

Asia and Pacific Regional Workshop Paris Declaration Phase 2 Evaluation

Cambodia: 27th to 29th October 2009

Proposed Agenda

Day 1 – 27th October 2009

Time Duration	Session	Responsibility
08.30 15 minutes	Welcome	<ul style="list-style-type: none"> ▪ Representative of host country/institution and Eval. Mgmt. group
08.45 15 minutes	Introductions	<ul style="list-style-type: none"> ▪ Host Representation (HR) & Core Evaluation Team (CET) facilitator
09.00 15 minutes	Detailed programme Logistics and arrangements Clarifications and questions	<ul style="list-style-type: none"> ▪ CET facilitator ▪ HR ▪ CET facilitator / HR
THE INTERNATIONAL SETTING: Global Evaluation		
09.15 15 minutes	Presentation: Overview Phase 2 Evaluation from the International Management Group and Evaluation Secretariat. Brief review of progress to date and planned steps, timelines, key milestones, deadlines	<ul style="list-style-type: none"> ▪ Management Group / Secretariat representative
09.30 15 minutes	CLARIFICATIONS AND QUESTIONS	<ul style="list-style-type: none"> ▪ Management Group/ Secretariat
NATIONAL SETTING: The role and nature of Country Evaluations		
09.45 30 minutes	Presentation: Country Evaluations, objectives and challenges. <ul style="list-style-type: none"> ▪ The purpose, scope and focus of the country level evaluations. ▪ Proposed Outcomes of the Regional Workshop ▪ Reports on/plans for other Regional Workshops ▪ Outline of the planned process to produce a generic Terms of Reference including Common Evaluation Matrix (documents distributed in advance) <i>(The Common Evaluation, Matrix, once finalized on 1 December, will set out the minimum required coverage in every evaluation and the common base for the synthesized evaluation report).</i>	<ul style="list-style-type: none"> ▪ CET Leader (BW) assisted by MS
10.15 15 minutes	CLARIFICATION, DISCUSSION, AND CONFIRMATION OF WORKSHOP AGENDA	<ul style="list-style-type: none"> ▪ CET facilitator (MS)
10.30 30 minutes	Tea/Coffee	

Time Duration	Session	Responsibility
REACHING A COMMON STARTING POINT: The status of structures and arrangements for organising the Country Evaluation		
11.00 1, ½ hours	Presentation of status reports Each National Evaluation Coordinator will make a brief presentation of the status of evaluation preparation in their respective country/agency (referring to a brief checklist to be provided in advance)	<ul style="list-style-type: none"> ▪ (Chair) Management Group/ Secretariat ▪ Each participant representing Country / Agency
12.30 15 minutes	QUESTIONS, DISCUSSION, SUGGESTIONS	<ul style="list-style-type: none"> ▪ Management Group/ Secretariat
12.45 1,1/2 hours	Lunch	
MANAGING THE COUNTRY EVALUATION PROCESS: What is required		
14.15 45 minutes	<ul style="list-style-type: none"> ▪ Practical guidance: sharing examples of positive and cautionary lessons from country-level evaluations in Phase 1 	<ul style="list-style-type: none"> ▪ Wherever possible, veterans of “Phase One” or comparable studies
15.00 30 minutes	Presentation: Management arrangements National Evaluation Coordinator, National Reference/ Advisory Group/ /Financing/ Timeline/ Selection & Contracting of the Country Evaluation Team/ Quality Standards (international DAC standards, regional & national) and Quality Assurance Plans.	<ul style="list-style-type: none"> ▪ PD Evaluation Secretariat
15.30 30 minutes	Tea/Coffee	
16.00 1 hour	<p>Working session 1 - managing the evaluations.</p> <p>SMALL GROUP DISCUSSIONS on what should we expect the challenges to be managing a Country Evaluation</p> <p>Format to be provided for the exercise, eg: National Reference Group (NRG) Composition Objectives Functions</p> <p>Quality assurance: Applying quality standards</p>	<ul style="list-style-type: none"> ▪ PD Evaluation Secretariat
17.00 30 minutes	REPORT BACK TO PLENARY: QUESTIONS, DISCUSSION, SUGGESTIONS	<ul style="list-style-type: none"> ▪ Management Group/ Secretariat
1800	Reception	

Time Duration	Session	Responsibility
THE COUNTRY EVALUATION FRAMEWORK: methodology, (core) questions, types of evidence and methods		
08.30 30 minutes	Presentation on the <i>Country Evaluation Methodology. Key elements and proposed (core) evaluation questions</i>	<ul style="list-style-type: none"> ▪ CET facilitator (JG) co-facilitated by MS
09.00 1 hour	Presentation on the <i>types of evidence</i> (common indicators) and <i>proposed methods</i> and discussion	<ul style="list-style-type: none"> ▪ CET facilitator (JG) co-facilitated by MS
10.00 30 minutes	Tea/Coffee	
10.30 1 hour	<i>Working session 2</i> – focusing on the identification of types of evidence/ practical indicators/ sources of evidence and methods	<ul style="list-style-type: none"> ▪ CET facilitator (JG) co-facilitated by MS
11.30 30 minute	PLENARY DISCUSSION FOR CLARIFICATION, QUESTIONS, SUGGESTIONS RE. PROPOSALS AND OPTIONS PRESENTED	<ul style="list-style-type: none"> ▪ CET facilitator (JG) co-facilitated by MS
EXTERNAL SUPPORT FOR COUNTRY EVALUATIONS		
12.00 30 minutes	Presentation and discussion of evaluation support mechanisms & resources for PDE Phase 2. Including: <ul style="list-style-type: none"> ▪ Literature review ▪ Country dossiers ▪ Extranet website ▪ Possible input to team selection. ▪ Team leader workshops ▪ Other support ▪ Monitoring ▪ Quality assurance) 	<ul style="list-style-type: none"> ▪ Core Evaluation Team representative (JG) co-facilitated by MS
12.30 30 minutes	CLARIFICATION AND QUESTIONS	<ul style="list-style-type: none"> ▪ Management Group/ Secretariat
13.00 1, ½ hours	Lunch	
APPLYING THE COUNTRY EVALUATION TERMS OF REFERENCE IN EACH COUNTRY:		
14.30 1 hour	Break out for <i>individualized working sessions</i> for country reference group representatives with Core Evaluation Team members and other resource people to explore applying common proposals to their particular country evaluation, and their possible needs/priorities for supplementary customized elements.	<ul style="list-style-type: none"> ▪ CET facilitator (JG) co-facilitated by MS
15.30 1 hour	REPORTS BACK TO PLENARY ON INDIVIDUALIZED WORKING SESSIONS	<ul style="list-style-type: none"> ▪ Country representatives ▪ Assisted by CET members and resource persons
16.30 30 minutes	Tea/Coffee	
17.00 30 minutes	(QUESTIONS, DISCUSSION, SUGGESTIONS FOLLOWING ON FROM INDIVIDUAL REPORTS) Due to time constraints for presentation it is suggested that this session be treated as a continuation of reporting back Continuation of report back session	<ul style="list-style-type: none"> ▪ Country representatives ▪ Assisted by CET members and resource persons

Day 3 – 29th October 2009

Time Duration	Session	Responsibility
WORKSHOP FINDINGS & NEXT STEPS		
08.30 30 minutes	Feedback from Core Evaluation Team on key workshop findings; (i) Suggestions for Generic TOR's and common evaluation template for IRG consideration/ approval (ii) Regional group networking/learning	<ul style="list-style-type: none"> ▪ CET Facilitator (MS) co-facilitated by JG
09.00 1 hour	VALIDATION, DISCUSSION AND FINAL SUGGESTIONS BY PARTICIPANTS	<ul style="list-style-type: none"> ▪ CET Facilitator
10.00 30 minutes	Tea/Coffee	
10.30 30 minutes	Outline of: <ul style="list-style-type: none"> ▪ Next steps ▪ Timelines ▪ Deadlines ▪ Continuing liaison and support arrangements for the Country Evaluations 	<ul style="list-style-type: none"> ▪ CET Leader (BW)
11.00 1 hour	QUESTIONS, DISCUSSION, SUGGESTIONS	<ul style="list-style-type: none"> ▪ CET Leader (BW) ▪ Assisted by CET team
12.00 1 hour	Thanks and Closing	<ul style="list-style-type: none"> ▪ Management Group/ Secretariat representative ▪ Core Evaluation Team representative ▪ Host Country Representative
13.00	Lunch and departure of participants as scheduled	

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