



EUROPEAN UNION

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Information document about the SCAR CASA mentoring programme

Introduction

As part of CASA WP1 Representatives, the Task 1.3 Mentoring Programme aims to support new national delegates in SCAR bodies to become quickly familiarised with SCAR, its different bodies and activities. Through an exchange of knowledge between individuals who are experienced in SCAR work and representatives of new Member States, the Mentoring Programme will help the latter group to become an effective and efficient contributor and linking-pin between SCAR- and the national level. The programme also offers an opportunity to representatives of not so active Member States who want to become more actively involved. As lead of Task 1.3, Stichting Wageningen Research (WR) will set-up, organise and financially facilitate the Mentoring Programme. This document aims to guide pairs of mentees and mentors in matching expectations and effectively sharing SCAR related information and experience.

Participants and objectives of the Mentoring Programme

The Mentoring Programme involves both mentees and mentors. Mentees are delegates of new EU Member States who would like to become quickly informed about SCAR as well as representatives of not so active members but who aim to become more actively involved. Mentors are individuals who are well-experienced with SCAR and willing to share their knowledge with mentees.

The Mentoring Programme aims to:

- Support mentors who have rich SCAR related experience to share their knowledge with mentees i.e. representatives of new or not so active EU Members States
- Speed up the acquisition of knowledge of mentees about SCAR and its objectives, impact, bodies, activities and procedures
- Increase the capacity of mentees in representing their country in SCAR bodies and activity
- Increase the capacity and empowerment of mentees in being the communicator and ambassador of SCAR within their own country

Time period, process and activities

The Mentoring Programme will be organised in two rounds. The first round will start in October 2017 and end in June 2018. The second will run from September until June 2019. The first round entails the following activities:

1. *Preliminary matchmaking*: Following the information on the registration form, the task leader makes a preliminary match.
2. *Exploratory interaction*: After being informed by the task leader about a promising match, in a first telephone call mentee and mentor will explore common interest and decide if they will continue to interact. In case of an ideal match, they will also decide on the key issues to be discussed, and when, where and how. Mentee and mentor will inform the task leader about the decisions.
3. *Regular interactions*: Mentees and mentors of ideal matches will interact at least three times. They will meet each other face-to-face at least once, for example just before a SCAR meeting or immediately

afterwards. Other talks may be held through telephone calls or e-mails. After each interaction, mentor and mentee are kindly asked to fill in a feedback form (annex 1) and send it to the task leader (annemarie.groot@wur.nl). It will facilitate the task leader to monitor the progress of the programme, but it will also help mentee and mentor to keep on track.

For the second round, a call for interest will be issued in summer 2018. In this second round new delegates may enrol. Those mentee-mentor pairs from the first round can decide to continue their interaction, but can also apply for a new match. For new matches the same process and procedure will be followed as in the first round.

Topics that can be discussed

In a first exploratory meeting the mentee and mentor will decide on the topics they would like to discuss, how they want to interact, where and how often. Examples of topics they can address include:

- History of SCAR
- Impact and value of SCAR for individual Member States and Europe
- SCAR bodies, activities and procedures
- Process of preparing and reporting SCAR Biennial Rolling Work plans
- Development of national strategies e.g. bioeconomy strategy
- What does it mean to be a SCAR delegate? (based on personal experience of mentor)

Monitoring and evaluation

The task leader will monitor the Mentoring Programme from the start till the end. The task leader will occasionally interact with mentors and mentees through e-mails to assess the progress of the programme and experience of participants. An evaluation of the first round is planned for July 2018 for which telephone calls, e-mails and feedback forms from mentees and mentors will be used. The first round will be evaluated in terms of fulfilling expectations, appreciation, added value, and contribution to capacity building. In July 2019, the task leader will carry out a final evaluation to capture the appreciation of mentors and mentees, and to assess the efficiency and effectiveness of the programme. Tentative results of the Mentoring Programme will be presented at the SCAR conference in Tallinn, 6 December 2017. The evaluation of the first round will be shared with the SCAR Steering Group in June 2018. The final evaluation results will be presented at the last SCAR conference and written in a concluding report (D1.3).

Reimbursement

There is a limited budget reserved to reimburse travelling costs of face-to-face meetings. For the first round of the Mentoring Programme CASA expects to be able to reimburse hotel costs (incl. breakfast) and travel costs, being a flight ticket and/or travel by public transport until a maximum of €800 per meeting per person and a maximum of €1600 per person for those who arranged multiple face-to-face meetings. Small expenditures cannot be reimbursed. If mentee or mentor would require reimbursement in order to be able to travel, they send a request to annemarie.groot@wur.nl and germa.ogink@wur.nl. Their request will be assessed and the decision will be shared within a week. If approved, a reimbursement form will be provided.

Information and contact

If you have any further queries, please do not hesitate to contact us.

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