should have ended up with a complete-enough picture of the EUD’s priorities: to ensure that the first connection with the EUD helps improve your organisation, you must first establish what kind of information they would find beneficial. Therefore, you need to know what your organisation has to offer to the EUD to, for instance:

* **Support understanding the disability movement** and its priorities in your country, including the implementation of the CRPD.
* Provide them with **relevant information and inputs** for the achievement of their goals.

At the same time, you should already **make clear what your basic expectations are**, most importantly in terms of accessibility, reasonable accommodation, and dialogue with the Delegation to help the EUD staff make your engagement possible.

Ultimately and ideally, this approach should help position your organisation as a **solid, credible, and proactive partner** for the EUD to work with.

### Moving on to Step 3

Now that you have gotten in contact with the EUD, organised and held a first meeting, and acquired additional intelligence on the Delegation’s work style, calendar, and priorities, **it is time to strategise your engagement**, thinking about how to achieve your advocacy and funding goals.

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| --- |
| Checklist reminder for step 2 **Contacts:** Collect and list relevant EUD contacts:   * Consult the EUD website’s “Who we are” section. * Consult “EU Whoishwo”. * Ask within your networks for contacts. * Draft a list of relevant contacts (possibly a database) within the Delegation.   **Your DPO:** Review what your organisation has to offer to the EUD, matching with the delegation’s priorities set in the MIP and Annual Action Plans:   * Help build understanding and knowledge of the disability movement and, in turn, the civil society in your country. * Share relevant information about your work and projects, also with other donors if the case may be. * Share main concerns and urgencies, especially in humanitarian response and emergency settings. |

## Step 3: Consolidate your relationship with the EUD

Now that the contact has been made, you can think **strategically** about your next steps.

Clearly, this is about increasing the frequency and quality of the interactions with the EU, with both your initial contact persons and other staff. However, it is not just that: it also concerns **setting clear expectations for the dialogue, progressive milestones and goals, and of course an indicative work calendar** (see step 4 for more details). It therefore implies a reflection on your organisation’s strategic, mid- and long-term objectives, yet bearing in mind the necessity to address urgent needs.

### What can you do?

#### Define your goals

Bearing in mind the outcomes of the analysis (step 1) and of the touch-base meeting (step 2), you shall **define your expectations for the engagement with the EUD**. Expectations can refer to:

* **Response** to immediate needs, urgencies, emergencies.
* **Access** to official documents for comments or suggestions to raise your organisation’s demands and concerns vis-à-vis the protection and promotion of disability rights and implementation of the CRPD.
* **Engagement** in different phases of policy and programme making (consultations, implementation, monitoring, etc.).
* **Capacity building** and tailored training.
* Access to funding opportunities (direct awards or in response to calls).
* Other priorities of your organisation and constituency.

#### Increase interactions with the EUD

Once expectations are set, you can scale up the engagement with the EUD by increasing the frequency and focus of the interactions, preferably happening at key moments (see next step). This implies:

1. Establishing **periodic meetings/exchanges** to consolidate the relation and expand contacts to other EUD staff to discuss disability mainstreaming.
2. Being **clear** on requests and demands.
3. Being **proactive** in developing and reinforcing networking and collaborations with other DPOs and CSOs of your country to maximize advocacy efforts.
4. Being strategic in **profiling of and disseminating results from your DPO’s work** or interventions using platforms that would reach EUD in your country.

Requesting the EUD to provide you with clear information on policy and programmatic processes, to ensure accessibility and timely response/contribution, as well as feedback mechanisms to improve your capacity to engage.

***BOX 2 – A successful engagement: the Bridging the Gap’s OPD Forum***

In April 2021, the **European project** [**Bridging the Gap**](https://www.edf-feph.org/projects/bridging-the-gap-ii-inclusive-policies-and-services-for-equal-rights-of-persons-with-disabilities/) **organised the “OPD Forum”**, a three-day virtual initiative aimed at connecting DPOs from five EU partner countries (namely, Burkina Faso, Ecuador, Ethiopia, Paraguay, and Sudan) and the EU institutions.

The event, revolving around the topic of inclusive recovery from the covid pandemic, served the purpose of enhancing the mutual understanding between DPOs and EU institutions, both from Brussels headquarters and delegations. The meetings paved the way for continuing the collaboration between DPOs and EUDs in the preparatory phase of the EUDs’ Multiannual Indicative Programmes, as well as in other initiatives. Among others, the Ecuadorian DPO federation gained the support of the local EUD and of the Spanish cooperation: they signed a memorandum of understanding with the Ecuadorian Ministry of Education to support mainstreaming inclusive educational materials and programmes in the national education policy.

### Moving on to Step 4

By stepping up interactions with the EUD you set the basis for continuous and constructive engagement. You can now **work on building a strategic, long-lasting relationship that can be transformative for your organisation, your constituency, and, possibly, the EUD itself**.

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| Checklist reminder for step 3  * **Goals:** Draft, discuss, and define your goals. Be ambitious yet realistic. * **Contacts**: Get in touch with other DPOs and CSOs to gather further knowledge and join forces in advocacy efforts. * **Latest news:** Make use of official online platforms to keep up to date on advancements and changes in the EU external action policy:   + [EU International Partnerships Academy (europa.eu)](https://webgate.ec.europa.eu/intpa-academy/)   + [Capacity4dev | Connecting the Development Community (europa.eu)](https://europa.eu/capacity4dev/) * **Meetings:** Request new meetings, when necessary, to engage the EUD in disability inclusion * **Stay in touch:** Make sure to be informed about key milestones in the work of the EUD. |

## Step 4: Advocate for meaningful engagement

Over time, your organisation can build a solid relationship with the EUD, as indicated in the previous steps. However, the constant engagement with a complex and large organisation such as an EU Delegation implies significant investments in terms of time and human resources, and may decrease over time due to external factors. This imposes a **reflection on the efficient use of your organisation’s time and resources**, pointing at the necessity of careful planning of the activities.

Albeit it is virtually impossible to always anticipate upcoming milestones or key deadlines, some **basic actions** can help you track down the right moment for reaching out to the EUD in your country.

### What can you do?

#### Key advocacy moments

As mentioned above, the work programme of the EUD is defined in the MIPs and the Annual Action Plans. Given that all MIPs have already been prepared and approved, your opportunities to include disability rights are when the following process are happening:

* **Consultation** for the preparation of the next years’ Annual Action Plans.
* **Mid-term reviews and evaluations**. Note that the mid-term review is foreseen in 2024, and its preparatory phase will already begin in 2023.

The MIPs have a duration of seven years and that after four years, its actions, activities, and implementation plan are assessed against **effectiveness, efficiency, coherence, relevance, sustainability, and EU added value**.

Don’t hesitate to **update EDF on your work with the EUD in your country**, so we can reciprocate your efforts at headquarters level in Brussels (Belgium). In fact, all countries have an assigned officer at head office to liaise between the delegation in the country, the Member State, and the EU institutions.

#### Key programmatic moments

Strategic engagement with the EUDs is aimed as well at exploiting funding opportunities, notably through **Grants**.

The EU defines a Grant as “a financial donation awarded by the contracting authority (i.e. the EU) to the grant beneficiary”. In most cases, DPOs will be able to access EU Grants through Calls for Proposals. These calls are competitive processes that award funds based on criteria outlined in dedicated call documents.

In exceptional situations, grant beneficiaries can be solicited to submit applications without going through a call for proposal: it is called “direct award procedure” which applies to emergency or monopoly situations when there’s no time to go through the long competitive process.

DPOs may also access funds through sub-granting mechanisms. Under this format, funds are allocated to normally well-established umbrella organisations which sub-grant to smaller beneficiaries.

The following elements shall also be considered:

* + - 1. Being updated on EUD’s funding opportunities requires maintaining direct and open interactions with the delegation, regular checks on the EUD webpage, and exploitation of your network’s knowledge and know-how, including EDF’s. You can refer to the previous steps for further details and tips.
      2. Getting acquainted with the [application portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-search;callCode=null;freeTextSearchKeyword=;matchWholeText=true;typeCodes=0,1,2,8;statusCodes=31094501,31094502,31094503;programmePeriod=null;programCcm2Id=null;programDivisionCode=null;focusAreaCode=null;destination=null;mission=null;geographicalZonesCode=null;programmeDivisionProspect=null;startDateLte=null;startDateGte=null;crossCuttingPriorityCode=null;cpvCode=null;performanceOfDelivery=null;sortQuery=sortStatus;orderBy=asc;onlyTenders=false;topicListKey=topicSearchTablePageState), standard minimum requirements for applying, rules and regulations, standard budgetary arrangements, and much more. Again, your network and EDF can come to help, and you shall not forget requesting information in accessible format so to ensure the respect of minimum pre-conditions for participation.

A comprehensive overview of the opportunities offered by the “Global Europe” financial instrument is available in[EDF’s Guidance Note](https://www.edf-feph.org/publications/global-europe-funding-for-dpos-guidance-note/) on EU Global Funding for DPOs outside the EU (2022).

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| Checklist reminder for step 4  * **Exchange:** Identify key moments/milestones for exchange: prior to the launch of consultations or calls, coordination tables, etc. * **Inputs:** Prepare contributions, requests, and complaints in advance, based on your strategic objectives and priorities.Make sure your contributions go in line with the priorities of the EUD. * **Analysis:** Review official documents and rely on your network’s knowledge for better insights and suggestions. * **Strategise:** Update the European Disability Forum so we can advocate together at headquarter level in Belgium. |

# Additional resources

## Official EU websites

[Foreign Policy Instruments | European Commission (europa.eu)](https://ec.europa.eu/info/departments/foreign-policy-instruments_en)

[The new ‘NDICI - Global Europe’ (2021-2027) | EEAS Website (europa.eu)](https://www.eeas.europa.eu/eeas/new-%E2%80%98ndici-global-europe%E2%80%99-2021-2027_en)

[Human Rights & Democracy | EEAS Website (europa.eu)](https://www.eeas.europa.eu/eeas/human-rights-democracy_en)

[Home - Publications Office of the EU (europa.eu)](https://op.europa.eu/en/home)

## Other sources

EDF (2022): [EDF’s Guidance Note](https://www.edf-feph.org/publications/global-europe-funding-for-dpos-guidance-note/) on EU Global Funding for DPOs outside the EU

EDF (2021): [Mapping disability inclusiveness of European member states’ development and humanitarian aid](https://www.edf-feph.org/projects/mapping-disability-inclusiveness-of-european-member-states-development-and-humanitarianaid/)

EDF (2019): [Guidance Note on the Role of European organisations of persons with disabilities in International Cooperation](https://www.edf-feph.org/content/uploads/2021/02/guidance_note_on_dpo_involvement_in_international_cooperation_0.pdf)

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# Credits

### The European Disability Forum

The European Disability Forum is an umbrella organisation of persons with disabilities that advocates for the rights of 100 million Europeans with disabilities in Europe. EDF is a unique platform which brings together representative organisation of persons with disabilities from across Europe. EDF is run by persons with disabilities and their families. We are a strong, united voice of persons with disabilities in Europe.

### Acknowledgements

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