

**Webinar on  
YLD individual project reporting:  
Issues from Q1 and preparing Q2**

**8 June 2018**

- If you have any questions during the webinar, please write it on the chat window
- We will try to respond to some of your questions as we go through the slides
- At the end of the webinar we will respond to the remaining questions



## The YLD Candidates' projects

- YLD Candidates **MUST develop an individual diabetes-focused project** during the term 2018-2019 and **MUST report on it**
- Your projects need to be focused on a topic of relevance for your communities and receive the **support of the IDF Member that nominated you**
- Your YLD projects need to be finalised **between September and December 2019**. If your project is successful you can of course continue working on it afterwards

## The YLD Mentors' projects

- Those of you that reported on a 2 year project in Q1 **MUST** report now
- If you decide not to report this time, we will not be accepting subsequent reports

## Calendar for YLD project reporting

- You will need to report on your progress every three months:

### 2018

- Q1 (January-March): report by April 8
- **Q2 (April-June): report by July 8**
- Q3 (July-September): report by October (day TBC)
- Q4 (October-December): report by January 2019 (day TBC)

### 2019

- Q5 (January-March): report by April (day TBC)
  - Q6 (April-June): report by July (day TBC)
  - Q7 (July-September): report by October (day TBC)
  - Q8 (October-December): report by January 2020 (day TBC)
- If you finalise your project by September 2019: your last report will be Q3 2019
  - If you finalise your project between October-December 2019: your last report will be Q4 2019



## Your questions during Q1 reporting

### ○ **YLD Candidate: “I am not aware of my responsibilities”**

- The EO has shared with you the YLD Framework in numerous times. All your responsibilities are specified there:  
[https://www.idf.org/images/YLD\\_Programme\\_-\\_Framework.pdf](https://www.idf.org/images/YLD_Programme_-_Framework.pdf)
- We sent weekly reminders on the need to work on the report by April 8 since end of February



## Your questions during Q1 reporting

- **YLD Candidate: “For personal reasons I will not be able to work on my project for some months”**
  - You need to **keep your association and IDF informed** of any plans that may affect your capacity to develop your project and reporting on it
  - If your association allows you to make a halt on your collaboration, IDF is happy to keep you in the YLD Programme – on the condition that **you still report every three months**, even if it is to inform us that you have not advanced on your project
  - If your association decides that they do not want to continue collaborating with you for this reason, unfortunately we will need to remove you from the YLD Programme



## Your questions during Q1 reporting

- **YLD Candidate: “My association has not yet approved my project!”**
  - The quarterly reports that you send to IDF are documents explaining the evolution of your project. Therefore, we completely understand that from one quarter to another (notably at the very beginning), **plans may change**
  - In this situation you just need to **send us your report with the current plans**, and just say that it is pending approval by your association
  - If your association does not want to sign the report as it is, please let us know so we can discuss this with them



## Your questions during Q1 reporting

- **YLD Candidate: “I had some health issues just before the reporting deadline and could not work on it”**
  - Please, **keep us informed** if you have any issues that prevent you from working on your report. In that case we can work at setting another deadline





## Your questions during Q1 reporting

### ○ **YLD Candidate: “I have not been able to get the signature from my association”**

- No worries! **Send us your report without the signature**, and we will give you some extra time to manage to get it signed
- Please note that **all your YLD reports will need to be signed by your association**. You will not be able to graduate from the YLD Programme if you are missing the signature of a any of the quarterly reports



## Your questions during Q1 reporting

- **YLD Candidate: “It is only April, I have not started working on my project yet”**
  - **A project starts when you begin the planning** – not when you start implementing activities. Therefore, in April you are ready to report on your project planning – adding this information in the table of Q1 activities



## Your questions during Q1 reporting

- **YLD Candidate: “I cannot fill the 2018-2019 table because I am not sure of what I will be doing”**
  - You may not be sure of what you will do, but **you surely do have an idea of what you would like to develop**. This table needs to reflect your plans at this particular time
  - In future reports, you will have the chance to **update us about your plans**

Original plan



Actual plan



## Your questions during Q1 reporting

### ○ YLD Candidate: “I am planning on finishing my project in December 2018”

- We have informed you several times that you must to develop a **project that last 2 years** – therefore your project needs to finish between September and December 2019
- Just think about some **extra activities** that you could undertake in 2019, so you extend your project



## Your questions during Q1 reporting

- **YLD Mentor: “I am not having a full 2 years project, but a shorter one – can I still report?”**
  - You are always welcomed to send us information about your activities, which we will include in the **YLD newsletter**
  - If your project will not last 2 entire years, you can still report by **adapting the template** we have shared with you
  - During 2018 we will contact all Mentors again for a **final evaluation of their projects 2016-2017**, which we will upload to the YLD webpage



# The July YLD project report

## The Q2 YLD report template

- You have already received the **project report template** – if you do not have it, please let us know ASAP!
- When clicking in the boxes you need to fill, the text currently displayed (“Click or tap here to enter text”) will disappear and you will be able to write as much as you need

**Name of the YLD Candidate:** Click or tap here to enter text.

- If the document you have received does not display correctly and/or you have issues entering text in the boxes, **please let us know ASAP** so we can look at an alternative

## Q2 report template: opening (page 1)

Please, fill this document, get it signed by your diabetes association, and submit it to [advocacy@idf.org](mailto:advocacy@idf.org) (cc'ing your Regional Representative and Representative-elect) by July 8, 2018.

### YLD INFORMATION

**Name of the YLD Candidate:** Click or tap here to enter text.

**Family name of the YLD Candidate:** Click or tap here to enter text.

**IDF Region:** Click or tap here to enter text.

**Country:** Click or tap here to enter text.

- Remember that deadline to submit your Q1 report is July 8
- When submitting it to [advocacy@idf.org](mailto:advocacy@idf.org), please cc your Regional Representative and Representative-elect



## Q2 report template: IDF Member information (page 1)

### IDF MEMBER INFORMATION

Name of the IDF Member: Click or tap here to enter text.

Person of contact within the IDF Member: Click or tap here to enter text.

Email of the person of contact: Click or tap here to enter text.

### YLD INDIVIDUAL REPORT SUBMISSION

On behalf of my diabetes association, I hereby confirm that I approve all the steps undertaken by the YLD Candidate for the development of the Individual YLD project and certify that all information contained in this form is true.

[Insert the signature of the person of contact here. This document is not valid without it]

Name of the person of contact: Click or tap here to enter text.

Date: [Date]

- The report needs to indicate the name of your IDF Member, the name of the person with whom you are in contact in the organisation and his/her email address
- Upon completion of your report, this person must add his/her signature on the box. Typing the name is not valid, **a real signature is needed** – the easiest way of doing this is to paste inside the box an image of the signature

## Q2 report template: general project information (page 2-3)

### YLD INDIVIDUAL PROJECT 2018-2019 HIGHLIGHTS

Please, only fill pages 2 and 3 if anything has changed since you reported in Q1 (title or focus of the event, aims, etc).

Otherwise, please move directly to page 4.

Name of the project:

Click or tap here to enter text.

(Planned) starting execution date: |Date|

What is the main focus of your project?

- Awareness
- Advocacy
- Education
- Diabetes Camps
- Sport/sports challenges
- Other. Please specify: Click or tap here to enter text.

Please, describe your project briefly:

You only need to fill pages 2 and 3 **if something has changed** with regards to the previous report you sent us:

- ✓ The project title
- ✓ The starting execution date
- ✓ The main focus
- ✓ The main aim
- ✓ How this project will help people with diabetes in your country
- ✓ How the IDF EO can support you

## Q2 report template: key components 2018-2019 (page 4)

This table intends to provide an overview of all activities that you will undertake as part of your project during 2018 and 2019. Fill the table in chronological order with all the key components of your project (milestones, activities, etc). You can copy here the information you provided in your first report, but please **add any additional information you have now**.

Add as many rows as you need for all your activities.

Timeframe	Milestones/ Activities	Description	Expected output /outcome	Success Measures	Potential Barriers

- Copy all the key components of your project for the whole period 2018-2019 that you added to your first report and **add other additional information that you have now**
- Describe the components as you did in April
- Remember **you have to quantify the success measures**. I.e doing a survey of 100 people is not a success measure, just a means. The success measure would be – having 50 out of 100 people showing they know more than before the activity for example.

## Q2 report template: project phase (page 5)

### REPORTING FOR THE JANUARY-MARCH 2018 PERIOD

What is the current phase of the project?

- Conception (brainstorming ideas, obtaining approval from the IDF Member)
- Planning
- Execution/Implementation
- Completion

Please, accompany this report with pictures of your project for the January-March 2018 period.

- Select the **phase** the project is in. Remember that, even if your project starts later this year, at Q1 you must at least be in conception phase
- **Pictures are important to illustrate your projects** – we encourage you to dedicate time to take (good quality) pictures at all phases
- We encourage you to send us at least one picture with your Q1 report, so a photo accompanies the description of your project on the IDF website!

## Q2 report template: key components (page 6)

Out of all the key components of your project mentioned in page 4, please report in chronological order on the ones that have taken place during April-June 2018. Add as many rows as you need.

Timeframe	Milestones/ Activities	Description	Outcome	Success Measures	Barriers encountered

- In this page you need to report on the **key components that took place during Q2**
- For each of them, specify when they took place, a description, what the real outcome was, how have you measured the success of your activity, what were the barriers you faced to achieve the outcome

## Submitting your YLD individual project reports

- It is **compulsory to use the template you have received** – reports in other formats will not be considered!
- Please, bear in mind that the IDF EO needs to be able to copy extracts from your report to paste them on the website or on other documents. Therefore:
  - **Do NOT print the document and fill the fields manually!** Do it in WORD
  - Do NOT send us a scanned copy or pictures of the report! You can either send it in WORD or in PDF (in you choose the latest, make sure before submitting that it is possible to select and copy text)



- If when you ask your association to **sign the report**, they insist on doing it in a printed version of it: please, send us the report without signature in WORD + a scanned copy of the first page with the signature

## Deadline of the YLD individual project reports

- The report template has been circulated 6 weeks before the deadline, so you have **plenty of time to plan ahead**
- We have been very flexible for Q1 reporting as it was the first time you reported on your projects
- This time:
  - We **will not consider reports submitted more than 15 days after the deadline**
  - People not submitting by the deadline will not be able to participate in the **YLD Prize Programme**



## YLD Prize Programme

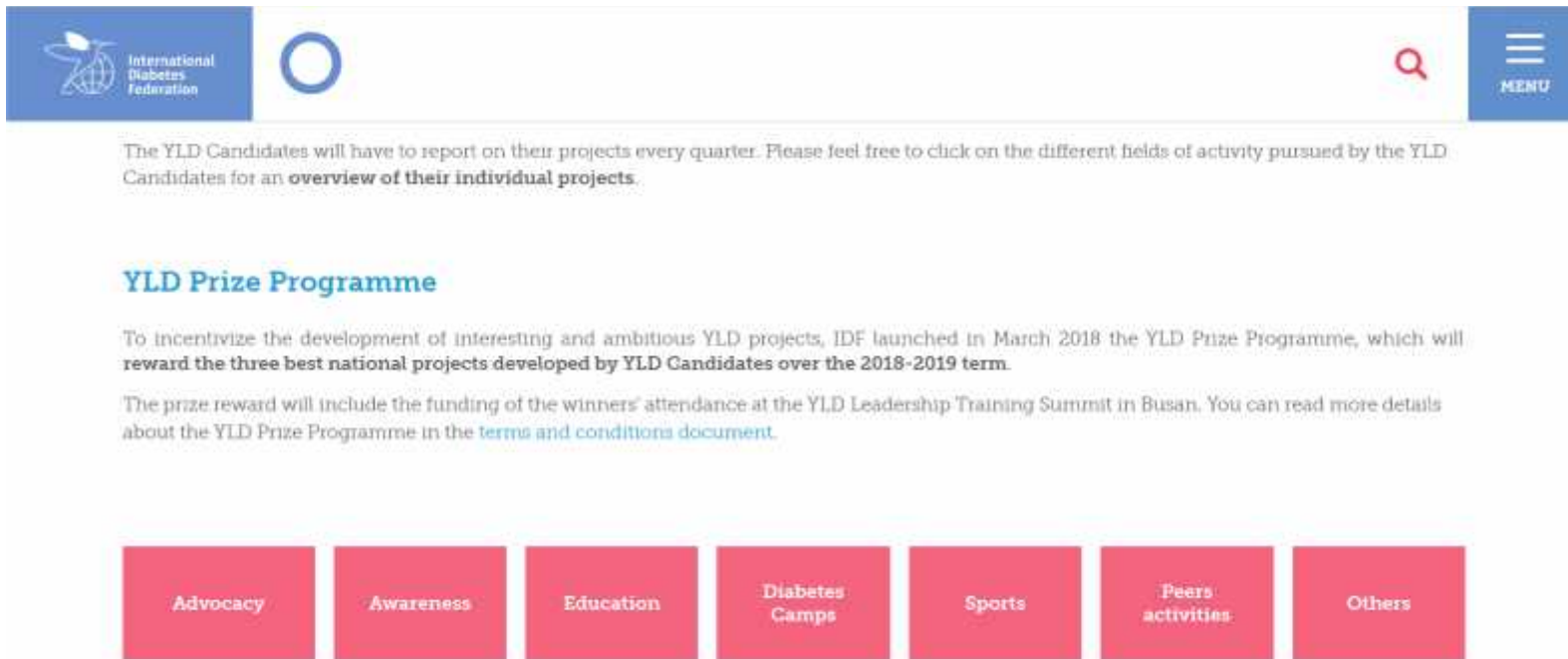
- Most of you will put a lot of effort in developing projects to support people with diabetes in your communities over the coming two years
- **IDF wants to reward you** – for this reason we will launch the YLD Prize Programme in a few days
- In July 2019 we will select the **three best YLD projects presented by YLD Candidates** – IDF will pay their attendance to the Busan YLD Training
- The YLD Training Summits are intended to enhance the skills of the Candidates. As Mentors have already attended one or two Trainings, they will not be eligible to apply to the YLD Prize Programme
- More information about this initiative will be shared with you and the IDF Members very soon!





## After receiving your project report

- IDF will carefully review the progress made since Q1
- We may ask you to develop more some sections and add missing information
- We will **upload key information from your project to the YLD section in the IDF website** – if you send us one picture, it will also be uploaded



The YLD Candidates will have to report on their projects every quarter. Please feel free to click on the different fields of activity pursued by the YLD Candidates for an **overview of their individual projects**.

### YLD Prize Programme

To incentivize the development of interesting and ambitious YLD projects, IDF launched in March 2018 the YLD Prize Programme, which will **reward the three best national projects developed by YLD Candidates over the 2018-2019 term**.

The prize reward will include the funding of the winners' attendance at the YLD Leadership Training Summit in Busan. You can read more details about the YLD Prize Programme in the [terms and conditions document](#).

Advocacy   Awareness   Education   Diabetes Camps   Sports   Peers activities   Others

