

Konrad-Adenauer-Stiftung e.V.  
MEDIA PROGRAMME ASIA

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34 Bukit Pasoh Rd.  
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## “Media Development in Asia: The road ahead for KAS and its regional partners”

December 04 - 07, 2012

### Gallery Hotel

1 Nanson Road @ Robertson Quay  
Singapore

## Programme

For the international KAS offices and programmes, a lot has changed since we have implemented a new management software and “digital” accounting procedures step by step not only in Asia but around the world. Partner institutions and individual contributors to our projects and activities might not need to be experts in what we call “PASTIS”, yet, they are also affected, and had to be briefed in detail about the new requirements and procedures during the last two years. New accounting and planning forms, tighter deadlines and more detailed questions about each activity, a strong need for comparing offers for purchases and services etc., constitute a challenge both for KAS and its partners.

In case of our country offices and their local partner institutions, a lot of support and coaching takes place in personal contact between our staff and our local partners and contributors in the respective countries itself. In case of the regional Media Programme Asia, the adjustments had and have to be explained mostly by phone and e-mail because none of our partners resides in Singapore.

At the end of 2009, we hosted a first partner workshop to tackle organizational and quality issues. Now the time has come for a follow-up meeting concentrating on administration and planning. This time, however, we have not only invited our two long-term institutional partners ANN and ACFJ but also representatives of two emerging and promising networks, the “Society of Asian Journalists” (SAJ) and the “Political Communication Network Asia-Pacific” in order to have them join us on “the road ahead” for KAS, its regional partners and media development in Asia.

**Tuesday, December 4**

(during the day) Arrival / Check-in international participants

07:00 pm

## Welcome Dinner

Venue: *eM by the River* at Gallery Hotel

## Wednesday, December 5

### Venue: Gallery Hotel, Room: Marley

08:50 am

Registration of participants

09:00 am

### Welcome remarks and introduction:

- Paul Linnarz, Director Media Programm Asia (Singapore), Konrad-Adenauer-Stiftung
- Kim Tan, Project Administration & Finance, Team Asia and Pacific (Berlin), Konrad-Adenauer-Stiftung

09:30 am

### Session 1: Project planning and project administration at KAS (Part 1)

How does KAS' international cooperation work? Who is involved in project planning and project administration on the German side? What are the "big lines"? What is the framework of our engagement?

11:00 am

### Coffee Break

11:30 am

### Session 2: Project planning and project administration at KAS (Part 2)

Who are the people and units involved on the side of KAS headquarters? Who is in charge of what amongst the staff of the regional Media Programme Asia? How does the digital accounting and project management (PASTIS) work? What has changed for external partners and individual contributors?

01:00 pm

### Lunch Break

02:30 pm

### Session 3: Statutory timeframes and „deadlines“ for project planning and administration

What documents and information has to be submitted until when and for what both from the Media Programme to HQ and from the partner's side to the Media Programme? What are the requirements for reporting? What is needed in case some projects and activities change during the course of the year?

04:00 pm

### Coffee Break

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04:30 pm

#### **Session 4: Necessary forms & documents and formal criteria for reporting**

How to request for funds, structure your budget, propose and explain your activities, evaluate the outcome of projects including business travels and publications?

06:00 pm

#### **Closing Day 1**

07:00 pm

#### **Dinner**

Venue: *Restaurant Limoncello* at Robertson Quay

### **Thursday, December 6**

#### **Venue: Gallery Hotel, Room: Marley**

09:00 am

Wrap-up Day 1

09:30 am

#### **Session 5: Details of project administration (Part 1)**

How to handle receipts and invoices in foreign languages? The bank account as the main point of reference? Necessary quotations for purchasing goods and hiring services from third parties (hotel, transport, restaurants, technical equipment, printing etc.)? Requirements for hiring staff, paying salaries and honoraria? How to include taxes and fees (e.g. bank, visa) into financial reports? What are the requirements for flight connections and transportation (e.g. taxi)

11:00 am

#### **Coffee Break**

11:30 am

#### **Session 6: Details of project administration (Part 2)**

Continuation of Session 5: practical examples and questions & answers

01:00 pm

#### **Lunch Break**

02:30 pm

#### **Session 7: The most common mistakes in project planning and administration**

What are the most common mistakes from an auditing and project management point of view? What may not be accepted and what happens, if not?

04:00 pm

#### **Coffee Break**

04:30 pm

#### **Session 8: How to bridge the distances between KAS and its regional partners with efficient and effective communication?**

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Opportunities and limits of e-mail-communication for project management? Confidentiality in communicating with third parties? "Team work" versus management hierarchies? Requirements for project documentation? Exchange of information for publication purposes?

06:00 pm

## Closing Day 2

07:00 pm

## Dinner

Venue: *eM by the River* at Gallery Hotel

## Friday, December 7

### Venue: Gallery Hotel, Room: Marley

09:00 am

Wrap-up Day 2 and Debriefing

09:30 am

Group of participants splits up to allow coaching and to address questions referring to individual issues and questions related to audit reports 2012, activities in 2013 etc.

12:00 am

## Lunch Break

(during the afternoon)

Check-out / Departure international participants