

# Series of webinars/writeshops on work plans for Anglophone Africa

The webinar trainings will be implemented in three sessions. An introductory session will provide participants with a general overview of the Results based Management Framework (RBM) tools, its purpose and methods for integration into workplans.

Meeting national priorities and EITI 2019 Standards and Requirements will be highlighted, as well current pandemic challenges. Creative solutions and lessons learnt will also be discussed as well as best practices. There will be a series of 3 specific webinars in which participants will be provided with a “hands-on participatory approach” to putting together an RBM workplan and in using the PMF. Advanced surveys’ and requests for workplans and any other materials will be asked for in advance.

## Proposed schedule

<b>Session 1A and 1B</b>	21 January 2021 from 12:00 to 14:00 UTC *
<b>Session 2A and B</b>	28 January 2021 from 12:00 to 14:00 UTC *
<b>Session 3</b>	4 February 2021 from 12:00 to 13:00 UTC *

*\*Time and date are indicative. You will be informed if there is a change in schedule due to unforeseen circumstances.*

## Session 1 Strategic Vision and Results Based Management

This Session covers the development of a strategic vision and its use within the Results based Management Framework. Knowledge and tools aim to cover the following key areas and are not limited to these.

### Session 1A

### Participatory Planning and Strategic Thinking Around EITI Country Workplans

<b>Participants will learn the following:</b>	<p>Overview</p> <ul style="list-style-type: none"> <li>• Ensure diverse national priorities (government, donor, sector specific) and align these with EITI Standards and Requirements are identified and incorporated into a strategic workplan framework</li> <li>• Refresh on key EITI Standards and Requirements, Policies and Principles related to strategic planning</li> </ul>
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	<ul style="list-style-type: none"> <li>• How to work collectively (MSG &amp; NS) to develop a cohesive workplan where roles and responsibilities are identified for workplan management and maintenance, monitoring and evaluation</li> <li>• Ensure participatory engagement from constituents and other key stakeholders are strategically incorporated into workplans</li> <li>• Evaluate timeframes, human and financial resources as part of strategic planning</li> <li>• Use existing internal (external) documents such as communications strategy, feasibility studies, reports as tools to develop strategic workplans</li> </ul>
<b>Breakout Groups</b>	Activities will be planned to allow individual member countries an opportunity to work collectively on key determined activities
<b>Participants will be required to provide</b>	<ul style="list-style-type: none"> <li>• List of 5 – 7 key national priorities as per pre-determined sectors</li> <li>• Organizations vision and mission statement (if one has been created)</li> <li>• Previous Workplans</li> </ul>
<b>Time</b>	1 hour

### Session 1B

### Introduction to the Results Based Management (RBM) and Performance Measurement Framework (PMF)

<b>Participants will learn the:</b>	<p>Overview</p> <ul style="list-style-type: none"> <li>• Purpose and of the RBM and how this will align with the 2019 EITI Standards and Requirements</li> <li>• RBM concepts such as the logic model and work-break down structure, terms and other key tools that support work planning</li> <li>• PMF monitoring and evaluation process and the means in which results can be used as per Standard 7 Outcomes and Impacts as well as through other means and mechanisms</li> <li>• Using RBM &amp; PMF in a COVID era</li> <li>• Lessons learnt from other participants from difference MSG and Secretariats</li> </ul>
<b>Breakout Groups</b>	Depending on the size of registered members it will be determined if there is a break-out group
<b>Time</b>	1 hour

# Session 2 Developing Meaningful Activities & Measuring, Monitoring and Evaluation

<b>Session 2A</b>		<b>Developing Meaningful Activities that Produce Positive Results</b>
<b>Participants will learn the following:</b>	<p>Overview</p> <ul style="list-style-type: none"> <li>• Identify key short- medium term outcomes/results and long-term goals for their organization</li> <li>• How to develop activities that meet these outcomes/results and identified goal using a series of tools</li> <li>• Ensure that the activities align with EITI Standards and Requirements, priorities, and downstream requirements</li> <li>• Activities are sustainable based on budgets, human resources, procurement – evaluation of activities</li> <li>• Develop creative activities for an unusual time and uncertain future</li> <li>• Scheduling and management of activities</li> <li>• Mitigating activity risk</li> <li>• Use of framework templates that organize activities and assist in breaking down work</li> <li>• Basic indicators to measure and monitor activities (Session 4)</li> <li>• Shared lessons learnt from other member countries</li> </ul>	
<b>Breakout Groups</b>	<p>Activities will be planned to allow individual member countries an opportunity to work collectively on key determined activities i.e. evaluation of existing activities, proposed activities etc.</p>	
<b>Participants will be required to provide</b>	<ul style="list-style-type: none"> <li>• Previous Workplans</li> <li>• Priority activities</li> </ul>	
<b>Time</b>	<p>1 hour including breakout groups</p>	

<b>Session 2B</b>		<b>Measuring, Monitoring and Evaluating Activities</b>
<b>Participants will learn the following:</b>	<ul style="list-style-type: none"> <li>• How to use a Performance Measurement Framework and the rationale behind its' use</li> <li>• Accountability, transparency through M &amp; E</li> <li>• Refresh on EITI Standards and Requirements, Policies and Principles related to M &amp; E</li> <li>• How to create indicators to measure impacts of activities over time and ensure that EITI Requirement 7 are in alignment</li> </ul>	

	<ul style="list-style-type: none"> <li>• How to use key templates to assist in simple management of M&amp;E</li> <li>• How to use existing human resources to monitor and evaluate activities</li> <li>• How to report on performance both negative and positive</li> <li>• How to use monitoring as a tool to guide progress, and make changes or stop activities when required</li> <li>• How to report and interpret impacts (positive and negative) Session 5 will look at this in greater detail</li> <li>• Lessons learnt from other member countries</li> </ul>
<b>Breakout Groups</b>	Activities will be planned to allow individual member countries an opportunity to work collectively on key determined activities i.e. use activities to create indicators, etc.
<b>Time</b>	1 hour including breakout groups

## Session 3 Outcomes and Impacts

This session is a single session. It's main purpose is to ensure that with all the information learned each participant understands how to use RBM and PMF to deliver and report on EITI Standard 7, in reports, for donor benchmarks and to constituents and stakeholders at large.

### Session 3 Reporting on Outcomes and Impacts

<b>Participants will learn the following:</b>	<ul style="list-style-type: none"> <li>• Accountability, transparency through M &amp; E</li> <li>• Refresh on EITI Standards and Requirements, Policies and Principles for reporting outcomes and impacts</li> <li>• Use M &amp; E activity impacts and outcomes to meet EITI Requirement 7</li> <li>• Understand and interpreting M&amp; E results both quantitative and qualitative for reporting and other multi-use purposes</li> <li>• How, when and where to use M &amp; E data in creative ways that can push advocacy initiatives, change opinions and behaviour, raise awareness and create public debate</li> <li>• Lessons Learnt and lessons shared</li> </ul>
<b>Breakout Groups</b>	Activities will be planned to allow individual member countries an opportunity to work collectively on key determined activities
<b>Participants will be required to provide</b>	<ul style="list-style-type: none"> <li>• PMF Plan and Tools</li> <li>• Excerpt of an activity that was reported on in a report</li> </ul>
<b>Time</b>	1 hour including breakout groups