A15: Facilitator Materials for Running a Multi-agency Workshop to Discuss Closer Cooperation

- Who is this tool for? Health and social protection practitioners who wish to organize a multi-agency workshop to kick-start the formal process of getting their institutions to better coordinate on population targeting. This document sets out some useful materials and guidance that will hopefully save the user time and avoid common mistakes when going about organizing this.
- How was it produced? Most participants in the JLN Learning Collaborative on Population Targeting were past this initial point of implementation, and had existing structures by which to coordinate. Therefore, the content in this document was drawn from group discussions across multiple workshops on how best to coordinate with other agencies from the health perspective.

The following are sections to be completed for a short document that will help you plan a multi-agency workshop to discuss institutional coordination on population targeting. It is principally for internal use, although many of the sections may be helpful to share with the other agencies and participants in advance as a 1-3 pager giving context on the meeting, to allow them to prepare.

Purpose and background

Write down the underlying purpose for the meeting, focusing on key issues that have the potential for solution through an inter-agency lens. Remember to phrase these in terms of your own agencies priorities and those of the institutions you wish to collaborate with.

Overall aims

Include a succinct list of bullet points stating 3-4 specific aims for institutional coordination towards population targeting. For guidance, it may be useful to consult Tool A3: 'A Messaging guide to encourage agencies to engage in closer coordination'.

Specific aims for this workshop

List 2-4 practical and specific aims that you can realistically achieve in a first workshop together.

Expected goals/outputs/next steps at the end of this workshop

Link the above aims to 2-4 specific achievements and/or outputs that the discussion can be geared towards. For example, a schedule of future meetings with aims for each, or an agreement in principle to work together on particular topics. These will help you to plan and pace your agenda.

Which institutions need to attend?

List out the agencies that you wish to be present. Think about whether you wish to start with a long list of all possible affected institutions straight away, or start with a smaller group of the key actors.

Which individuals need to attend?

It is very important to make sure that the right people are selected from the start. Ensure that the people being invited have the necessary job scope, authority and responsibility to make the agreements/decisions you need. Consider from your own side if involving more or less senior officials will be helpful. It may be useful to have an 'A' and 'B' list so that if a particular individual is not available you can ask them to send a particular deputy.

How will we go about inviting them?

You may be able to co-opt an existing meeting or group where the target individuals will already be together. Failing that, make sure the invitation comes from an appropriate level of seniority from your side, and offer to pay and travel, accommodation and organizing expenses yourselves as a gesture of goodwill.

What preparation work is needed before the workshop?

To make the best use of time, it is often helpful to ask participants to complete particular tasks in advance of the meeting. This might include preparing a short presentation, filling in a survey, reading a briefing document, or coming prepared with answers to a few key questions that will be the focus of the meeting.

Facilitation

List out the key roles that specific individuals will play in the meeting (Chairperson, Speakers, those in charge of logistics for the meeting). In selecting a chair, consider whether a neutral third party would help to promote a more open and inclusive discussion, or perhaps co-chairs from more than one agency.

Agenda

Your agenda can be as long or short as you wish, but should make time to get to know one another at some point if existing relationships are not that close, rather than getting 'straight down to business'. Some possible ways to structure the discussion could be:

1. *Option C (Issues-based agenda):*
    a. *Welcome and introductions*
    b. *In what ways is lack of coordination between our agencies holding back the efficiency and effectiveness of population targeting?*
    c. *What would be the 2-3 highest impact areas where our agencies could cooperate on population targeting?*
    d. *What mechanisms and mandates exist to do this right now?*
    e. *What are some of the barriers that currently prevent our agencies working together in this way?*
    f. *What actions would help to address these barriers?*
    g. *Agree actions to prioritize and future meeting schedule*

2. *Option B (Institutional agenda)*
    a. *Welcome and introductions*
    b. *Agency A presents its perspective on opportunities to improve population targeting through institutional coordination*
    c. *Agency B presents its perspective on opportunities to improve population targeting through institutional coordination*
    d. *Agency C presents its perspective on opportunities to improve population targeting through institutional coordination*
    e. *Group discussion of common themes emerging from the presentations*
    f. *Agree actions to prioritize and future meeting schedule*

3. *Option C (Functional agenda)*
    a. *Welcome and introductions*
    b. *In what ways could data collection for population targeting be improved by our agencies better coordinating?*
    c. *In what ways could assessment for population targeting be improved by our agencies better coordinating?*
    d. *In what ways could enrolment for population targeting be improved by our agencies better coordinating?*
    e. *Agree actions to prioritize and future meeting schedule*

Agenda template

Session Title:

Date: ___ Time: ___

Background: *Text here*

Session Description (including goals for the session at hand): *Text here*

Chair: *Text here*

Speakers: *Text here*

Administrative staff / Organizers: *Text here*

Session agenda and topics:

- *Introductions and Agenda (X mins)*
- *Speaker 1 presentation on _____ (X mins)*
- *Speaker 2 presentation on _____ (X mins)*
- *Group Discussion (X mins)*
- *Conclusion and Next Steps (X mins)*

Materials required: *i.e., Pre-read, Pre Workshop activities, PowerPoint slides, pre-workshop survey*

Key things to think about before the meeting:

- Focus on these themes…
- Come prepared with answers to the following questions:

Participant List template

Venue/Platform:
Date:

Participant List

#	Country	Name	Affiliation/Title	Email	Session (Date) Mark X if attended	Session (Date)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						