To maximise and optimise the use of the digitalised forms, the aims are:

**Event Monitoring and Tracking**

Objectives:

To centralise all event data in one place, reducing fragmentation and ensuring uniform documentation for easier comparison, analysis, and reporting. It will enhance accountability by maintaining verifiable records of what was planned, implemented, and achieved, supporting donor confidence, audits, and project reporting and evaluations. Real-time access gives staff/management quick insights into the number, scale, and reach of events, enabling better resource allocation and strategic planning. The system will strengthen evidence-based donor reporting with verified figures, number of participations, attendance lists, photos, and outputs, while linking events to programme outcomes for results-based reporting. It will also enable data visualisation for reports, track stakeholder engagement to guide follow-ups, reduce duplication by allowing staff to check past and planned events, and improve planning efficiency through better logistics coordination and cross-team alignment. It will support risk management by identifying delays, underperformance, or budget overruns early, allowing timely corrective action.

Having all the data in one place helps filing of project documents, which is a challenge for many projects. At the end of the project, files are kept by the responsible staff rather than in a centralized location for easy access.

**Registration form**

Objectives:

To ensures accurate, complete, and consistently formatted participant data, with mandatory fields such as gender, organisation, sector, and location to meet EU reporting requirements. By replacing manual paper forms, it reduces errors, speeds up processing, and enables automatic export to M&E systems, event trackers, and donor templates. It strengthens reporting with accurate disaggregation by gender, age group, and organisation type, creating a verifiable database to back reported beneficiary numbers. The system supports targeted follow-ups, tracks repeat participation, and collects consent for photography, video, and name use to ensure EU visibility compliance. It links records to stories and testimonials, enables real-time participant statistics for trend analysis, and enhances security and accessibility while cutting paperwork, storage, and printing costs.

Data from the registration forms helps with updating the stakeholder contact database. Updated information about key technical, bureaucratic, and policy influencers is captured here and serves as a source of data collection.

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