

Enhancing the ODA reporting capacities and systems of EU
Member States

EU DEVFIN

E-Manual: Outline of Video Tutorials

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Introduction

Since 2003, the European Commission has supported Member States (MS) that joined the EU in 2004 and 2007 (EU12) through the Capacity Building Scheme comprising various capacity-building activities for their development policy and cooperation management. These activities included trainings on various subjects for officials, Civil Society Organisations (CSOs) and private sector and support via external consultants to help the work of the Member States' Ministries dealing with Development Cooperation to facilitate the transition from being an aid recipient country to becoming an EU donor implementing the legal and soft EU '*acquis communautaire*' in development policy and cooperation. Bulgaria and Romania were invited to attend capacity-building activities before they formally acceded to the EU in 2007.

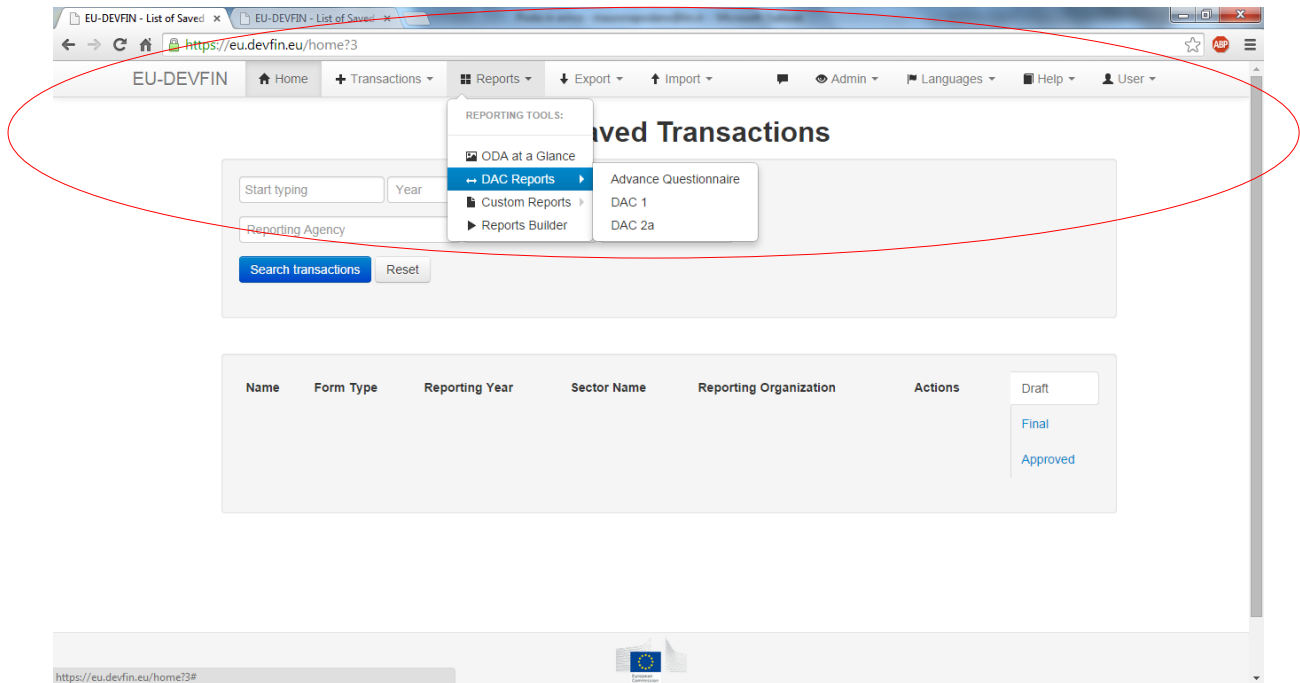
The seventh edition of the Capacity Building Scheme (CBS) focused on strengthening development finance reporting systems through the design, development, and delivery of a common general software, EU DEVFIN.

This report is the e-manual for the EU DEVFIN.

The e-manual presents the outline of 9 Video Tutorials than can be accessed from the Help menu of the software. The Video Tutorials are a direct, user-friendly way to present the different sections of EU DEVFIN and their features. Each Video Tutorial is less than 10 minute long.

1. EU DEVFIN How-to Guide 1. Browse through the main menu

This video shows the main menu and its sub-menus explaining the user when and how to use them.



The duration of this video is 7 minutes.

2. EU DEVFIN How-to Guide 2. Input a new ODA transaction

This video shows how to input data for a new ODA transaction by choosing the appropriate input form and how to save it in the system in draft, final and approved stages.

The screenshot displays the EU-DEVFIN web application interface. The top navigation bar includes links for Home, Transactions, Reports, Export, Import, Admin, Languages, Help, and User. The main content area shows the 'List of Saved Transactions' page. A red circle highlights the 'ADD NEW TRANSACTIONS' dropdown menu, which is open, showing options like 'Bilateral ODA', 'Multilateral ODA', 'OOF', and 'Aggregate Transactions'. Below the menu, there are search filters and a table with columns: Name, Form Type, Reporting Year, Sector Name, Reporting Organization, and Actions. The 'Actions' column has buttons for 'Draft', 'Final', and 'Approved'. A second screenshot shows the 'Input a new ODA transaction' form, with a red circle highlighting the 'Identification Data' section, which includes fields for 'CRS ID Number', 'Reporting Year', and 'Donor Project Number'. The form also has sections for 'Nature of Submission', 'Extending Agency', and 'Draft Form'.

The duration of this video is 8 minutes.

3. EU DEVFIN How-to Guide 3. Aggregate transactions and other input features

How to aggregate transactions by ID number is shown in the video together with the actions of 'view' and 'reuse'.

EU-DEVFIN

Home Transactions Reports Export Import Admin Languages Help User

Here you can aggregate existing transactions by project. In addition you can reuse data of a single transaction to create a new transaction for either the same project or a new project, saving time in data entry

Donor ID CRS ID Active Transactions

Donor ID 2012123456 Yes

Group transactions Reset

Name	Form Type	Reporting Year	Sector Name	Reporting Organization	Actions
Test IATI 1b	FSS Bilateral ODA	2012	Primary education	Ministry of Foreign Affairs	View Reuse
Test IATI 1c	CRS++ Bilateral ODA	2013	Primary education	Ministry of Foreign Affairs	View Reuse
Test IATI 1d	CRS++ Bilateral ODA	2014	Early childhood education	Ministry of Foreign Affairs	View Reuse
Test IATI 1a	CRS++ Bilateral ODA	2012	Primary education	Ministry of Foreign Affairs	View Reuse

< 1 >

The option to use either the Advance Questionnaire input form or the CRS++ input form when inputting data for the preparation of the Advance Questionnaire report is also explained in this video.

EU-DEVFIN

Home Transactions Reports Export Import Admin Languages Help User

CRS++ Form for Bilateral ODA

Use this data input form for the CRS++ and the DAC Tables. You can also use this form for the Advance Questionnaire if you have full information about all(*) transactions at the beginning of the year.

(*) When it is the time to prepare the Advance Questionnaire, the Administrator in the Ministry of Foreign Affairs has to instruct all the users whether to use the Advance Questionnaire input form or the CRS++ input forms for ALL transactions.

The duration of this video is 5 minutes.

4. EU DEVFIN How-to Guide 4. Generate DAC official reports

There are seven DAC official reports generated by the system:

- ODA at a glance
- Advance Questionnaire
- DAC tables 1 and 2a
- CRS++ and FSS excel exports (which are dealt with in the video tutorial dedicated to the exports menu).

The video tutorial, which lasts 7 minutes, shows these reports.

Name	Form Type	Reporting Year	Sector Name	Reporting Organization	Actions
wrrw	CRS++ Bilateral ODA	2013	Education policy and administrative management	Ministry of Foreign Affairs	View Edit
UNIDO - Članarina 2014	CRS++ Multilateral ODA	2014	none	Ministry of Foreign Affairs	View Edit
Usposabljanje notranjih revizorjev javnega sektorja (TIAPS)	CRS++ Bilateral ODA	2014	Public finance management	Ministry of Foreign Affairs	View Edit
Usposabljanje notranjih revizorjev javnega sektorja (TIAPS)	CRS++ Bilateral ODA	2014	Public finance management	Ministry of Foreign Affairs	View Edit
IDA 17 - Prostovoljni prispevek	CRS++ Multilateral ODA	2014	none	Ministry of Foreign Affairs	View Edit

Example of Advance Questionnaire

Reporting Country: Latvia

Exchange rates used

Year	1 \$ U.S. =
2012	1 \$ U.S. = 0.53
2013	1 \$ U.S. = 0.53

1140 1140
2012 2013

DISBURSEMENTS

Millions US dollars

DEVELOPING COUNTRIES (3)	2012	2013
Official Development Assistance, net	1010	80.43
I. Bilateral ODA, net	1015	71.77
Of which: selected types of aid		
a. Budget Support	1100	
b. Bilateral core support & pooled programmes & funds	1200	
c. Project-type interventions	1300	71.77
d. Experts and other technical assistance	1400	
e. Debt relief	1600	
f. Administrative costs not included elsewhere	1700	
Financial Instruments		
a. Grants	1921	71.77
b. Non grants, gross	1922	
c. Non grants, net	1924	
of which: Offsetting entry for debt forgiveness	1630	
II. Multilateral ODA, net	2000	8.67
Multilateral contributions to:		
a. United Nations	2101	8.67
b. EU	2102	
c. World Bank	547	
d. Regional development banks and funds	2105	
e. Other	969	
Memo items:		
1. Recipient breakdown of bilateral ODA, net:		
a. to LDCs	029	
b. to Africa	8834	
c. to Sub-Saharan Africa, total	039	
of which: Debt relief grants	8839	
d. to Afghanistan, Jordan	4372	

[illegible]

TABLE DAC 2A ESTIMATION OF OFFICIAL DEVELOPMENT ASSISTANCE - DISBURSEMENTS																		Reporting country/Lesee Period 2013 Data 03/10/2014	
MILLION US DOLLARS																			
RECIPIENT	201	212	221	208	219	210	211	204	214	205	215	216	217	206	207	213	218	209	
	GRANTS	DEBT FOR- GIVENESS (PRIORITY)	OTHER DEBT GRANTS	ASS.FIN. INTEREST SUBSIDIES	RECOUR- SES (1)	CAPITAL SUBSCOR- PTIONS (PRIORITY) BENEF.	Inter: Credit sub- sidies or recruitment costs	EXTENDED	of which received grant relief (1)	RECEIVED grant relief (1)	Offsetting grants grant relief (1)	TOTAL NET	of which: Equity investment	DONORMENTS TOTAL NET	TECHNICAL COOPERAT- ION	DEVELOP- MENT FOOD AID Grants	HUMANI- TARIAN AID Grants	INTEREST RESERVED (1)	
I. EUROPE, TOTAL	56.66	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	56.66	0.00	0.00	0.00	0.00	
ALBANIA	071	56.66	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	56.66	0.00	0.00	0.00	0.00	
BELARUS	086	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
BOGNIA-HERZEGOVINA	064	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FORNIER YUGOSLAV REP. OF MACEDONIA	065	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
KOSOVO	057	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MOLDOVA	093	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MONTENEGRO	065	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SERBIA	063	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TURKEY	055	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
UKRAINE	085	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
STATES OF EX-YUGOSLAVIA UNSPECIF	088	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
EUROPE, REGIONAL	069	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
II.AFRICA, TOTAL	15.11	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	15.11	0.00	0.00	0.00	0.00	
II.A. NORTH OF SAHARA, TOTAL	0.00	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ALGERIA	130	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
EGYPT	142	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
LIBYA	133	0.00	0.00	0.00	0.00	/	/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MOROCCO	136	0.00																	

5. EU DEVFIN How-to Guide 5. Generate analytical reports

Analytical reports are additional to the DAC official reports and can be produced using the Custom Reports and Report Builder submenus. As their name implies, they help users in both MoFA and reporting agencies to produce 'dynamic' tables and charts on ODA stats.

Custom reports can be created on the basis of the following filters:

- Country & Sector
- Country & Institution (reporting agency)
- Institution & Type of aid
- Implementation status

Name	Form Type	Reporting Year	Sector Name	Reporting Organization	Actions
wrrw	CRS++ Bilateral ODA	2013	Education policy and administrative management	Ministry of Foreign Affairs	View Edit
UNIDO - Članarina 2014	CRS++ Multilateral ODA	2014	none	Ministry of Foreign Affairs	View Edit
Usposabljanje notranjih revizorjev javnega sektorja (TIAPS)	CRS++ Bilateral ODA	2014	Public finance management	Ministry of Foreign Affairs	View Edit
Usposabljanje notranjih revizorjev javnega sektorja (TIAPS)	CRS++ Bilateral ODA	2014	Public finance management	Ministry of Foreign Affairs	View Edit
IDA 17 - Prostovoljni prispevek	CRS++ Multilateral	2014	none	Ministry of Foreign Affairs	View Edit

Please note that selection in the fields of this page is based on projects which have been approved by the Government.

ODA Region:

ODA Recipient Country:

If you want to display data for the entire region, leave the ODA recipient country and Sector fields blank

Year:

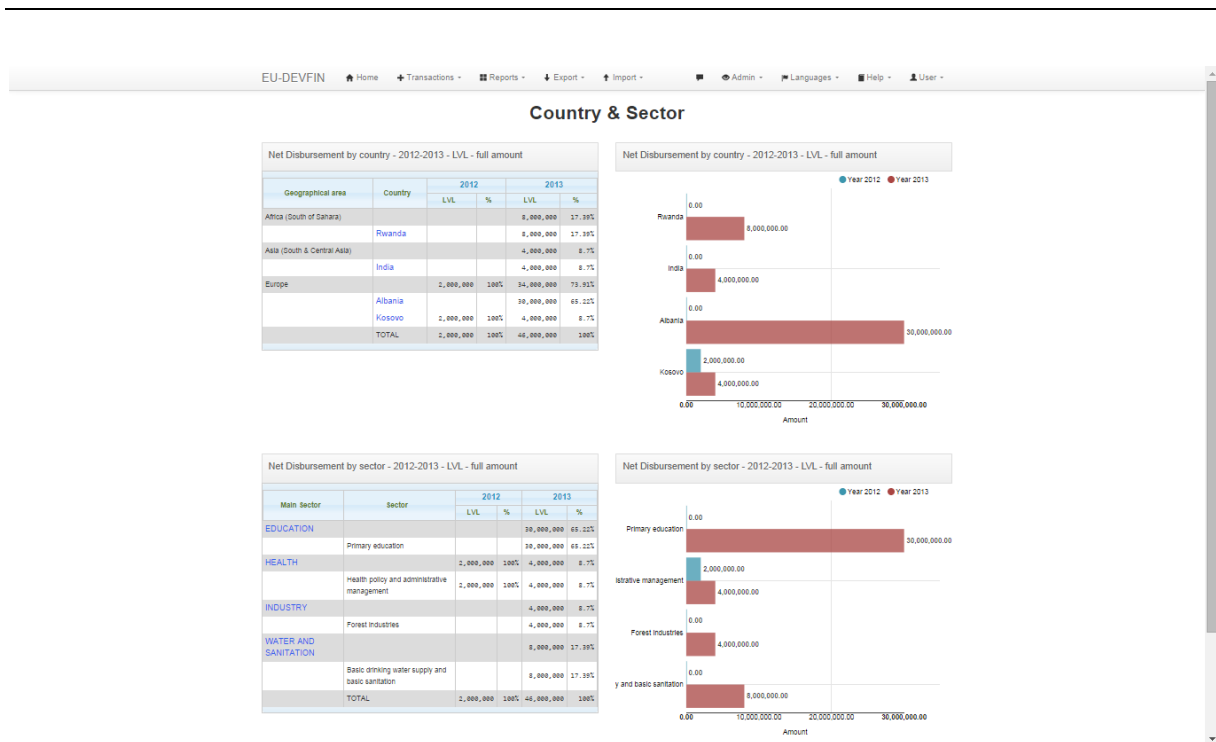
Sector:

Co-financing transactions only
☐ Yes

Country Programmable Aid (CPA) only
☐ Yes

Tick the choice of currency
☒ National Currency
☐ US Dollar

[Search](#)



Report Builder is a powerful tool. Users can create ODA tables 'on the fly', by using any dimension and measure included in the EU DEVFIN system

EU-DEVFIN - List of Saved x Saiku - Next Generation x

https://final.devfin.eu/saikuui/

EU-DEVFIN Report Builder

Unsaved query (1) x

Dimensions

- Bi/Multilateral
- CPA
- Channel of Delivery
- Co-Financed
- Completion Year
- Country
- Extending Agency
- Extending Agency by Country
- Free Standing Technical
- Cooperation
 - Income Group
 - Investment
 - Programme Based Approach
 - Project Information
 - Purpose Code
 - All Purpose Codes
 - Purpose Code
 - Reporting Year
 - All Reporting Years
 - Reporting Year
 - Starting Year
 - Transaction Type
 - Type of Aid
 - Type of Finance
 - Type of Flow

Measures *

- Measures
 - Number of Transactions

Columns: Extended, Commitments

Rows: Reporting Year, Purpose Code

Filter:

*If there are no measures selected, the measure shown by default is "Extended"

Info: 16:23 / 4 x 4 / 0.09s

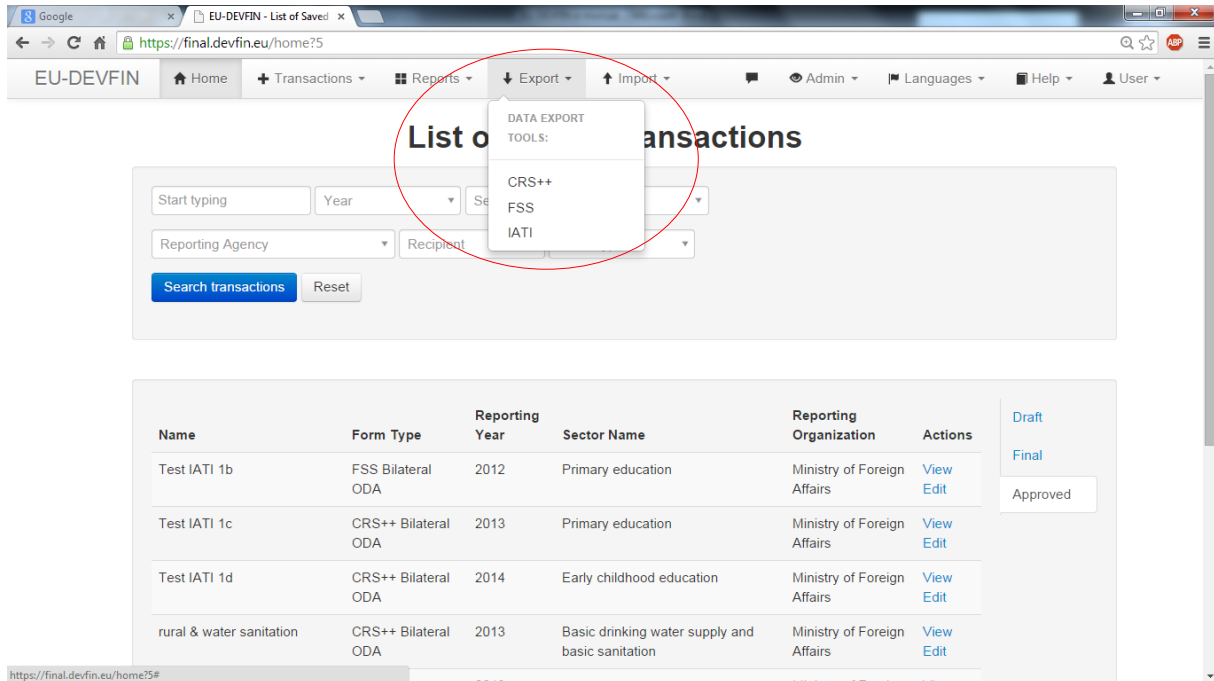
Reporting Year	Purpose Code	Extended	Commitments
2013	Primary education	22,800,000	
	Basic drinking water supply and basic sanitation	6,080,000	
	Forest industries	3,040,000	1,140,000

Mode: Build

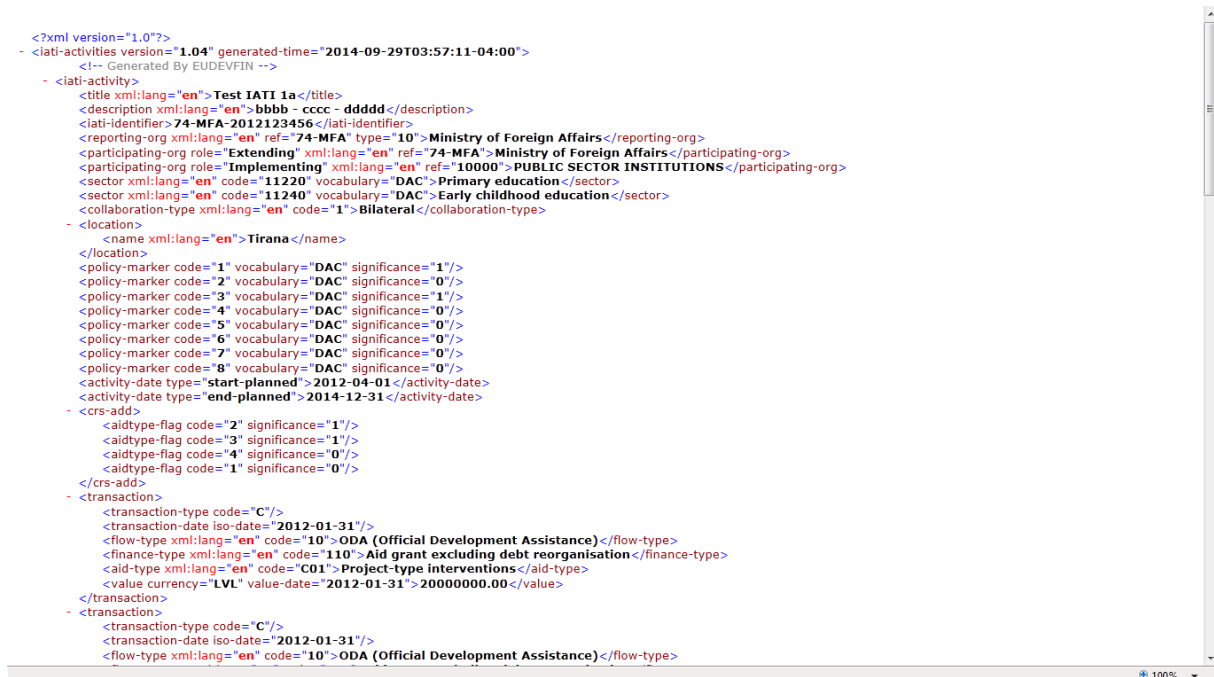
The duration of this video is 6 minutes.

6. EU DEVFIN How-to Guide 6. Generate exports

This video shows how to export the transaction data in export files based on the standard of CRS++ and the FSS and the IATI standard.



The IATI export is ready for publication at the IATI registry <http://iatiregistry.org/>

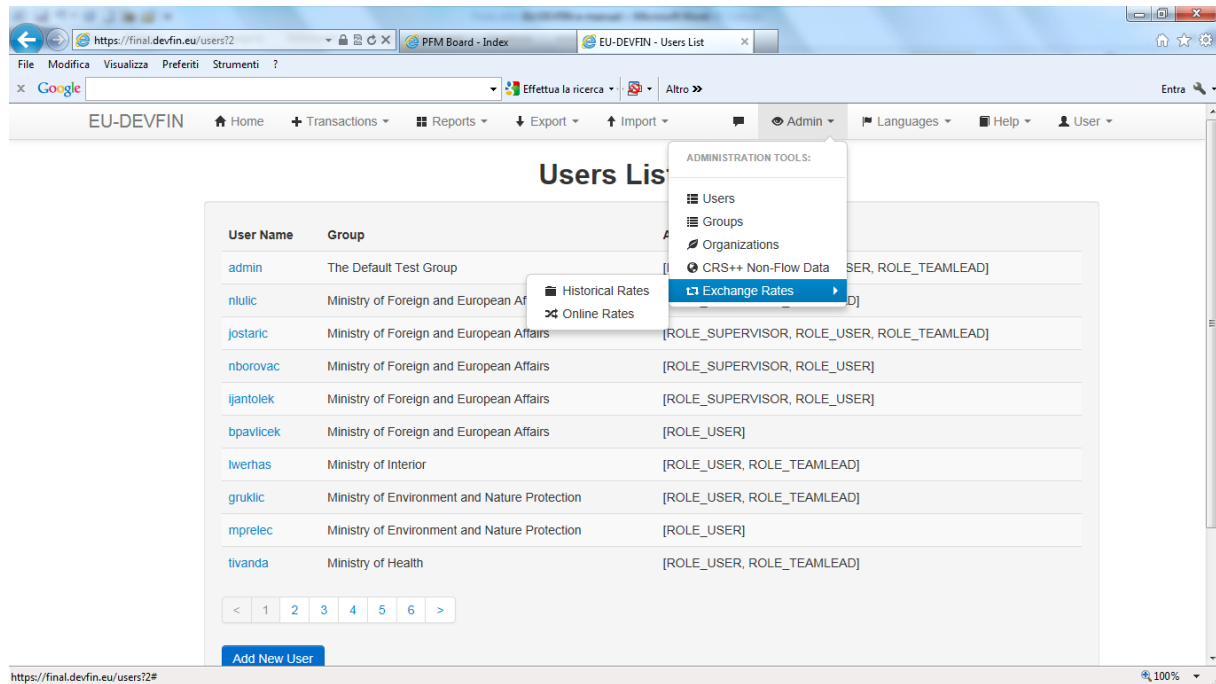


The duration of this video is 4 minutes.

7. EU DEVFIN How-to Guide 7. Use the Admin menu

The EU DEVFIN Administrator is normally an official in the Ministry Of Foreign Affairs responsible for the overall coordination of the Government's ODA reporting.

Below the main Admin Menu is shown, which is detailed in this video tutorial.

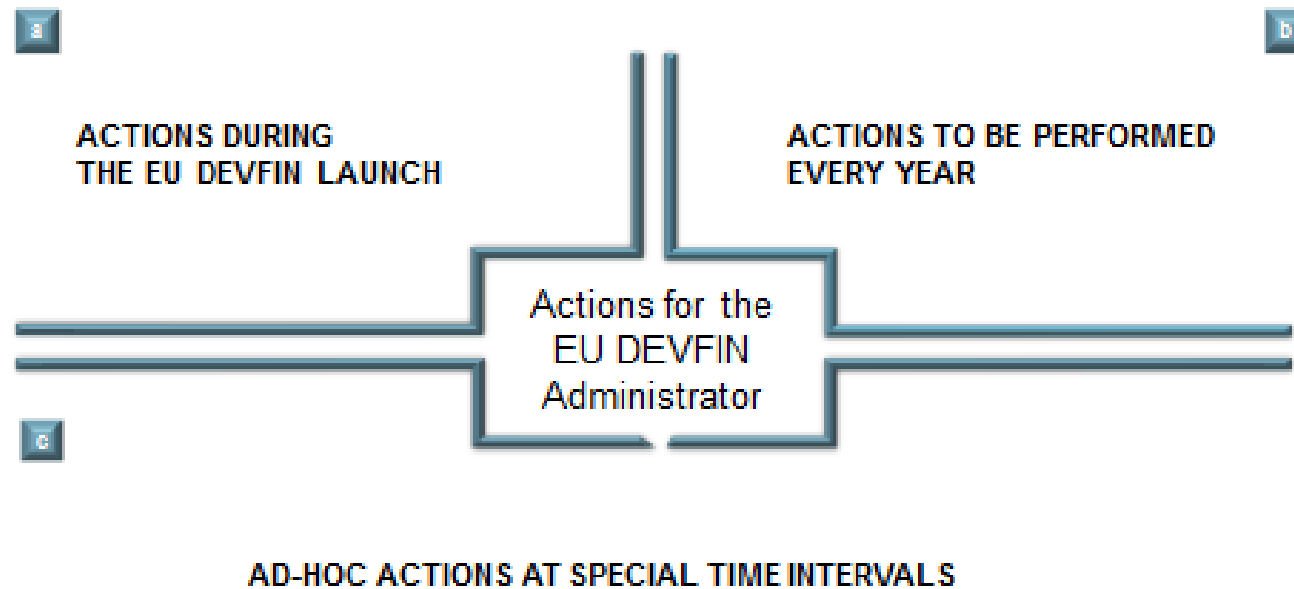


This video lasts 9 minutes.

8. EU DEVFIN How-to Guide 8. Be an effective Administrator

To be effective Administrators of the EU DEVFIN managers at the MoFA need to consider a series of actions to be performed according to a specific calendar. The actions are presented in a video that lasts 5 minutes.

There are three series of actions which the EU DEVFIN Administrator needs to consider





ACTIONS DURING THE EU DEVFIN LAUNCH

- Input users' names and password in the system by 'Organizations' and 'Groups'; that includes decide the authority granted to each user in accessing the various sections of the software
- Decide common Government standards for ID project number
- Set the registration for the online exchange services
- Decide whether to modify the language from English to national
- Modify if necessary the help line and glossary for selected fields



ACTIONS TO BE PERFORMED EVERY YEAR

- Input CRS++ non-flow data
- Input exchange rates as provided by the DAC Secretariat
- Decide which type of input form reporting agencies should use to generate the Advance questionnaire (either the Advance Questionnaire input form or the CRS++ input form)
- Send circular to reporting agencies about reporting rules and calendar
- When finalized, save DAC reports in the section of official reports.



AD-HOC ACTIONS AT SPECIAL TIME INTERVALS

- Include new DAC guidelines and directives in the help menu

- Update help lines and glossaries in selected input fields when new instructions are released by the DAC secretariat

- Introduce new codes and entities in the input form drop-down menus when needed

- Provide access to the EU DEVFIN to third parties following adoption of transparency policies

- Publish IATI exports generated by the system at the IATI Registry after 2015

9. EU DEVFIN How-to Guide 9. Promote transparency

There are several elements in the EU DEVFIN that promote transparency in ODA reporting and fulfil the EU Transparency Guarantee presented at Busan Aid Effectiveness meeting.

First and foremost EU DEVFIN enhances data quality that is precondition for transparency. In addition:

1. EU DEVFIN allows to input data in the system as it is made available. Input forms allows to report data for current year not only historical data. In addition the FSS input form for forecast ODA reporting is transaction based as all other forms. This allows partner countries to include specific ODA expenditures in their budget and MTEF (Medium Term Expenditure Framework).
2. EU DEVFIN automatically translate data inputted in the system in IATI standard. The IATI file obtained can be then uploaded in the IATI Registry at www.iatiregistry.org.
3. Member States can decide to open up the EU DEVFIN to third parties for data consultation. At the moment users can be invited with the role of 'viewer' to access Custom Reports. Authority for viewers can be further expanded to other reports and exports and even to data input.

The video tutorial presenting the above elements for transparency lasts 5 minutes.