

Country coordinator (CC)

The CC carries out his or her assignment with a high degree of independence, but does so in consultation with the project coordinator in charge of the region belonging to his or her country of choice. He/she informs the management and project coordinator about matters regarding the country he/she manages and the developments and projects in that country. The CC takes an active part in the internal discussions at Ex-Change, other activities and events.

Tasks directly related to a project

- Provide information to the LR and/or applicant about a project, the conditions, the necessary documents, etc.
- Forward applications to the PC if they were sent to the CC.
- Contact the SC and discuss the specific and technical aspects of an application.
- Contact the LR and/or applicant about the formal application: i.e. request extra data, possible project approach, etc.
- Discuss, in collaboration with the SC and PC, whether or not a project application should be approved and communicate this to the LR and/or applicant,
- Actively find one or more suitable experts, together with the SC and PC.
- Contact eligible candidates about the project's content and the conditions to be dispatched,
- Propose eligible candidates to the LR and/or applicant; notify the applicant's choice to the expert, the SC and the PC.
- Lay down a suitable period and duration, in consultation with the applicant and the selected expert,
- Introduce the expert to the applicant and assist in drawing up a preliminary planning for the assignment.
- Fix a date for a briefing in consultation with the expert and – if possible – also with the SC and PC.
- Explain the project and provide information about the country, the situation, local habits, etc. at the briefing sessions.
- Assist the expert over the course of the assignment over the phone or by e-mail if necessary.
- Make sure the LR and the expert provide all the necessary reports and evaluation paperwork.
- Lay down a date for a debriefing in consultation with the PC.
- Contact the LR and/or applicant about the evaluation of the expert and the executed project.
- Organise a debriefing with the expert to evaluate the project and to agree on further actions and possible follow-up projects.
- Forward all documents, reports and forms to the PC in order to complete the project file.
- Maintain regular contact over a certain period with the expert regarding the agreed points of action.

PS: If the CC should be absent over a certain period of time, the PC will carry out the above tasks as much as possible.

Other tasks

Work out a country strategy and scenarios:

- Work out and – where appropriate – adjust a **country policy document** in accordance with Ex-Change's vision and mission, and based on a country's situation (economic, political, social, etc.).
- Draw up an **operational plan of action** which includes actions as a function of the North-South co-operation.
- Collect and centralise as much information as possible in a **country file** (be it electronic or physical) with regard to the country policy and operational plan.
- Forward this information and make it available to experts, other coordinators, etc.

Promote Ex-Change:

- Organise at least one **scoping mission** to the country in question each year.
- Organise **information sessions** during the scoping missions and in co-operation with the LR which are aimed at local entrepreneurs and organisations involved in the country's business and social aspects.
- Participate in **events** on location, trade fairs, etc.
- During the scoping mission a selection of past projects will be visited and the implementation of recommendations will be evaluated;
- Forge and maintain contacts with embassies, organisations, etc. that could contribute to Ex-Change's reputation in the country.

Support the LR:

- The CC is the LR's initial point of contact in every aspect of his involvement at Ex-Change.
- Support the communication between LR and Ex-Change.
- Keep the LR informed about new editions of certain documents, changes in operations, etc.
- Evaluate the LR's performance by monitoring the quality and quantity of his or her submitted and executed projects, based on the standard measurement tools provided by the PC.
- Expand LR's network as much and effectively as possible,
- Improve and promote communications between different LRs in the same country (or even region) and organise activities for this purpose.

Participate actively in Ex-Change activities

- Attend monthly meetings and prepare where necessary (obligatory presence at least at six meetings every year).
- Prepare and participate in events for experts (twice a year).
- Contribute actively to Ex-Change's operation (brainstorming, reflecting, proposing ideas, etc.).
- Issue regular and brief reports on relevant meetings, events, contacts, etc. and bundle these reports digitally or in writing.