

CEPAL DEK Cluster

Annex 2

Data entities, business rules and user stories of the CEPAL DEK Cluster's projects
Monitoring and Event Management System

Nov 2025

Contents

Last Update: 3.02.2026

0. Contents

0. Contents.....	2
1. Introduction	5
2. Data entities and their attributes	8
2.1. Budgets	8
2.2. Expected results	9
2.3. Operational Plans / Implementation plans / Lists of actions	10
2.4. Organisations or organizational units.....	11
2.5. Individuals.....	13
2.5.1. Unique identifiers for individuals.....	13
2.6. Target Group.....	15
2.7. Capacity Development Product (CDP).....	17
2.7.1. CDP Code.....	21
2.7.2. Sector of CDP	21
2.7.3. Skills of CDP	22
2.7.4. Type of content of CDP	22
2.7.5. Type of CDP	23
2.7.6. Level of CDP	23
2.7.7. Relationship of organisation ot the CDP / Function of organisation related to the CDP	24
2.8. Document types	Fehler! Textmarke nicht definiert.
2.9. Event.....	25
2.9.1. Event identification number	25
2.9.2. Type of event	25
2.9.3. Mode of delivery of event	26
2.9.4. Further details of event	27
2.9.5. Roles of organisations related to an event	27
2.9.5.1. Organisation implementing the event.....	27
2.9.5.2. Organisation funding the event.....	27
2.9.6. Roles of individuals related to an event	27

2.9.6.1.	Focal person for the event.....	28
2.9.7.	Categories based on designation or occupation of individuals	29
2.10.	Events	30
2.10.1.	Role of organisation related to an event	30
2.10.2.	Venues	30
2.10.2.1.	Type of venue	31
2.11.	Event planning variables.....	31
2.11.1.1.	Planned Number of participants.....	31
3.	Examples of reporting formats	32
3.1.	Display of progress against indicators and targets.....	32
3.2.	Displays of groups of actions and selected attributes of actions in tables with graphic elements	33
3.2.1.	Overview of actions at the project level.....	33
3.2.2.	Overviews of a single action	34
3.2.3.	Memo / small fact sheet of an event or activity.....	35
3.3.	Displays of groups of actions and selected attributes in timelines.....	36
3.3.1.	Display of actions and selected attributes against a yearly timeline at project level	36
3.3.2.	Display of actions and selected attributes against a weekly timeline at activity and project level	37
3.3.3.	Display of actions that are children of a particular action in a gantt chart	38
3.4.	Displays of groups of actions and selected attributes in a map.....	42
4.	Examples of export formats.....	43
4.1.	Participant lists	43
4.2.	Lists of invitees	44
4.3.	Flight lists	45
4.4.	Accommodation lists	45
4.5.	Event Badges	46

Abbreviations

CDP	Capacity Development Product
ESCO	European Standard Classification of Occupations
FK	Foreign Key
GIZ	Gesellschaft für international Zusammenarbeit
HCD	Human Capacity Development
ISCO	International Standard Classification of Occupations
PK	Primary Key
PN	Project Number
SK	Secondary Key

1. Introduction

The purpose of this document is to describe the objectives, data entity attributes, data entity relationships and user stories of a one or a set of integrated software products to manage online and face-to-face events to be adapted or developed for the CEPAL-DEK Cluster. The document builds on the experience of previous projects within the German development cooperation and hence seeks to develop a product that can be replicated across GIZ projects.

The importance of the “event” as a managed data entity

Some of the projects of the cluster, such as Minjust, have indicators and goals linked to the implementation of human capacity development activities (HCD), specifically training.. These activities all are implemented through “events”. Here, an “event” is understood as a portion of time in which a traceable number of individuals interact in a structured manner for a previously defined purpose. The interaction may be presence based or online. The purpose, participants and results of the event are documented.

The users of the software

The corresponding events are implemented by GIZ jointly with organisations that are implementing on behalf of a BMZ financed projects through a grant - “grantees” or organisations implementing activities through a service contract –“service providers” within the CEPAL-DEK Cluster.

Current practice of event management in GIZ and related challenges

The absence of a comprehensive system for managing and monitoring the event-related data forces GIZ projects to rely on emails and manually compile fragmented datasets. For example, if a project has the target of having 2500 people participate in different trainings measures, GIZ, as well as its implementing partners (grantees or contractors) must quantify the participants of each event. This usually results in lists of participants in word or excel that implementation partners send to the project by email in preparation of the event to agree on nominations, and or after the conclusion of each event to document the results. Some projects then manually enter each participant list into a consolidated data set, some maintain the participants list as fragmented data objects that are never consolidated.

This process repeats as often as events are needed to achieve the target of the project. To monitor progress, projects develop overviews, (often in Excel), that count events and their participants.

A similar flow of takes place when projects interact with implementing partners on the selection of experts that will facilitate an event, as well as on the content, venue or equipment of an event.

Data related to the implementation of events

The means of verification of the implementation of events are usually lists of participants, agendas and training materials. In addition to the technical means of verification, commercial means of verification often must be managed as well. These include supporting documentation of costs related to the venue, development of training content, procurement of training materials and equipment, allowances and entertainment of participants, suitability of trainers, etc.

At the end, data on decision-making of an event as well as related results are distributed over many emails and different documents.

Limitations in learning, evaluation and evidence-based decision making

For more complex indicators, projects often create Excel-based criteria catalogs that are then filled in, e.g., in classroom visits or surveys, and consolidated by hand.

For an evidence-based further development of the implemented measures, processes and technology are needed that allow the attribution of changes in monitored variables and the analysis of correlations between these different variables. For example, the relationship between the characteristics of the events, the implementing partners, the participants, the facilitators/, the content, the geographical location, etc. and the achieved results . This is difficult with email and excel-based approaches.

Data quality

Email and excel-based approaches are also not best suited to ensure the accuracy, consistency or completeness of data inputs. Manual extraction and entry of data from different sheets into a master sheet can often lead to overwriting of data and duplications.

Efficiency

Manual extraction and consolidation of data is also time consuming for all parties. The proliferation of large numbers of attachments to emails also increases the load on inboxes, which then require much more frequent cleansing.

Data protection

If person-related data travels between implementing partners and GIZ CEPAL-DEK Cluster projects via email, the data can easily be captured by malicious entities. Hence, there is a need for structured and protected data flows within one system.

Knowledge management

Finally, projects face the challenge of managing knowledge products created in preparation, during or in the aftermath of an event. As mentioned above, in most cases, implementation partners send event-related documents via email to project team members. The project team members then file documents from a particular event in filing systems such as GIZ's and/or CEPAL's MS Teams, or Sharepoint. Whether staff who need documents of an event succeed in accessing existing documents depends heavily on whether they participated directly in the planning and execution of an event or if they can find people who did or whether the project succeeded in establishing tools to manage knowledge that are understandable for outsiders.

Reporting: the challenges and opportunities related to the introduction of BMZ standard indicators

In the context of the BMZ 2030 reform process, BMZ introduced standard indicators along the core topics and fields of action. The standard indicators replace the previous aggregated results reporting to the BMZ and are mandatory for all GIZ projects. For the time being, standard indicators are not intended for the management and steering of projects and portfolios, but projects are already requested to report on them.

For the collection of this data, GIZ has developed an interface through which projects manually enter aggregates. There is currently no unified solution for projects to capture and update data of people,

organisations or events. Since these indicators are being rolled out company-wide, the potential number of projects to use according software is substantial.

Benefits of an event management system

The existence of a software for the management and monitoring of the different projects within the CEPAL-DEK Cluster, which is available to GIZ staff of the different projects and their implementation partners, and classifies events consistently could significantly reduce the costs to be shouldered by each project to develop data processing and monitoring approaches, liberate human resources captured in the development of such tools and allow them to focus on implementation, hence increasing the speed and accuracy of reporting.

As an example, if the event management system is coupled with a module that categorizes skills of individuals related to any given event, the competency profiles of people (participants, trainers, facilitators, assessors, etc.), the profiles of these people could be automatically updated after participation in an event, without participants or those managing the event doing this manually. Lists of participants, reports for people (number of events that the person participated in, number of events managed by a trainer, number of assessments conducted by an assessor, number of people trained by a given trainer, number of people assessed by an assessor, etc.) could be generated and updated automatically.

If shared with implementation partners, the joint usage of an event management software could also support benchmarking between events, hence enabling projects to compare variables such as cost per beneficiary, learning hours to deliver a particular skill (since the skills are classified consistently), number of trainers per beneficiary, etc.

2. Data entities and their attributes

The section below describes the different data entities that should be covered through the event management system. To explain the attributes of an entity, a table presenting each attribute as well as examples for values of that attribute. The top of the table includes a reference on whether the attribute is a primary key, secondary key or foreign key. The table below shows the example of an attribute table for the entity “budget”.

	FK	FK	SK	SK	SK	FK
Attributes	Name of budget	Currency of budget	Volume of budget	Date of validity of budget	Types of relationship to the budget	Expected results linked to budget
Examples of values	16.2088.9	EUR	10.000.000	30.09.2024	Funding organisation of budget	EPL Output 1 EPL Output 2
					¹ Accountable organisation	
					Person responsible for the budget	

In the example table above, the attribute “Name of the budget” is a foreign key (FK), as it uses the project number (PN), which is a primary key (PK) of the entity “project”. The attribute “currency of the budget” is also an FK, as the available currencies should be pulled from a different table. The attribute “Volume of the budget” is a secondary key (SK), in this case, as well as the date of validity of the budget. The attribute “Types of relationships of the budget” is a SK, and the attribute “Expected results linked to budget” is an FK, as it is pulling the names of the results from a separate list of results.

In addition to the attributes of the data entities, the section below discusses further aspects of the relationships between different attributes, for example, if the relationship is a “one-to-one”, “one-to-many” or “many-to-many”. Finally, the section below outlines “user stories” that are related to the entity being discussed. A “user story” consists of a sentence that starts with the user having a requirement followed by the reason or purpose of the requirement. For example:

As a <<project manager>> I can <<create budgets and assign them to an event>> so that I can <<keep track of how much is being spent and achieved for each budget>>. The user story format allows the identification of the user raising a requirement as well as the purpose of the requirement, hence enabling the programmer to determine if the stated objective can be reached through a different method than what the user is suggesting.

¹ For some projects, there may be no need to discern between the funding organisation and the accountable organisation. In most GIZ projects, the funding is coming from BMZ and GIZ is the accountable organisation implementing the budget.

2.1. Budgets

The precondition for an event to take place is the existence of a budget. A budget will be allocated to expected results. The budgets may be used by the project to implement activities themselves, to award grants to implementing partners or service contracts to service providers. The usual attributes of budgets are:

FK	FK	SK	SK	FK	FK
Name of budget	Currency of budget	Volume of budget	Date of validity of budget	Types of relationships to the budget	Expected results linked to budget
16.2088.9	EUR	10.000.000	30.09.2024	Funding organisation of budget	EPL Output 1 EPL Output 2
				Accountable organisation	
				Person responsible for the budget	

Data entity relationships:

A budget must have one name, must have one currency, must have one volume, must have one date of validity, must have one or more roles of organisations and people related to the budget(usually organisations can be donors, , implementers; people can be “person responsible for the budget”) and must have one or more expected results related to the budget.

Requirements

User story: As a person planning an event, I can create a budget so that I can allocate the budget to the event.

2.2. Expected results

A second precondition for an event to take place is an expected result. The specific instances of units of scope (projects,, activities, tasks) leading to these results may be implemented by the project itself, recipients of a grant, a local subsidies or service contracts. The usual attributes of results are:

Name of result	Unit of measurement/ indicator	Target	Budget	Types of relationship to the result	² Children of result	Related units of scope
EPL Output 1	Number of individuals that participated in activities	2500	3 Mio EUR	Funding organisation of budget		

² Enabling the software to create children of results will make the system flexible for projects that have different levels of depth in their target structure.

				Accountable organisation		
				Implementing organisation		

Data entity relationships:

An expected result must have one name, must have one or more units of measurement, must have one or more targets, must have one or more budgets, must have one or more types of relationship to the result (usually inherited from the budget linked to the expected result), may have one or more children, may have one or more related units of scope.

Requirements

User story: As a user planning an event I can choose among available expected results so that the results of the event can be allocated to an expected result.

User story: As a user planning an event I can define the attributes of an expected result so that I can monitor the degree to which the result will be achieved as events are added to it.

User story: As a user planning an event I can define children of an expected result so that I can create a subset of the intended scope and relate units of scope and events to that subset.

2.3. Operational Plans / Implementation plans / Lists of actions

Operational plans / Implementation plans / lists of actions bundle specific instances of units of scope through parent-child relationships.

An example of such a plan is shown below:

Outcome	Milestones	Work Stream / Package	Entity responsible for implementation	Activities	Schedule of activities in 2022
2.1 75% of the 2,500 young adults, women and people with disabilities who took part in an active labour market measure in the pilot regions (of whom 90% are young adults aged 17-35, 40% women and 10% people with disabilities) have confirmed an improvement in their employment situation.	2.1.1 Skill gaps are identified	2.1.1.1 Conducting skill needs assessments based on identified sectors	TBO	2.1.1.1.1 Collect data	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
		2.1.1.2 Identifying partners	EPL	2.1.1.2.1 Conduct partner screening visits	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
		2.1.2 Partnerships are established	EPL	2.1.2.1 Define selection criteria	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
		2.1.2.2 Designing partnerships	EPL	2.1.2.2.1 Finalize partner list	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
				2.1.2.2.2 Agree on contractual instruments	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
				2.1.2.2.3 Finalize contractual arrangements	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Activity 2.1.3.1.1 Support job seekers' self-knowledge and needs assessment through career guidance and skills profiling	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Design measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Pilot measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Roll-out measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Evaluate measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Activity 2.1.3.1.2 Improve job seekers employability through soft skills sessions	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Design measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Pilot measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Roll-out measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Evaluate measure	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
			Khoubourat	Activity 2.1.3.1.3 Case management of selected job seekers and provision of individual career counselling sessions	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Data entity relationships:

An operational plan must have one name, must have one or more expected results, must have one or more specific instances of units of scope. Each unit of scope must be linked to organisations, which may have either the role of accountable organisation or implementer. Each entity of specific instances of a unit of scope must have one or more budgets, must have one start and one end date.

Requirements:

Each specific instance of a unit of scope should be identifiable through a unique code. The instances of units of scope are may be sorted based on expected results, expected starting and ending times, related organisations. The specific instances of units of scope should be searchable through their code and their name. Projects and their implementation partners may create operational plans. **As different organisations use different names for the different levels of granularity of specific instances of units of scope (activities, work packages, milestones, components, etc.), each leading organisation (usually GIZ projects) must be able to define the name of each unit level and the relationships between the levels (who is the parent of whom).** As GIZ projects may coordinate different organisations through one plan, the entity responsible for the implementation of each unit of scope must be salient.

Once the levels of instances of units of scope have been created and named, the users should be able to create instances of each level, i.e. instances of units of scope attributed to that level. When creating a unit of scope, the system should generate a unique code for the corresponding unit of scope.

If a user seeks to create an event, the available codes from the units of scope of the operational plan should be offered to the user in a dropdown menu when filling out the event planning form. The user may enter, through a modal form, a code that does not exist yet.

User Story: As a <<person planning an event>> I can <<select from available codes of instances of units of scope from the operational plan>> so that I can <<link the event I am planning to an instances of a unit of scope defined in the annual workplan>>.

2.4. Organisations or organizational units

“Organisations” is a key data entity in an event management system. As mentioned above, organizations may have a relationship to the budget or to the expected result. They may, however, also have a relationship to a unit of scope, Capacity Development Product (CDP), an event, a venue or an individual. Organisations may be of different types, i.e. state institutions, companies, non-governmental organisations (NGOs)m etc. and have different types of ownership (state or private). Organisations may be subdivided into children. Organisations may also have different roles in relation to instances of units of scope (implementer in one, beneficiary in another). For example, GIZ projects are often divided in so-called “components” or “Fields of Activity”. The usual attributes of organisations are:

Nam e	Address	Country	Type of Organisation	Ownersh ip	Types of identifier	Parent Unit	Children / Sub Units ³
----------	---------	---------	----------------------------	---------------	---------------------------	----------------	--------------------------------------

³ If the system allows to define names, as well as parent-child relationships for involved organisations, it will be more flexible than if the specific organisations participating in a particular project are hard-coded into the system.

GIZ EPL	St. 70, Dynagrap h Bldg. 155 (Ground Floor)	Lebano n	International Development Project	Public / State-owned	Project Number	GIZ Lebano n	Componen t 1, Componen t 2
			Company	Private	Registratio n Number		
			State Agency	Public / State-owned			
			Non Governmenta l Organisation	Private			

Data entity relationships:

An organisation must have one name, must have one or more addresses, must have one or more countries, must have one or more types, must have one or more identifiers, may have a parent unit, may have one or more children, may have one or more roles.

Requirements:

The system should offer a form to create records of organisations or organizational units and child units for each records. For example, the Cluster CEPAL DEK would be one organisation, GIZ Minjust would be a child, and then Component 2 would be one of the 5 children of the project. Each component has up to 5 activities.

The user should have the option to name the type of child. Some projects may be using “Intervention Areas” as denominations for children of projects, whereas in other projects they may speak of “Components”, “Result Areas”, “Divisions”, “Units” etc. The system should offer the user the choice to generate a code whenever she/he creates a unit or let the user enter the code.

The names of organisations should be offered to the user in a dropdown menu when filling out the event planning form. The choices offered to the user should reduce as the user enters letters into the text field, and show only the choices that match the letters typed in by the user. The user may enter a code that does not exist yet through a modal form.

User Story: As a <<person planning an action>> I can <<select from available names of organisations or sub-units>> so that I can <<link the action event I am planning to an organizational unit defined in the event management system>>.

2.5. Individuals

“Individuals” is another fundamental data entity of an event management system. Records of this entity may have relationships to records of budgets, expected results, organisations, units of scope, actions/specific instances of units of scope, venues and CDPs. A record of this entity may have one or more roles related to other records of other entity. For example, an individual may have the role of “facilitator” in a policy workshop, while she may be a training participant for a training on community-based monitoring of environmental impacts of mining. Possible attributes of individuals are:

Identifier	First Name	Last Name	Gender	Date of birth	Nationality	Qualifications	Place of residence	Employment status	Employment type	Name of current employer	Current designation at employer	Occupation	Relationship to a budget	⁴ Relationship to a result	Role related to an action	⁵ Role related to an organisation
			Female													
			Male													
			Other													

Data entity relationships

An individual must have one or more identifiers, must have one or more first names, must have one or more last names, must have one gender, may have one date of birth, may have one or more nationalities, may have one or more qualifications, may have one or more places of residence, may have an employment status, may have one or more current employers, may have one or more designations at the current employer, may have a relationship to a budget, may have a relationship to a result, may have a role related to an action, may have a role related to an organization (If he’s employed, he should have a role within that organization).

2.5.1. Unique identifiers for individuals

The unique identifier for individuals eases of attribution, retrieval and distinction of data related to the individual. Usual single identifiers are National Identity Card Numbers, passport numbers. For for refugees that do neither have a passport nor an ID card, UNRWA Numbers or UNHCR numbers can serve as identifiers. The usual attributes of single identifiers are:

⁴ Provides flexibility for projects working with more than one result that can be related to an activity or event.

⁵ Provides flexibility for projects working with more than one budget, for example, in the case of co-financing.

Name of identifier	Value of identifier	Name of source of identifier ⁶	Comment
National Identity Card Number	1rg811t94hg	National Identity Card	
Passport Number	19734hr179r	Passport	
UNRWA Card Number	4391r8fh934	UNRWA Card	
UNHCR Registration Number	Ng9843h1t91	UNHCR Card	
RUT	4901951-K	National Identity Card	
Email	Carlos.mohr@giz.de		To be used if no other identifier can be used or context doesn't allow for request of an identifier

⁶ Provides flexibility to the system to help several team or even organisations using the same system cross-check their beneficiaries to avoid double counting or double serving.

Data entity relationships

A unique identifier type for individuals must have one name, must have one value and must have one source. One individual may use more than one identifier.

Requirements

In the absence of a unique identifier, the system could identify individuals by combining several identifiers such as the name, phone number and email address.

The system should allow the user to choose the type of single identifier for the person. (CNIC, Assessor Number, passport number, refugee card number, email). If the user chooses “other”, the system should offer the user a form to request the creation of a new identifier type. The user should then be able to enter a new type manually and request its approval.

The system should allow the user to enter the identifier number into the field before entering the name and let the system offer the name of the person with the corresponding identifier number to populate the name field if the person is already registered.

User story: As a <<user planning an action>> I can <<add a new type of person identifier if the type I want to add has not been entered yet >> so that I can <<expand the list of types of person identifiers according to my needs >>.

User story: As a <<user planning an action>> I can <<enter the identifier number of a resource person whose number I know >> so that I can <<retrieve the data of the resource person >>.

Business rule: If the person that is matched with the identifier number does not meet the requirements of the function of the chosen resource type, the system should display the name of the person with a notice “not eligible for chosen function”. In this way, the user will know that the person is in the system but not eligible for the required function. For example, if a person needs a certificate to serve as a trainee for a training on taxes and the person does not have a relationship to a tax authority..

2.6. Target Group

The “target group” is an attribute that links CDPs, actions, budgets, expected results, organisations, or units of scope with individuals. Examples of instances of this category type are Trainees/Students, Teachers/Instructors, private sector representatives, women, among others.

The usual attributes of the target group are:

PK	SK	SK	SK	FK	FK	FK
Name	Text definition	Minimum Age (years)	Maximum Age (years)	Qualifications	Country of residence	Sub-location of residence ⁷
Job Seeker	Natural person looking for a job	18	65			
Assessor	Person trained and/certified as an assessor by a	20	65	National Vocational Qualification in	Pakistan	Punjab

⁷ Not hard-coding the structure of locations, but giving the user the possibility to define names and depth of locations makes the system more flexible. Example: some countries are subdivided in governorates while other countries in provinces, federal states, etc.

	competent entity			Training and Assessment		
--	------------------	--	--	-------------------------	--	--

Data entity relationships:

A target group must have one name, one definition, may have a minimum age, may have a maximum age, may have one or more qualifications, may have one country of residence, may have sub-locations of residence.

Requirements:

The target groups should be offered to the user in a dropdown menu when filling out the event planning form or a CDP entry form. The user may request a new target group to be created through a modal form. The creation of a new target group should be subject to approval of a user with according rights. It should be possible to create child entities of target groups. For example, Teachers/Instructors, Assessors, Master Trainers, Chief Master Trainers are all “teaching faculty” or “instructional staff”. One child may have several parents.

User Story: As a <<person planning an event>> I can <<create target groups and add definitions>> so that I can <<group people and events along a shared understanding of the category >>.

User Story: As a <<person planning an event>> I can <<select from available types of target groups>> so that I can <<filter for events for a particular target group / group of target groups or compare the metrics of events of a particular type of target group for planning, monitoring or controlling purposes >>.

2.1. Document types or content types

Any action may have be related to content of some sort. Examples of document types are agendas, roadmaps, strategies, studies, etc.

The table below provides an overview of the attributes of the data entity “document types”

PK	SK
Name of the document type	Definition
Test / Exam / Assessment	
Test key	
Competency standard	
Learner Guide	
Trainer Guide	
Syllabus	
Curriculum outline	
Roadmap	
Strategy	
Ministerial Decree	
Invitation Letter	
Request for technical assistance	
Informative note	
Agenda	

2.2. Capacity Development Product (CDP)

A Capacity Development Product (CDP) is a specific type of content of an action. CDPs are bundles of learning objectives and related content that beneficiaries shall engage with to gain development in their competence. CDPs can vary in scope and level of segmentation. The content of a Master’s Degree in Educational Leadership can be a CDP, or a one day training on Occupational Safety and Health (OSH).

When implementing activities, GIZ Projects or their implementation partners either create CDPs or re-use existing ones, for example, that are part of a National Qualifications Framework (NQF) or that are a standard product from another organisation, for example the Know About Business (KAB) course from the ILO.

Most projects are about introducing or using a limited number of CDPs, implementing events related to these CDPs and then reporting on the results. Some projects work with CDPs that are certifiable, others don't, some projects work with CDPs that are modular, others don't. The table shown here enables the system to capture all key aspects that could require tracing related to CDPs, so it can cater for the needs of very simple to more complex projects.

CDPs usually have the following attributes:

PK	SK	SK	FK	SK	SK	SK	SK	SK	SK	SK	SK	FK	SK	SK	SK	FK	SK	SK	FK
Code of CDP	Name of CDP	Description	Sector (ISIC)	Type of content	Scope of learning time	Certifiability	Relationships of organisations to the CDP / organizational roles ⁹	Relationships of individuals to the CDP / roles of individuals	Level	Entry requirements	Assessment requirements	Required equipment	Children	Origin	Activity status	Related CDPs	Validation date	Credit points	Event
01	National Vocational Certificate in Welding Level II	Intended audience are individuals working in construction	Construction	Sector Specific	40 hours	yes	Implementing entity	Trainer	2	Reading and writing Primary school		Welding booth Copper pipes	Module 1 Module 2 Module 3	Pakistan	Retired	National Vocational Certificate in Welding Level III	01.10.2022	90	
							Issuing entity	Assessor							Active				

⁸ Some projects work in skill formation systems where there is a distinction between the entity that implements the CDP, the one that issues it and the one that certifies it. Capturing these distinctions gives the system flexibility to serve projects working on complex reform projects.

⁹ In Pakistan, several organisations were funding the development of capacity development products. In such cases, it is helpful to keep track of which CDP was funded by whom.

							Certifying entity	Developer											
--	--	--	--	--	--	--	----------------------	-----------	--	--	--	--	--	--	--	--	--	--	--

Data entity relationships:

A CDP must have one code, one name, one description, one scope of content, may have one scope of learning time, one certifiability type, one or more relationships with organisations through roles, one or more relationships with individuals through roles, one country of origin, one activity status. It may have a level, one or more entry requirements, one or more required equipment items, one or more children, one or more related CDPs, one or more sectors, one or more validation date, one credit point value (if part of a credit point system), one or more events related to the CDP.

Requirements:

The names of available CDPs should be offered to the user in a dropdown menu when she/he fills out the action planning form and reaches the data entry field for CDP of the action. The options offered should be restricted if the user had indicated a sector or type of content in earlier in the form. The user may request a new CDP to be created through a modal form. The creation of a new CDP should be subject to approval of a user with according rights. It should be possible to create child entities of CDPs and name them. For example, “Design Instructional Resources”, “Design Assessment Packages”, “Conduct Training Programmes”, “Conduct Competency Assessments” are all child entities of the Pakistani National Vocational Qualification (NVQ) “National Vocational Certificate in Training & Assessment Level- 3 (Trainer/Instructor)”. The child entities of Pakistani NVQs are “Competency Standards”.

To make the system fit for use in many different projects, the system should allow providing different names to CDPs. For example, in Chile, the project “Minerals for a Just Transition in Latin America and the Caribbean (Minjust) develops a course on lithium together with the Economic Commission for Latin America and the Caribbean (CEPAL). Meanwhile, the German Chilean Chamber of Commerce will develop training programs for 16 occupational profiles related to the extraction of critical raw materials.

Just like the names of CDPs may differ from one project to the other, the names of their children may also vary. While one organisation may subdivide its CDPs in “Modules” other may use “Unit”, etc. One child may have several parents. For example, the Competency Standard “Design Assessment Packages” may be used in the NVQ “National Vocational Certificate in Training & Assessment Level-3 (Advanced Assessor)” and in the NVQ “National Vocational Certificate in Training & Assessment Level-4 (Master Trainer)”. The capacity to create child entities should apply to any CDP entity. For example, in the Pakistani case, the children of a competency standard are “Competency Units” and “Knowledge and understanding statements”. The children of competency units are “Performance Criteria”.

User Story: As a <<user planning an action>> I can <<select from available CDPs or add new CDPs>> so that I can <<attribute actions to CDPs consistently and later on filter for actions for a particular CDP / groups of CDPs or compare the metrics of actions of a CDP for planning, monitoring or controlling purposes >>.

User Story: As a <<user planning an action>> I can <<add child entities to CDPs>> so that I can <<attribute actions to child entities of CDPs consistently and later on filter for actions for a particular CDP or its child entities or compare the metrics of actions of a CDP or a child entity for planning, monitoring or controlling purposes >> .

2.2.1. CDP Code

The CDP code serves as a single identifier of the CDP to allow ease of attribution of data to the CDP, ease of retrieval, ease of distinction. Some projects don't work in a National Qualifications Framework (NQF) while others do. If they do, it is helpful if they can use the coding system introduced along with the NQF they are working in. Often, larger training providers, such as City & Guilds, use codes for their CDPs. The system allows easier communication with larger training entities if the same codes can be kept.

The attributes of the CDP code are:

PK	FK
Code value	Name of related CDP
01	National Vocational Certificate in Welding Level II

Data entity relationships:

A CDP code must have one value.

Requirements

Actions may be conducted using CDPs that have been created by other systems. For example, most of the CDPs used by TVETSSP were NVQs for which a code had been previously generated by the "NVQF registry". Hence, users should be able to either generate codes from the system or enter external codes. If the CDP does not have a code, the system shall generate a code for the CDP.

If the CDP being considered for an event is new, the system should offer the user the choice between entering a code manually or generating a code. Entering a code manually is necessary in cases when the CDP has a code that has been generated by a different system. For example, TVETSSP sponsored training against qualifications from City & Guilds and Melbourne Polytechnic. To manage these events, the code of these qualifications needs to be entered into the system. If no code is entered manually, the system should assign a code to the CDP.

User story: As a <<user planning an action>> I can <<add the code of a new CDP manually>> so that I can <<easily retrieve information related to this CDP using a code instead of using the name >>.

User story: As a <<user planning an action>> I can <<generate a code of a new CDP through the system>> so that I can <<easily retrieve information related to this CDP using a code instead of using the name >>.

2.2.2. Sector of CDP

International development projects are often required to focus on one or more industrial sectors. For example, it is part of the project design of EPL to focus on 4 to sectors "sectors of high employment potential". Hence, it is useful if a CDP can attribute to an industrial sector. Most projects have to choose only a small number of sectors. To allow larger organisations to trace activities over sectors, using a standard taxonomy, such as ISIC, is helpful.

The usual attributes of a sector are:

PK	SK	SK	FK
Code of sector	Name of sector	Children of sector	Related CDPs

Data entity relationships:

A sector must have one code, one name and may have one or more children. A sector may relate to more than one CDP.

Requirements:

To allow a consistent taxonomization, the system should allow the import of existing taxonomies such as the ISIC sectors.

2.2.3. Skills of CDP

International development projects are often required to develop services that related to one or more skills or competences. For example, it is part of the project design of Minjust to identify skills that need to be integrated into occupational profiles related to critical raw materials in Chile, Perú, Argentina and Brazil to allow for the expansion of CRM extraction. Often, the products related to the skills identified have already been developed by other projects. However, if the projects use inconsistent names to refer to the same skill, it is less likely that existing products will be reused. Hence, it is useful if a CDP can be attributed to one or more skills. Here, the usage of a standardized taxonomy such as ESCO or ISCO could support the projects to use a consistent system and hence enhance retrieval and re-use of CDPs. The usual attributes of a skill are:

PK	SK	SK	FK
Code of skill	Name of sector	Children of skill	Related CDPs

Data entity relationships:

A skill must have one code, one name and may have one or more children. A skill may relate to more than one CDP.

Requirements:

To allow a consistent taxonomization, the system should allow the import of existing taxonomies such as ESCO or ISCO.

2.2.4. Type of content of CDP

The type of content is an attribute of the Capacity Development Product (CDP). GIZ projects may discern between trade-specific content and generic/transversal content. The attributes of a type of content are:

PK	SK
Name of type of content	Definition
Trade-specific	
Generic	

Data entity relationships

A type of content must have one name and one definition.

Requirements

The types of content should be offered to the user in a dropdown menu when filling out the CDP entry form. The user may request a new type to be created through a modal form. The creation of a new type of content should be subject to approval of a user with according rights.

User Story: As a <<person planning an action>> I can <<select from available types of content >> so that I can <<filter for events for a particular type of content / groups of content or compare the metrics of actions of a particular type of content for planning, monitoring or controlling purposes >>.

2.2.5. Type of CDP

Some GIZ projects have objectives or components to develop formal CDPs in collaboration with state or private sector entities. Examples are the NVQs developed by TVETSSP in Pakistan between 2015 and 2021, the Occupational Standards developed by QuA-VET in Lebanon with their respective state counterparts or the training programs related to 16 critical occupation profiles in mining to be developed by the AHK Chile on behalf of Minjust. However, some projects may be in need to implement training for a CDP that has not been developed locally, or may have the target to implement an already existing CDP. For example, TVETSSP used CDPs from contractors like City & Guilds or Melbourne Polytechnic. The CDPs used by these two organizations were not NVQs. City & Guilds, for example, uses the term “International Vocational Qualification (IVQ)”. Attributes of CDP types are:

PK	SK
Name of CDP type	Definition
National Vocational Qualification	
International Vocational Qualification	

Data entity relationships

A CDP type must have one name and one definition.

Requirements

The system should be able to capture different types of CDPs. Hence, a user entering a CDP should be able to add a new type if required. For CDPs or entities of CDPs that are already known to the system, the field “type of CDP” should be auto populated.

Business Rules

If a user selects an existing CDP for use in an action, its type and other attributes should be invoked from the CDP database and displayed in the form automatically.

User Story: As a <<user planning an action>> I can <<add new type of CDP>> so that I can <<organize CDPs consistently and later on filter for events for a particular type of CDP or compare the metrics of events of a type of CDP for planning, monitoring or controlling purposes >>.

2.2.6. Level of CDP

Most of the CDPs used by TVETSSP were NVQs that are part of the Pakistani NVQF. Hence, they were levelled. Different frameworks may have different levels with each level having a different meaning. For example, if a CDP is level 2 in the Pakistani NVQF, this means that the person performing the

occupation that uses the CDP in question may require supervision and have a low level of variability in her/his tasks. Meanwhile, KAB level 2 may simply mean that KAB business level 1 is a pre-requisite for enrolment. In general, levelling CDPs is useful to group CDPs based on variables such as enrolment requirements and complexity. Attributes of a level are:

PK	FK
Value	Name of CDP
1	
2	
3	
4	

Data entity relationships

A CDP level must have one value. There may be one or more CDP names related to a level.

For CDPs or entities of CDPs that are already known to the system, the field “level” should be auto populated in the data entry form for a CDP. For CDPs or sub-entities that are not known to the system, the user should have the choice to add a level.

Requirements

Some projects use levelled CDPs, others don't. Allowing for leveling gives flexibility to the system.

Business Rules

If a user selects an existing CDP for use in an action, its level should be fetched from the CDP database and displayed in the form automatically.

User story: As a <<user planning an action>> I can <<add the level of a new CDP>> so that I can <<allow the management of vertical mobility of training participants >>.

2.2.7. Relationship of organisation of the CDP / Function of organisation related to the CDP

Organisations may have different roles related to a CDP. Examples of roles of organisations are implementer, issuing organisation, certifier, funder, etc. The attributes of a function of an organisation are:

PK	SK	SK	FK
Name of the function	Definition	Eligibility criteria	Related CDPs
Implementing Organisation			
Issuing Organisation			
Certifying Organisation			
Funding Organisation			

Data entity relationships

A role of an organisation must have one name and one definition and may have one or more eligibility criteria.

One role may apply to more than one CDP.

Requirements

When instantiating each role, the system should fetch the names from the organisations, CDPs and actions that have been entered into the system.

If the required organisation has not been entered into the organisation data base, the system should allow the user to enter a new organisation through a modal form.

2.3. Event

2.3.1. Event identification number

TVETSSP conducted over 400 capacity development events. Often, several events had the exact same name, the only difference being that the participants belonged to a new “batch” or that the event was being implemented in a different location. Event numbers were introduced towards the end of the programme to ease distinction between the documents of different events. This was important as implementing organisations and project staff exchanged event documentation by email, and email files received the name of the subject as file name once extracted from outlook and placed on a different repository. The duplication of email file names would hinder retrieval of event documentation. In the absence of a systematic generation of event numbers, the numbers were generated manually from an excel sheet. The event number was then used to tag invoices, participant lists, contracts, agendas, etc. and hence relate them to one event or a group of clearly identifiable events. The use of unique event numbers is also useful from a financial perspective, as GIZ accounting systems do not enable projects to retrieve costs per event, hence hindering insights on per-beneficiary costs, costs per learning hour, costs per target group, costs per CDP, etc. The event number has the following attributes:

PK	FK
Value	Event Name
19451904	

Data entity relationships

One event must have one event number.

Requirements

Individuals planning an event must be able to group events into event series.

For events that already exist and already have a number, the user should have the option to enter an existing number manually. For events that are entered new, the system should generate a unique number.

User Story: As a <<person planning an event>> I can <<select between entering a unique identifier manually or ask the system to generate a number of me >> so that I can <<retrieve information in other systems using existing event numbers while avoiding duplication of event numbers for future events>>.

2.3.2. Type of event

For budgeting purposes, GIZ discerns between training and non-training events. Examples for non-training events are seminars, conferences, socialization workshops, etc.

The usual attributes of a type of event are:

PK	SK
Name	definition
Training	Event or series of events intended to enable its participants to perform a task or meet the requirements of a responsibility.

Data entity relationships:

A type of event has one name and one definition.

Requirements

The types of events should be offered to the user in a dropdown menu when filling out the event planning form. The user may request a new type of event to be created through a modal form. The creation of a new type of event may or may not be subject to approval of a user with according rights.

User Story: As a <<person planning an event>> I can <<create event types and add definitions>> so that I can <<group events along a shared understanding of the category >>.

User Story: As a <<person planning an event>> I can <<select from available types of events>> so that I can <<filter for events of this type or compare the metrics of events of this type for planning, monitoring or controlling purposes >>. (For example, compare all trainings with one another, all assessments with one another, etc.)

2.3.3. Mode of delivery of event

The projects of the CEPAL + DEK cluster and their implementation partners implement events that are either face-to-face, online or blended. The mode of delivery has the following attributes:

Name of the mode of delivery	Definition
Face-to-face	The participants are physically present in the event, the event is carried out in a physical venue.
Online	The participants are not physical present in an event, the event is carried out through software.
Blended	The participants engage through face-to-face interaction as well as through a software.

Data entity relationships

An event must have one mode of delivery.

Requirements

When planning an event, the system should offer the user the list of modes of delivery that are available in the system. If the mode of delivery the user wants to use has not been added yet to the list of modes of delivery, the system should offer the user a modal form to enter a new mode of delivery.

User story: As a <<user planning an event>> I can <<select from a list of existing modes of delivery for my event>> so that I can <<organize events with the same type of mode of delivery and compare their metrics for planning, monitoring and evaluation purposes>>.

User story: As a <<user planning an event>> I can <<add a new mode of delivery to the list of modes of delivery>> so that I can <<expand the list of modes of delivery according to my needs >>.

2.3.4. Further details of event

Some events require additional information on the context, rationale, etc. of the event for users planning and approving the event to have all information they need to make decisions related to the event. This attribute is an open text section with a limit of characters enough for approx. 250 words.

2.3.5. Roles of organisations related to an event

2.3.5.1. Organisation implementing the event

The events of projects of the CEPAL + DEK Cluster will be implemented by different organisations. The organisation or sub-unit responsible of an event is a foreign key fetched from the organisation table.

Requirements

In the overview of events, the implementation teams used this column to filter for the events they are responsible for to get an overview or update events more easily. The system should allow programmable views for the event overview that allow each team to define a view in which it only sees the attributes and entries that it requires for its work.

Users should be able to select from available teams and allocate the event to their team or create new teams and assign parent organisations to them and children. For user friendliness, the default team of the event should be the team of the user making the entry.

Business rule: the team responsible for an event is the team that the user is part of, unless the user states otherwise.

Functional requirement: more than one team can be assigned to an event.

User story: As a <<user planning an event>> I can <<select available teams if I want to attribute the event to a team different from mine >> so that I can <<easily retrieve events related to my team or other teams >>.

2.3.5.2. Organisation funding the event

In some cases, the organisation implementing the event may be different from the organisation funding the event. Co-finances GIZ projects may find it useful to discern between events that were funded by one donor and events that were financed by a different one.

2.3.6. Roles of individuals related to an event

Individuals may have different roles to a CDP and/or related events. Roles of individuals related to events can be focal person, participants, moderator, facilitator, , etc. The attributes of a role related to an event are:

Name of the function	Definition
Focal person	
Participant	
Trainer	
Instructor	
Facilitator	
Moderator	
Facilitator	

Data entity relationships

A role must have one name and one definition.

Some functions may have overlapping definitions. For example, some institutions may prefer the term “trainer” while others may prefer “instructor” while the definition and user rights intended by both institutions may be identical.

Requirements

When a user is filling out an event planning form, the user should first choose from a list of available roles (facilitator, trainer, moderator, etc.). If the user needs to add a new type, the system should offer a modal form to do so.

If the event requires the use of individuals that have been registered previously under an existing category, the user planning the event should see the list of the individuals who are available to participate with the required function. For example, if the user has chosen to add a moderator to the event, and there are registered moderators in the system for the CDP the event is about, the system should invoke the list of available moderators for the relevant CDP.

User story: As a <<user planning an event>> I can <<add a new type of function of individual if the type I want to add has not been entered yet >> so that I can <<expand the list of types of resource people according to my needs >>.

User story: As a <<user planning an event>> I can <<choose a type of function for individuals from existing types of functions of individuals >> so that I can <<narrow down the number of potential resource people available in the data base to allocate to the event and pick people that fit the criteria I need>>.

An event can have more than one resource person.

Business rule: The people offered to the user to be selected as resource people should be restricted to those who meet the requirements to fulfil the function of the user type for the CDP of the corresponding event.

2.3.6.1. Focal person for the event

The focal person is one specific role that should be assigned for any event. In case no GIZ staff member is responsible for the event, a person from the implementing organisation will be responsible for the event. The values of the focal person responsible for the event should be fetched from an existing data-base of individuals. The attributes of the focal person are:

FK	FK	FK	FK	FK	FK	FK
Event Code	Name	Last Name	Organisation	Designation	Phone Number	Email Address

Data entity relationships

Each event must have one responsible person. There may be one or more people responsible for the event.

Requirements

For user friendliness, the default suggested focal person of the event should be the user making the entry. The person making the entry can assign the responsibility for the event to someone else if needed. The focal person of an event is a foreign key pulled from the list of individuals linked to organisations that are implementing events.

User story: As a <<user planning an event>> I can <<select available team members if I want to attribute the event to a team member different than myself>> so that I can <<easily retrieve events managed by a particular team member>>.

User story: As a <<user planning an event>> I can <<add available team members if I want to attribute the event to a team member that has not yet been attributed to a team >> so that I can <<easily retrieve events managed by this person>>.

2.3.7. Categories based on designation or occupation of individuals

As mentioned above, in some cases, GIZ Projects need to capture the designations and / or occupations of the individuals related to events or CDPs. Taking the realm of TVET as an example, such denominations may range from “Assistant teacher” to “Senior Instructor”, etc. If the individual is self-employed, the occupation of the individual would serve as a basis for categorization. As the functional denominations depend on the policies of the employers of the individuals, the number of potential designations is very large. GIZ Projects require means to group participants according to categories the projects can define flexibly. For example, “Assistant Teachers”, “Teacher”, “Head Teacher”, “Lector” and “Professor” may be grouped into “instructional staff” or “teaching faculty”. The key difference between the categories mentioned here and the functions of individuals mentioned above is that the categories here are derived from either their designation or their occupation and are independent from their relationship to an event or CDP. Attributes of categories based on designation or occupation of individuals are:

Name of category based on designation or occupation	Names of encompassed designations and occupations¹⁰	Names of individuals allocated to the category
Instructional staff	Assistant Teacher, Teacher, Head Teacher, Lector, Professor	

Data entity relationships

¹⁰ Projects that work with a larger number of organisations have to categorise different denominations into more abstract categories to make reporting more manageable. This function makes the system flexible for many types of projects as it allows each project to create its own overarching categories based on existing denominations.
02.2-10018005-Data-entities-business-rules-user-stories_CEPAL-DEK-Cluster_en_20260410 -Annex 2_Data-entities-business-rules-user-stories_CEPAL-DEK-Cluster

A category based on designation or occupation of an individual must have one name, must have one or more designations or occupations covered by the category, and may have one or more instances of individuals allocated to the category.

2.4. Events

2.4.1. Role of organisation related to an event

Organisations may have different functions to an event. Examples of functions of organisations are implementer, donor, participant. The attributes of a function of an organisation related to an event are:

PK	SK	SK	FK	FK
Name of the function	Definition	Eligibility criteria	Related organisations	Related Events
Implementer				
Participant				
Donor				

Data entity relationships

A role of an organisation must have one name and one definition and may have one or more eligibility criteria.

One role may apply to more than one event.

Requirements

Available roles for organisations related to an event should be offered to the user that is entering an event in the event planning for through a dropdown menu. If the user would like to create a new type of function, she/he should be able to do this through a modal form.

2.4.2. Venues

To allow consistent attribution of actions to venues, all venues should be entered into a venue list. The attributes of the venue are:

Name of the venue	Type of venue	Operator of venue	Owner of venue	Location of venue	Events related to venue
Campus II Universidad Católica	University	Universidad Católica	Universidad católica	GPS	
Los Bronces	Mine	Anglo-American	Anglo-American	GPS	

When planning an action/event, the system should offer the user the list of venues that meet the requirements of the action. If the venue has not been added yet to the venue list, the system should offer the user a modal form to enter a new venue.

User story: As a <<user planning an action>> I can <<select from a list of existing venues that are eligible for the action >> so that I can <<attribute actions consistently to venues >>.

User story: As a <<user planning an action>> I can <<add a new venue to the list of venues >> so that I can <<expand the list of venues according to my needs >>.

Business rule: the system only offers venues that meet the criteria to host the action that the user has selected for her/his action. The user may want to add a venue that already exists in the system and is marked as not eligible for the action. In such cases, the system should direct the user to the data entry form of the venue in question so that she/he can add the action in question to the data of the venue.

2.4.2.1. Type of venue

TVETSSP used public and private institutes, training centres, hotels, restaurants, universities among other types of venues to implement events. Minjust may implement activities in copper mines or lithium extraction sites. In some cases, GLZ projects may have an interest to monitor which types of venues they used the most for which type of event and whether this has changed over time. Monitoring the types of venue can also provide insights on whether support for a given venue is needed for it to replace other venues. For example, whether a particular event is not being implemented in schools or training centers because of lack of adequate infrastructure. To use the type of venue to narrow down the choice of venues, this field should appear before the name of the venue. When planning an event, the system should offer the user the list of types of venues are available in the system. If the venue type the user wants to use has not been added yet to the venue type list, the system should offer the user a modal form to enter a new venue type.

User story: As a <<user planning an event>> I can <<select from a list of existing venues types for my event>> so that I can <<narrow down the number of venues to select from for my event>>.

User story: As a <<user planning an event>> I can <<add a new venue type to the list of venue types >> so that I can <<expand the list of venues types according to my needs >>.

2.5. Event planning variables

2.5.1.1. Planned Number of participants

To gauge the scope of an event, people planning the event would enter an estimation of the number of participants. This number would only serve for preliminary planning. Later on, when nominations were received, the number of nominated participants would be used as a reference for the scope of the event. During the implementation of the event, the number of actual participants become there reference to gauge the scope. The number of planned participants is hence always entered by the user planning the event. If the event has already been implemented, the number of planned participants does not need to be entered in retrospective.

User story: As a <<user planning an event>> I can <<enter the number of planned participants for an event >> so that I can <<gauge whether I have planned enough events to meet my target (provided that the number of planned participants equals the number of actual participants) >>.

Column AI – Heading name “status”: Column used to track the status of an event. Possible statuses are “planned”, “ongoing”, “implemented”, “cancelled”, “on standby”. The default status setting of any event is “planned”.

Business rules: if participants have been confirmed for the event during the first day of the event and the current day coincides with any of the days in the range of duration of the event, the status of the event should be “ongoing”. If participants have been confirmed for the event and the current day is after the last day of the range of duration of the event, the status of the event should be “implemented”. “Cancelled” and “Standby” are options the user can pick manually.

Columns A J& AK – Heading names “planned start and planned end”. The user should be asked to chose a starting and an ending date for the event.

Column AL – Heading name “duration of the event”: value should be calculated by the system based on the entries of the start and end date.

Columns AS and AT “revised start and end”: No need to appear as separate fields from the planned start and planned end. These two columns were used to track the difference between the original planned and the actual dates of implementation. The system should, however, keep track of the changes in planning.

3. Examples of reporting formats

The most important reports are reports per indicators and target, selected attributes of actions (Projects, events, etc.), geographic distribution of actions on a map, distribution of actions on a timeline.

3.1.Display of progress against indicators and targets

The graph below shows a filterable list of indicators. The list includes the following columns:

- Indicator type (Module Objective, Outcome Indicator, Output indicator)
- Description of the indicator
- Target Value
- Progress

A	B	C	D	E	F	G	H
Indicador	Indicador	Indicador	Indicador	Indicador	Indicador	Indicador	Indicador
Indicador de Objetivo ODS	OD 1	Recomendaciones del laboratorio de políticas sobre fomentar la economía digital para los países miembros de la CEPAL	2	0%			100%
Indicador de Objetivo ODS	OD 2	Cooperación bilateral confirmada mejoramiento de conocimiento práctico sobre fomento de la economía digital	9	0%			100%
Indicador de Objetivo ODS	OD 9	Recomendación para reducir la brecha digital de género y para fomentar la integración regional	2	0%			100%
Indicador de Resultado ODS	IR 1.1	Catálogo de directrices que describen el funcionamiento del laboratorio de políticas	1	0%			100%
Indicador de Resultado ODS	IR 1.2	Integración del laboratorio de políticas integrado en declaración política de AL	1	0%			100%
Indicador de Resultado ODS	IR 2.1	Cooperación entre los Estados miembros de la CEPAL para fomentar la economía digital regional	3	0%			100%
Indicador de Resultado ODS	IR 2.2	Capacitaciones para actores de los Estados miembros de la CEPAL	4	0%			100%
Indicador de Resultado ODS	IR 5.1	digital	1	0%			100%
Indicador de Resultado ODS	IR 5.2	Fomento de intercambio regional público privado sobre temas del futuro de la economía digital en la región de AL	1	0%			100%
Indicador de Objetivo PEC	OD 1	Comunicación de resultados de estrategias de EC	4	0%			100%
Indicador de Objetivo PEC	OD 2	Comprobación de la utilidad de la AT en instrumentos de EC	10	0%			100%
Indicador de Objetivo PEC	OD 3	Selección de soluciones de EC en cadenas de valor	12	0%			100%
Indicador de Resultado PEC	IR 1.1	AT sobre contenidos y procesos para el desarrollo de estrategias de EC	4	0%			100%
Indicador de Resultado PEC	IR 1.2	Disposición pública de métricas e indicadores de EC de países miembros	3	0%			100%
Indicador de Resultado PEC	IR 2.1	Disposición de incentivos o instrumentos regulatorios o financieros de EC	10	0%			100%
Indicador de Resultado PEC	IR 3.1	Intercambios internacionales o interregionales con actores de la cadena de valor sobre soluciones de EC	3	0%			100%
Indicador de Resultado PEC	IR 3.2	Guía para soluciones institucionales de EC en cadenas productivas	1	0%			100%

The list should update itself based on entries made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

02.2-10018005-Data-entities-business-rules-user-stories_CEPAL-DEK-Cluster_en_20260410 -Annex 2_Data-entities-business-rules-user-stories_CEPAL-DEK-Cluster

The proposed solution by the contractor(s) should either present such an overview or allow it's development.

3.2. Displays of groups of actions and selected attributes of actions in tables with graphic elements

3.2.1. Overview of several actions at the project level

The graph below shows an overview of the actions that are direct children of the action “Cluster CEPAL +DEK” (if the cluster is handled as an action) or that are assigned to the organizational unit “Cluster CEPAL + DED.

DESDE CHILE			
CLÚSTER CEPAL			
Coordinadora: Barbara Scholz			
GET. Transform - Programm Globale Energiewende			
2022-2026	€ 0.79 Mill	BMZ	
EU-LAC Digital Alliance - High-level policy dialogue on digital policy and regulations			
2023-2025	CEPAL	€ 3.2 Mill	BMZ/UE
MINSUS IV -Cooperación regional para la gestión sustentable de los recursos mineros en los países andinos			
2022-2025	CEPAL	€ 3.6 Mill	BMZ
MINJUST - Minerías para una transición justa en América Latina y el Caribe			
2025-2028	CEPAL	€ 7 Mill	BMZ/UE
D4R - Transformación Digital para la Integración Regional en LAC			
2024-2025	CEPAL	€ 3 Mill	BMZ
KLW - Promoviendo la economía circular			
2024-2026	CEPAL	€ 4 Mill	BMZ
WITra - Transformación económica productiva, ecológica y socialmente justa			
2024-2027	CEPAL	€ 4 Mill	BMZ
Inclusive Societies			
2025-2027	CEPAL	€ 2.4 Mill	BMZ
Care Economy - Economía del cuidado para el desarrollo económico sostenible con igualdad de género			
2024-2027	CEPAL	€ 3 Mill	BMZ

The graph displays the logo of German development cooperation, the name “Barbara Scholz”, as the holder of the role “Cluster Coordinator” with regards to the action “Cluster CEPAL + DEK”.

Moreover, it displays key information of the 9 direct “children” of the cluster. The attributes displayed are the short and long name of the each action, the start and end (only displaying the year, the organisations with the role of organization “implementer” associated to each action, the overall budget, the organization with the role “donor” associated to each action. Each attribute is shown with a small logo: calendar for start and end, two people at a table for implementing organization, euro sign for budget, institution sign for donor.

Requirements:

The content of the graph should update itself automatically based on changes made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

3.2.2. Overviews of a single action

The graph below shows an overview of the values of key attributes of an action, as well as according logos for each attribute. The attributes displayed are duration, budget, implementation instruments and assigned budget (which would be assigned contracts to the action and contract type), organizations linked to the action through the role “implementer” as well as their logos, the description of the module objective, the countries linked to the action, the organizations linked to the action through the role “donor”. Each attribute is shown with a small logo: calendar for start and end, coins for budget, hammers for implementation instruments, shaking hands for implementing partners, crosshairs for module objective, world for geographical scope, money bills for donor.

Minerales para una transición justa en América Latina y el Caribe (MinJust)	
 Duración	04/2025 - 6/2028
 Presupuesto total	7 millones de euros
 Instrumentos de implementación	Grants 3.050.000 EUR (44%)
 Socios estratégicos	
 Objetivo del módulo	La extracción de materias primas para la transición energética y de movilidad en América Latina y el Caribe está alineada con los aspectos de una Transición Justa, en el sentido de una transformación económica socioecológica y globalmente justa.
 Enfoque geográfico	Regional (Chile, Perú, Brasil)
 Mandante	BMZ, UE

‘AL-DEK-Cluster_en_20260410 -Annex 2_Data-entities-business-rules-user-stories_CEPAL-

The content of the graph should update itself automatically based on changes made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

3.2.3. Memo / small fact sheet of an event or activity

As a part of the planning process, implementing partners of the projects of the CEPAL + DEK Cluster need to submit a “memo” or “small fact sheet” of each activity or event. The memo should include the logos agreed for the action (here CEPAL, german cooperation and EU logo), the name of the action, the organizational unit linked to the action as “implementer”, a description of the action, a picture of the action, a description of the objectives of the action,



Second In-Person Workshop for the Exchange of Experiences and Knowledge and Technical Tour of the Permanent Forum for Technical Dialogue on Innovation, Technological Development, and Value Addition to Lithium

Organizational unit
Natural Resources Division – Non-Renewable Resources Unit



Within the framework of the Permanent Forum for Technical Dialogue on Innovation, Technological Development, and Value Addition to Lithium in the Triangle countries and Mexico, ECLAC and CORFO organized the “Second In-Person Workshop for the Exchange of Experiences and Knowledge and Technical Tour,” held on August 26 and 27, 2025, in Santiago, Chile.

The purpose of the event was to strengthen regional cooperation on technological development and value addition in the lithium production chain, in line with the activities set out in the Forum’s 2024–2026 Biennial Action Plan.

The specific objectives were:

- To promote the exchange of knowledge and best practices regarding lithium technology development, salt flat monitoring, community engagement, and efficient water and energy use.
- To foster regional collaboration on lithium mining and value addition.



Organizations involved:

- ECLAC (organization).
- CORFO (co-organization).
- German Cooperation (funding).

Participating countries and institutions:

- Chile: Production Development Corporation (CORFO). Chilean Superintendency of the Environment (Enforcement Division – Water Resources Section). Albemarle (Chile). SQM Lithium (Chile). SUMMIT Nanotech (Chile, EDL pilot plant). CADL- Laoshentec (Chile, EDL pilot plant).
- Argentina: YPF Tecnología (Y-TEC). Ministry of Mining of Catamarca. Secretariat of Mining and Energy of Salta. Secretariat of Mining and Hydrocarbons of Jujuy.
- Bolivia: Bolivian Lithium Deposits – YLB.
- Brazil: National Secretariat of Geology, Mining, and Mineral Transformation.
- Mexico: Lithium for Mexico – LitioMx.

Related documents

- Agenda
- Event Report
- Presentations used during the event

Relationship with the indicators of the MinJust Project

The workshop contributes to Output 1 of the project “Raw Materials for a Just Transition in Latin America (MinJust)”. Relevant actors in LAC have strategies to increase added value in the mining sector.

Output 1.1 indicator: Number of context-specific policy instruments to increase added value in the mining sector that have been developed by state actors in regional exchange platforms.

The organizations that are linked to the action through roles, the countries that are linked to the action through the countries linked to the organizations marked with the role of “participant”, the instantiations of the document types related to the action, the indicators related to the action.

The content of the graph should update itself automatically based on changes made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

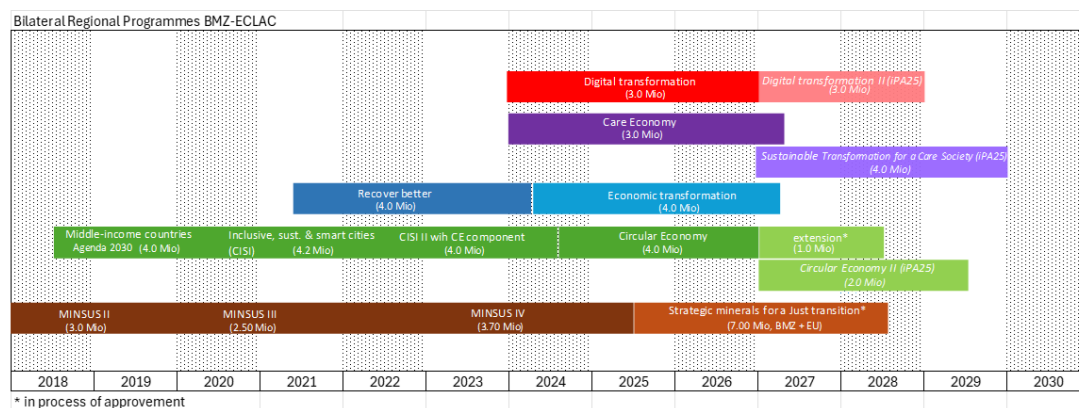
The proposed solution by the contractor(s) should either present such an overview or allow its development.

3.3. Displays of groups of actions and selected attributes in timelines

3.3.1. Display of actions and selected attributes against a yearly timeline at project level

The graph below has a timeline based on years and it displays the short names of actions at granularity level “project”, along with their budgets. Each project is displayed as a horizontal rectangle. Each project has its own color.

Evolution of Portfolio (2018 -2029)



The content of the graph should update itself automatically based on changes made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

3.3.2. Display of actions and selected attributes against a weekly timeline at activity and project level

The display below shows the actions of the Cluster CEPAL + DEK at the left (Get Transform, Witra, Inclusive Societies, Minsus, Minjust, PEC, etc.). The display shows the month of the year on the top row as a header. Each month is divided into weeks. For each project, the names of important child actions (mostly at event level) are displayed in rectangles along their corresponding week, along with their specific date (fecha) and place of implementation (lugar). Currently, this excel-based overview provides limited options for users to click on the action and see more details, such as description, people involved, etc.

Mes		Enero 2026					Febrero 2026				
Semana	5	S1	S2	S3	S4	S5	S1	S2	S3	S4	S5
Get. Transform						Publicación estudio: Escenarios de integración					
	Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar
						Informe semi anual					
Witra Soc. Inclusivas		Firma grant adicional R3 (?)					Firma grant adicional R3 (?)				
	Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar
MinSus MinJust							Annual Forum for European Cooperation on Sustainable Mining in Latin America and the Caribbean (05/02/2026 - virtual)				
	Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar
						Taller de alineación y planeación (Fecha a consertar con planeación de cluster)					
P.E.C				Mandar Calculación cambio de oferta a CALCIT			Mandar Cambio de Oferta al BMZ				
	Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar
							Comité Directivo				
Care Economy					Care Economy Projects Partners' Meeting - online						
	Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar	Fecha Lugar

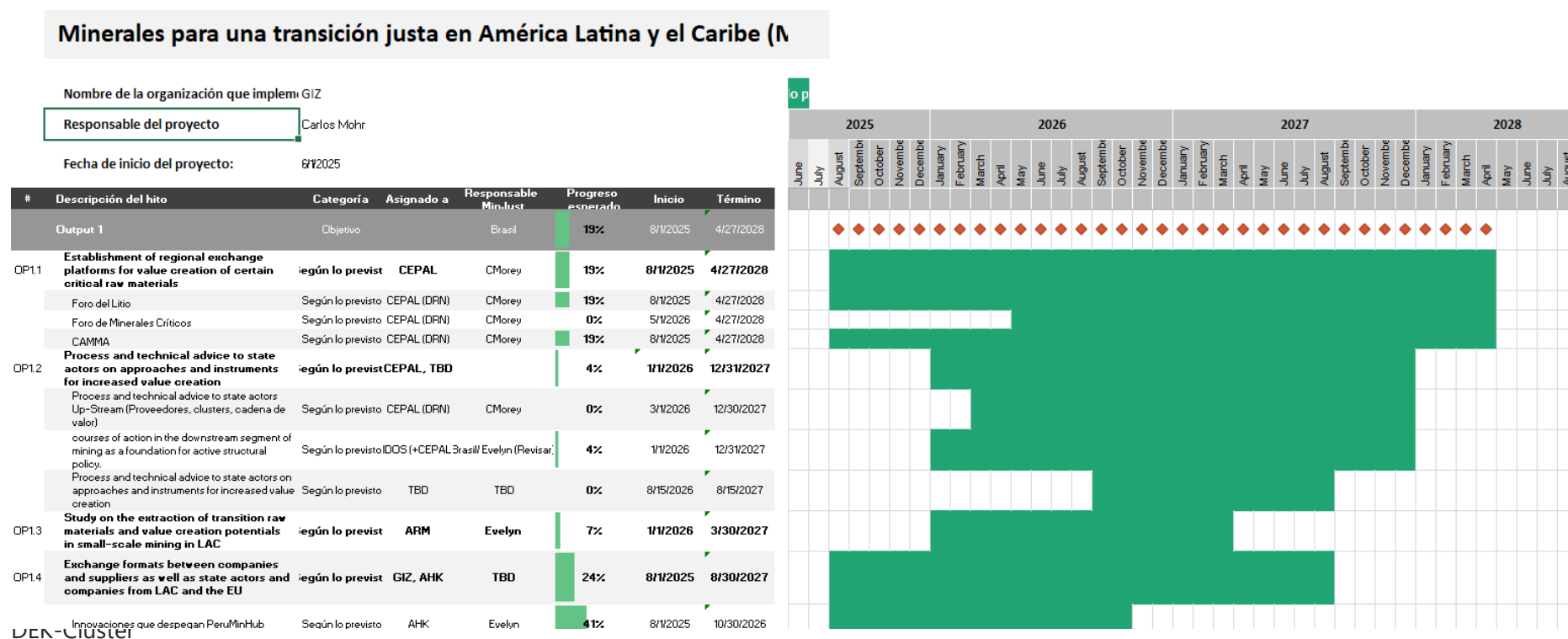
The content of the graph should update itself automatically based on changes made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

3.3.3. Display of actions that are children of a particular action in a gantt chart

Teams within GIZ projects as well as their Implementing partners all use gantt charts to plan their activities and report on progress. The gantt charts should allow navigating to more detailed descriptions of each action.



The content of the graph should update itself automatically based on changes made in the event and case management system.

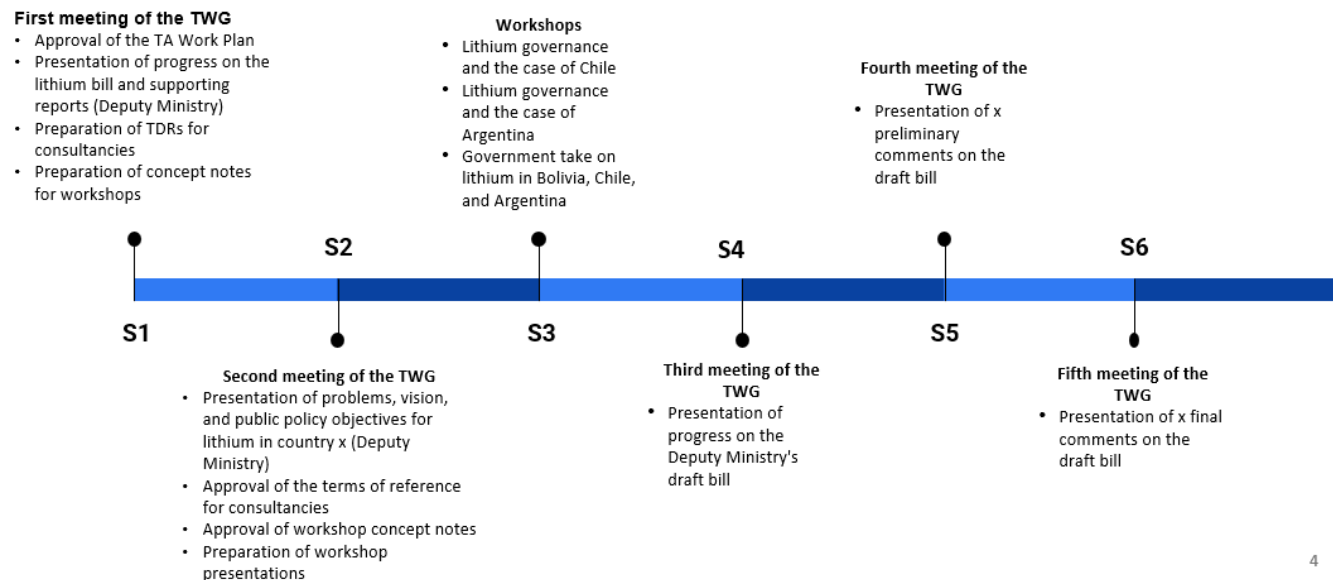
The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

3.3.4. Displays of actions at activity and task level against a timeline

Teams within GIZ projects as well as their Implementing partners may need to display actions at a fine level of granularity to present their plans to other stake holders. The chart below shows actions at activity and task level that belong to one work package.

Main activities and products of Stage 1: next 6 weeks



ies-business-rules-user-stories_CEPAL-

All events are children of “State 1”. Each event is marked in bold, the contents of each event are described below it. The events are displayed along a horizontal timeline.

The content of the graph should update itself automatically based on changes made in the event and case management system.

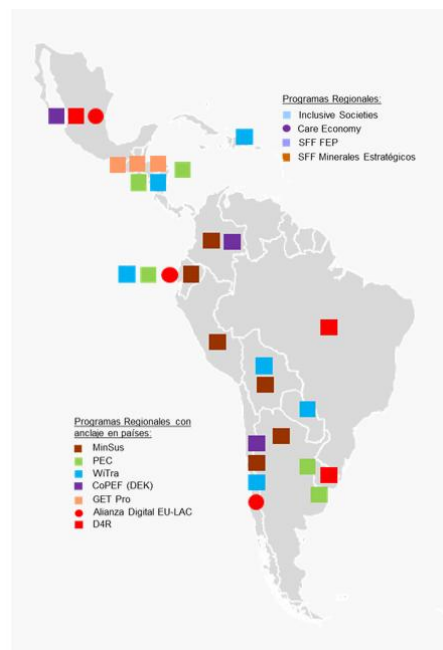
The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

3.3.5. Displays of actions at output and activity level filtered by location

3.4. Displays of groups of actions and selected attributes in a map

The graph below shows the places in which the projects of the cluster CEPAL + DEK are currently implementing activities. Each project has a symbol and a color to allow a better distinction.



The content of the graph should update itself automatically based on changes made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

4. Examples of export formats

4.1. Participant lists

The system should allow the generation of exportable and printable participant lists, which would allow participants to sign their attendance. The exportable and printable participant lists should include the logos of the donors of the action, the name of the action, the date, the venue and the document type. A further development would be to allow the participants to confirm their participation via phone.

WORKSHOP "STRENGTHENING CAPACITIES AND TOOLS FOR CITIZEN PARTICIPATION
Date: Friday march 21st 2025 – 13.30 a 18.00
Venue: Hall of the auditorium of the Regional Government of Moquegua/Perú

Lista de participantes ^{a)}

	Apellidos	Nombres	Organización	Correo electrónico	Conformidad con que se hagan fotografías y videos ^{b)}	Conformidad con la cesión de datos de contacto ^{b)}	Conformidad para el envío de información del proyecto / newsletter	Firma
1.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
2.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
3.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
4.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
5.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
6.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
7.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
8.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	

- a) Su información personal se utilizará exclusivamente para fines de examen internos y externos de la GIZ. Los datos se conservarán durante un período de 10 años en los servidores internos de la Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. Cualquier otra utilización de sus datos estará sujeta a un nuevo consentimiento. Sus datos no se emplearán para fines comerciales y no se cederán a terceras partes.
- b) Me declaro conforme con que se realicen videos y fotografías de mi persona y se puedan utilizar en el marco de la labor de información y divulgación de la GIZ relacionada con el evento (p. ej. folletos, presentaciones, sitios web). Los videos y fotografías no se utilizarán para fines comerciales. De acuerdo con la declaración anterior, me declaro conforme con que mis datos sean almacenados y utilizados por la GIZ. El presente consentimiento seguirá siendo válido incluso si no se hace uso de mis datos.
- c) Doy mi consentimiento para que la lista de participantes, que incluye nombres, adscripción organizacional, cargos/puestos y direcciones de correo electrónico, se facilite a los y las demás participantes.
- Derechos de los interesados**
Tiene derecho a consultar sobre sus datos personales, corregir los datos si es necesario y solicitar que se restrinja el procesamiento o que se eliminen los datos. Los datos serán entonces eliminados de nuestro sistema. El consentimiento otorgado para el uso de datos personales también puede ser revocado en cualquier momento. Esto no afecta la legalidad del procesamiento hasta el momento de la revocación.
En caso de revocación, no es posible participar en las capacitaciones ofertadas relacionados al Proyecto.
Para revocar el consentimiento para el uso de sus datos personales, o si tiene alguna pregunta o queja relacionada con esta declaración o el procesamiento, puede comunicarse con el oficial de protección de datos de GIZ ConoSur enviando un correo a giz.conosur@giz.de.
- Tiene derecho a dirigirse a las autoridades de protección de datos con quejas. La autoridad responsable es el Comisionado Federal de Protección de Datos y Libertad de Información de Alemania (BfDI).
Este formato fue adaptado por GIZ ConoSur (12/2022)



[NOMBRE ACTIVIDAD]

Fecha: xx.xx.xxxx
Lugar: XXXXXXXXXXXXXXXXXXXX

Lista de participantes ^{a)}

	Apellido(s)	Nombre	Organización	Correo electrónico	Conformidad con que se hagan fotografías y videos ^{b)}	Conformidad con la cesión de datos de contacto ^{b)}	Conformidad para el envío de información del proyecto / newsletter	Firma
1.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
2.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
3.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
4.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
5.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
6.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	
7.					Si ☐ No ☐	Si ☐ No ☐	Si ☐ No ☐	

- a) Su información personal se utilizará exclusivamente para fines de examen internos y externos de la GIZ. Los datos se conservarán durante un período de 10 años en los servidores internos de la Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. Cualquier otra utilización de sus datos estará sujeta a un nuevo consentimiento. Sus datos no se emplearán para fines comerciales y no se cederán a terceras partes.
- b) Me declaro conforme con que se realicen videos y fotografías de mi persona y se puedan utilizar en el marco de la labor de información y divulgación de la GIZ relacionada con el evento (p. ej. folletos, presentaciones, sitios web). Los videos y fotografías no se utilizarán para fines comerciales. De acuerdo con la declaración anterior, me declaro conforme con que mis datos sean almacenados y utilizados por la GIZ. El presente consentimiento seguirá siendo válido incluso si no se hace uso de mis datos.
- c) Doy mi consentimiento para que la lista de participantes, que incluye nombres, adscripción organizacional, cargos/puestos y direcciones de correo electrónico, se facilite a los y las demás participantes.
- Derechos de los interesados**
Tiene derecho a consultar sobre sus datos personales, corregir los datos si es necesario y solicitar que se restrinja el procesamiento o que se eliminen los datos. Los datos serán entonces eliminados de nuestro sistema. El consentimiento otorgado para el uso de datos personales también puede ser revocado en cualquier momento. Esto no afecta la legalidad del procesamiento hasta el momento de la revocación.
En caso de revocación, no es posible participar en las capacitaciones ofertadas relacionados al Proyecto.
Para revocar el consentimiento para el uso de sus datos personales, o si tiene alguna pregunta o queja relacionada con esta declaración o el procesamiento, puede comunicarse con el oficial de protección de datos de GIZ ConoSur enviando un correo a giz.conosur@giz.de.
- Tiene derecho a dirigirse a las autoridades de protección de datos con quejas. La autoridad responsable es el Comisionado Federal de Protección de Datos y Libertad de Información de Alemania (BfDI).

The content of the graph should update itself automatically based on changes made in the event and case management system.

The proposed solution by the contractor(s) should allow easy addition or removal of attributes, based on the needs of the projects.

The proposed solution by the contractor(s) should either present such an overview or allow its development.

02.2-10018005-Data-entities-business-rules-user-stories_CEPAL-DEK-Cluster_en_20260410 -Annex 2_Data-entities-business-rules-user-stories_CEPAL-DEK-Cluster

4.2. Lists of invitees

As part of the planning process of an event, the person planning the event sends a table with the list of invitees to the person responsible for the budget that will be used to cover the costs of the event for approval. The table with the invitees should include the name, last name, country, city and institution of the

Name	Last Name	Country	City	Organization
John	Doe	Peru	Lima	Ministry of Finance

The approval request moreover includes the identifier of the project that is the parent of the event, the dates of the event, venue and the implementing organization.



4.3. Flight lists

For events for which GIZ arranges the flights of participants, the administrative assistant of the project also creates an overview of the flight each participant is being put on.

Name	Last Name	Country	City	Organization	Status of ticket	Arrival date	Arrival time	Departure date	Cost
John	Doe	Peru	Lima	Ministry of Finance	Requested	01.01.2025	9:00	05.01.2025	765\$
Max	Mustermann	Balconia	Agua Sucia	Ministry of Silly Walks	Issued	02.01.2025	8:15	05.01.2025	500\$

4.4. Accommodation lists

For events for which GIZ arranges the accommodation of participants, the administrative assistant of the project also creates an overview of the accommodation each participant is being put on.

Name	Last Name	Country	City	Organization	Status of accommodation	Check-in date	Check-in time	Check-out date	Check-out time	Cost
John	Doe	Peru	Lima	Ministry of Finance	Pending	01.01.2025	10:00	05.01.2025	11:00	765\$
Max	Mustermann	Balconia	Agua Sucia	Ministry of Silly Walks	Booked	02.01.2025	10:15	05.01.2025	12:40	500\$

4.5. Event Badges

For events which GIZ organizes, the administrative assistant often prepares and prints badges for participants. The badge includes the logos of the organizations funding the event, the ones implementing the event, the name of the event, the name and last name of the participant and the organization linked to the participant,

