Consensus building in common pool resources: a learning and communications programme for the PAPD methodology (R8223)

Inception Report

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Summary

- The project is almost on track and the first PAPD for testing the revised resource pack (without visuals) will take place in late March. This was slightly delayed due to local elections.
- First draft of the promotion booklet is being pre-tested by a purposively selected sample of ten persons. This will be distributed and records kept of queries associated with the booklet. A sensitisation workshop to promote PAPD to *meso* level stakeholders is planned for March 2003.
- The project is all about communications, promotion and learning but we are not explicitly developing a communications strategy. Although not detailed in the logframe or project document, we feel the project should draft it's own communication strategy. All current activities will feed into and develop the strategy, and it will also provide a guide for future development and promotion of PAPD. If there is another revision of the logframe we should consider including a communication strategy as an output level MOV.

1. Introduction

This inception report highlights key activities undertaken during the first three months of the project. It provides a brief assessment of the likelihood of achieving project outputs based on the current status of the project. It also highlights problems and constraints with implanting the project and reasons for any delayed activities.

Overall the project is slightly delayed as local elections prevented the first PAPD being held in January/February. We don't feel this slight delay will affect the project's progress over the next few months.

The UK Project Leader conducted a planning visit to Bangladesh immediately after the project was approved in December 2002. During the planning visit and many discussions with the Bangladesh project team, we decided some modification to the logframe was needed. Although this was demanded early in the project, the process of thoroughly reviewing the budget and logframe again (this stemmed from trying to develop a detailed workplan, which is attached in Annex c) was a very beneficial process. It provided more time for both teams to gain a common understanding and ownership in the project.

2. Progress of activities: inception phase (November - February 2003)

2.1. Output 1: Key (meso) decision makers are aware of participatory planning processes for managing common pool resources

Stakeholders have been identified and categorised according to (i) those who know about PAPD and are using it; (ii) those who have heard of PAPD; (iii) those who don't know about PAPD but they type of activities they are involved with indicate they may be interested in the approach.

Key to this project is the identification of stakeholders and understanding their communication needs (to know about PAPD; to gain knowledge and practice about PAPD; to raise awareness about other community planning methodologies that enable improved management of common pool and natural resources). Hence the project will spend a fair amount of time (more than scheduled) gaining a better understanding of stakeholders.

Checklists and participatory research methods are being used to understand key stakeholders attitudes, practices and knowledge about PAPD. A checklist of questions is attached in Annex A. The results of this survey should be ready by the end of March 2003.

Following the planning trip for the project a number of issues highlighted the importance of targeting those people who are able to influence or create change within their organisations. This category of stakeholders is termed the *meso1* level in this project. We realise that it is necessary to identify these stakeholders and start working with them at the very start of the project. For example, in the Bangladesh context some of the important stakeholders include the Head of the Bangladesh Wetlands Network (a pathway to programme and policy influence); Deputy Directors in the Department of Fisheries and DOF staff leading or involved with donor supported projects; middle managers in the lead NGOs. Impact at this level will depend greatly on current relationships with these meso level stakeholders. Alongside sensitisation (exposure visits to see PAPD in progress) and promotion activities (sensitisation workshops – to introduce the concepts and process of PAPD), we will include in the monitoring process a mechanism for tracking communication activities (whether through email, face-to-face, at workshops, etc) with the meso level stakeholders.

The sensitisation workshop is planned for 29th March 2003.

Key issues

- Ensuring the meso level stakeholders are correctly identified.
- Maintaining regular communication with the meso level stakeholders. This is particularly difficult in an institution where people get moved between jobs regularly.

2.2. Output 2: Cases of PAPD good practice and experience with training for PAPD promoted internationally

A review of audience/users needs from communications activities and media is being combined with the survey to examine attitudes and practice at meso level. This survey also seeks to identify specific preferences for communicating knowledge and information about PAPD. Evidence from the PD phase of this project indicated a need for more promotion of PAPD to those organisations who have the resources to facilitate the PAPD process.

We have complete a first draft of the PAPD promotion booklet. Ten people are now testing the booklet (See Annex B). The final draft will be produced and distributed in mid-March.

We will also make a page available on the itad website (www.itad.com) for the project. It will be quite simple and provide a brief description of the project, the implementing team and documents, such as the promotion booklet, to download.

Key issues

- The promotion booklet has been produced in-house by CNRS. They are in the process of building their capacity to provide basic services in the production of communication media. A professional company in Dhaka will print the booklet. CNRS has the capacity to produce such publications, which in the long-run is very beneficial to the project as it means they can control how and when up-dates and re-runs take place.
- In developing media such as the promotion booklet, it would be useful to receive guidelines from NRSP/DFID on the use of their logos and how they should be represented.

¹ *meso* level refers to middle-management and those people who can influence and communicate to macro level decision makers (may include policy makers, managers in development organisations, decision makers in donor institutions; local government heads)

- CNRS is developing its own website. Once this is up and running the project information will be linked or moved to the CNRS website.
 - 2.3. Output 3: Through interaction in the design and testing of PAPD training materials and the associated supporting structures, capacity of facilitators, from different organisations, to conduct a full PAPD developed

A first draft of the resource pack has been produced, though is only available in Bagala at present. Dr Motiar, a training Coordinator at the WorldFish Centre reviewed the first draft. Prior to the first PAPD a one day discussion will be held with training reviewers. The first PAPD will be held between 17th and 28th March 2003. Some video may be taken during this PAPD but to be effective and provide the right pictures for the resource pack a separate 'false' PAPD is needed. The filming will therefore be conducted over a number of months and also in a number of environments.

Issues

- CNRS is building its capacity in media production. CNRS has a staff member who is trained in professional video making. The project will hire the camcorder and operator from CNRS.
- Local elections prevented the first PAPD being held in January or February. This has delayed progress with the project slightly.
 - 2.4. Output 4: A mechanism for recording and evaluating institutional learning around the use of PAPD developed and pilot tested.

We have discussed simple monitoring tools, for CNRS internally. For example, a short, simple form is being prepared that will monitor any queries that CNRS receive about PAPD and it will monitor who has received the PAPD promotion brochure.

A draft M&E plan is in progress and will be discussed with facilitators and other key personnel during the PAPD towards the end of March 2003.

Issues

- M&E capacity is generally low. CNRS has no M&E system for the organisation as a whole.
 Reporting requirements are required project by project, but these tend to be quantitative measures of activities rather than process.
- Any M&E for PAPD needs to fit with CNRS current systems. The project intends to assist CNRS in developing its M&E system.

Annex A: R8223: Draft Checklist for meso level communications needs assessment

The aim of the focus discussion is to obtain the following information from key informants:

- Current practice and knowledge of community based management processes, especially in relation to consensus building and/or conflict management in the context of natural resources management.
- Current practice and knowledge of participatory methodologies and experience with using participatory methodologies (the processes rather than individual tools)
- Their awareness, knowledge and practice of PAPD
- If they know about PAPD, how did they find out about it, have they used it, etc
- Level of interest in being involved with PAPD (e.g. training, receiving information, attending workshops, etc.

1. Background information

[collect documents, e.g. annual reports, strategy documents, etc., where possible. Also any dissemination/communications materials, especially those relating to policy/influencing and those developed with communities]

1.	Name of organisation									
2.	Contact details of the									
	person interviewed									
3.	Contact details of meso	(i.e. soi	neone in a senior position who is able to initiate change within an							
	level contact	organis	sation)							
		ns annu	nal report and their strategy. If these are available, if may be possible							
to s	kip questions 4 - 9									
4.	Type of organisation		e.g Non-Governmental Organisation, private, international							
			research, etc.							
5.	Size of organisation (i.e. num	ber of	Number of employees (if possible distinguish between technical							
	employees)		and admin/support staff)							
6.	Vision of the organisation		If possible, get a copy of the organisations annual report, or							
			strategy document							
7.	Key sectors/Field of interest		e.g. fisheries, marketing, etc – get examples of current							
			projects/programmes							
8.	Location of work		Name regions in Bangladesh and countries if international							
9.	Type of funding and/or size of)İ	e.g. through government grants; bilateral aid support; local funds.etc.							
10	budget		e.g. do they take a systems approach towards understanding a							
10.	What is your organisations o		e.g. do they take a systems approach towards understanding a situation? Are they aware of livelihoods approaches, the need to							
	approach towards community	/	address gender, poverty, rights and environment issues in							
	based work		projects?							
11	Training in Participatory		Do they provide training? How many are trained in PRA and/or							
11.	approaches		community based approaches?							
12	Level of participatory activiti	es	We need to define levels, e.g do they only use odd PRA tools, or do							
1~.	used in organisations work	CD	they combine PRA tools in processes; do they have their own							
	asea in organisations worn		ways/adaptations of using PRA tools, if yes, how.							
13.	Percentage of work involving	(e.g. how much staff time or budget is spent on actually working							
	communities / implementati		with or facilitating communities							
	strategy of the organisation									
14.	Communications expertise/su	ıpport	Does the organisation have specific communications expertise, or							
	-	-	access to communications expertise? – especially lobbying, policy,							
			advocacy							
			Are communications materials produced in-house or contracted							
			out – if latter who undertakes this work?							
15.	Communication and/or		Does the organisation have a communications strategy and/or a							
	dissemination strategy		policy for sharing, producing and distributing information?							
	Communications activities		Do they have a newsletter, website, regular meetings, etc?							
	Training/M&E officer		Are their specific staff roles for training and M&E?							
18.	Is there any type of Monitorin		Are there any internal systems in place?							
	Evaluation system in place fo	r any								

	projects/programmes	
19.	Do you have any links with other	Name the organisations/key contact people
	organisations who use CBM	
	approaches	
20.	What type of linkages do you have with these organisations	Explain the type of linkage, e.g. through a network, meeting 1-2 times each month with other NGOs, email contact, etc
21.	Does your organisation have a functioning website?	Get web address
22.	Do you have regular access to	Regular means at least once per day. If not find out how often they
	email?	can access email
23.	Do you have regular access to the	Regular means at least once per day. If not find out how often they
	world wide web?	can access email

2. Knowledge/Attitude/Skills of PAPD

1.	Have you heard of PAPD?	[if yes go to 2; if no go to Q7] If you know that the interviewee
		has heard of PAPD don't ask this question.
2.	How/where did you hear about PAPD?	We want to know how the interviewee first heard about PAPD, for example did they attend a workshop and hear someone talking about PAPD, or did they read a newsletter and see an article on PAPD. If a workshop, find out which workshop, if through video find out where they saw the video. Did they hear about PAPD through someone in their organisation, if they did ask for a name or position, etc
3.	Have you had training in PAPD? a. Where did you have training? b. Who organised the training? c. How did you find the training? (ask for 3 negative points, 3 positive points) d. Could/did you conduct a PAPD after the training? e. Was there any follow-up support/training from the organisation/person that gave you training in PAPD? f. What other support/training would you like?	This is to find out who is now doing training on PAPD (there may be others apart from CNRS, e.g. WorldFish). It is also to get some idea of the quality of training is (i.e. does it give enough skills to allow people to facilitate a PAPD directly after training). We also want to find out whether enough support is available after the training (e.g. if they need more advice, or help on parts of PAPD, who can they ask for help?).
4.	Have you received any information	If they say yes, investigate this further by finding out the type of
1.	about PAPD? [specify type and	information received (e.g. was it a report with detailed
	source of information]	information about PAPD? was it through a workshop that
	a. How did you use the	briefly mentioned PAPD but gave no detail?). In this question
	information?	we are trying to find out what message was given in the
	b. What type of information	information and how this was used. For example, the
	would you like to receive on PAPD?	information may have been a workshop presentation, but the interviewee was not able to use the information (i.e. go out and start facilitating a PAPD)

5.	a. How do you use PAPD (the whole process or parts?) b. Does anyone else in your organisation use PAPD? If yes, how did they learn about it? c. Have you adapted/modified PAPD in anyway? If yes, how d. Have you evaluated/tracked the methodology? If yes, please detail and give examples Do you use other community based planning methodologies, especially for consensus building? If yes, elaborate Are you or your organisation interested in knowing about PAPD? How would you like to be informed about PAPD (e.g. training, video, leaflet?) How might you use PAPD in your organisation/activities? How would you tell others in your organisation about PAPD? Are you interested in PAPD training? Are you interested in attending a real	This question is to find out who is using PAPD, whether they are implementing the whole process (e.g. pre PAPD, a PAPD, post PAPD and the action plan), or they are just using parts of PAPD (e.g. only the problem census and action plan). We also need to know whether they have added to PAPD in anyway, for example they may have added another activity, or adapted the materials. An important issue to discuss here is whether they have done any monitoring of PAPD. For example do they get community members to evaluate the facilitators? Do they get facilitator to monitor community responses to PAPD?
6.	Do you use other community based planning methodologies, especially for consensus building? If yes, elaborate	We want to know if the interviewee/their organisation is using other similar methodologies, if they are find out exactly what is involved in their methodology (e.g. does it involve stakeholder analysis, problem census, etc.). Try to get more information about the approach (e.g. they may produce a booklet, leaflet or have a website)
7.	Are you or your organisation interested in knowing about PAPD?	
8.	How would you like to be informed about PAPD (e.g. training, video, leaflet?)	Try to get more information than a one word answer. For example if someone says 'training', ask them why training and what they would hope to learn through having the training.
9.	How might you use PAPD in your organisation/activities?	
	How would you tell others in your organisation about PAPD?	Ask for examples and what type of message they need to tell others (e.g. if the interviewee says they would mention PAPD at a meeting, ask what they would say about PAPD)
11.	Are you interested in PAPD training?	If yes, what type of training are they interested in? e.g. a one- day overview, or a full 6 day training?
12.	Are you interested in attending a real life PAPD	

Media preference types

We are thinking about promoting PAPD to a wider audience, but we first need to understand how people would like to receive information on PAPD. We also need to know whether they'd be interested in any activities that involve monitoring PAPD and providing feedback on PAPD.

13. How would you like to receive information on PAPD

Media type/activity	Needs from the information	Reason for selecting this media type

14. Are you interested in providing feedback on PAPD?

(e.g. we may ask the person/organisation to complete a simple monitoring form, or carryout self-reflection activities about the use and impact of PAPD)

Annex B: Pre-testers of Promotion Booklet

PAPD Promotion Booklet: list of people to pre-test first draft

Objective: To provide a non-biased assessment of the PAPD brochures usability by its target audience. The brochure is aimed primarily at informing and promoting PAPD to meso level decision makers. It may also be applicable to those interested in participatory and community-based approaches. It does not aim to provide a comprehensive insight to PAPD. It aims to inform readers about PAPD, the benefits of PAPD, who is using PAPD and where to go for more information and training on PAPD.

The following persons were selected for:

- (i) their good knowledge of PAPD
- (ii) having none or little knowledge of PAPD
- (iii) their position in the organisation (meso level)
- (iv) their expertise in communications
- (v) the type of organisation represented (government, NGO, international NGO, research, university, private sector)

Name	Organisation	Type of Organisation	Estimated knowledge of PAPD	Response received (give date)
Dr Nazmul	Project Director or Assistant Director CBFM2 Department of Fisheries	Government	Good	
Paul Thompson/ Dr Parvin Sultana	World Fish Centre	International Research	Good	
Farouk	ITDG Bangladesh	International NGO	Good – using on another NRSP project	
Mr Anwar	BRAC, Project Coordinator of CBFM2	Local NGO	Good	
Communications or media person	PRA Promoters	Local Network Organisation	None	
Masud Siddique	Assistant Director, Department of Fisheries	Government	None	
	World Fish Centre	International Research	None	
Dr Ainun Nishat	Country Representative, IUCN	International NGO	None	
Dr Anwar	Director, NACOM	Local NGO	None	
Communications or extension person	Department of Agricultural Extension	Government	None	
Julian Barr	PL R6756		Good	
Roger Lewins	RO R6756		Good	
Barnaby Peacock	Leader of NRSP R8103	_	Some experience	
Pat Norrish	Communications Specialist		Some	

	Activitiy	start date	end date	total days	person	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Jul-03	Aug-03	Sep-03	Oct-03
1 Ma	eso level awareness raising of PAPD																
	First draft of short checklist and questionnaire	02-Dec	20-Dec	,	2 AM		done										
	Second draft of checklist and questionnaire	20-Dec	01-Jan		2 AI/MR		uone										
	identify set of criteria for selecting organisations	15-Dec	15-Dec		1 AM		done										
	select organisations for interview	15-Dec	.0 200		1 AI/MR		done										
	3																
1.5	contact organisations		20-Dec	1	1 AI/MR												
	Rapid survey to investigate (I) the skills and activities of other																
	organisations in participatory and community planning processes								•								
1.6	(ii) audience profiles for communication needs		20-Jan	15	AI/MR		i	in progress	:								
	analyse survey results		31-Jan		3 AI/MR/AM			3	,								
	first draft of report on organisations attitude and knowledge							_									
	1 3																
	towards participatory and community planning; and, audience																
	profiles for communication needs		31-Jan		AI/MR			3									
	final draft of initial scoping survey		15-Feb		AI/MR/AM												
	send final report to organisations (Bangladesh and UK)		15-Feb		1 AI/MR/AM												
	fix date for sensitisation workshops		jan		1 AI/MR			done									
	plan sensitisation workshops		28-Feb		2 A												
	programme for sensitisation workshops		28-Feb		1												
1.14	develop evaluation form for sensitisation workshop		28-Feb	1	1												
	Sensitisation workshops (need for these partly depends on																
1 10			05-Mar	,						nlannad fa	20th Mar	h 2002					
	outcomes of previous activity)		19-Mar		3					pranned re	or 30th Marc	II 2003					
1.10	sensitisation workshop report		07-Mar		2												
1.17	evaluation form for exposure visits conduct exposure visit 1 to PAPD sites for meso level decision		U7-IVIdI	4	2												
	makers		21-Mar	8													
1.10	conduct exposure visit 2 to PAPD sites for meso level decision		Z I -IVIdI		0												
1 10	makers		june-oct	8											???		
1.17	makers		June-oct)										111		
1.20	follow-up visit to organisations involved in exposure visit		sept	3	3												
	<u> </u>																
1.21	evaluate outcomes of exposure visit		sept	4	4												
	montiroing plan for tracking promotion of PAPD by other																
1 22	organisations		march	,	4 AM		not done										
1.22	<u>Jorganisations</u>		IIIdi CII	2	+ AIVI		not done										
2. Pr	omotion of PAPD locally and internationally					ı											
	review audience profiles and communication needs to promote																
	PAPD [included under 1.6]		20-Jan														
	-		20-3411														
	during sensitisation workshop, ask audience whether resource																
2.2	pack and video is useful		28-Feb														
	develop short checklist/questionnaire to get audience feedback																
	on resource book and video - ONLY if there are people in the																
2.3	audience who were not consulted during activity 1.6		28-Feb														
	produce first draft of PAPD promotion booklet (partly depends																
2.4	on previous activity)		04-Dec				done										
	comments on first draft and 2nd revision		12-Dec				in progres	c									
2.0	Activitiv	start data		total days	norson	Nov 02	Dec-02		Feb-03	Mar-03	Apr-03	May 02	Jun-03	Iul 02	Λιια Ω2	Sep-03	Oct-03
2 4	comments on 2nd draft	start uate	14-Dec	total uays	hei 2011	NUV-UZ	DEC-02	Jail-U3	Len-03	ividi -U3	Api -03	iviay-U3	Juli-03	Jul-03	Aug-U3	36h-03	001-03
	final draft (in colour with diags, photos - 2 designs)		20-Dec														
	print test copies of booklet (2 designs?)		20-Dec 20-Dec														
	produce evaluation form for testing booklet		20-Dec 20-Dec				done										
	identify list of people to test booklet		15-Dec				done										
	test booklet in Bangladesh		20-Jan				GOTIC	in progres	25								
	test booklet in bangladesin		20-Jan					in progres									
	analyse comments on first draft of booklet		31-Jan					in progres	,,								
۷.13	anaryse comments on mist wart of booklet		JI-Jdll		1								1				

2 1/	produce final draft of booklet	10-Feb													
	printing booklet	20-Feb													
	distribute booklet	20-Feb													
2.10	distribute bookiet	20-1 60													
2 17	make copy of booklet available on web - NRSP/ITAD sites?	28-Feb													
	produce mail/email list for PAPD updates	jan						-							
	prepare first PAPD update	31-Mar													
	distribute first PAPD update	31-Mar													
	prepare second PAPD update	30-Jun													
	distribute second PAPD update	30-Jun													
	prepare third PAPD update	30-Sep													
	distribute third PAPD update	30-Sep													
	ining PAPD facilitators and producing and testing Trainers and														
	update existing resource pack	mid jan	Anis/CNRS			done in E	angala								
	develop checklist for reviewers to test resource pack	jan	711137 01110			done in t	angara								
0.2	deterior direction retrement to test resource pack	Jan													-
3.3	hold briefing session for reviewers for testing updated resource p	ack mid feb													
	review of updated resource pack (by 4 reviewers + identified						_								
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1														
3.4	international experts)	mid feb					Ť								
	de-briefing with reviewers to analyse comments and finalise														
3.5	changes	end feb													
	consensus on modifications	end feb													
	modify forms for evaluating manual for first PAPD test	15-Mar													
	plan first PAPD (under CBFM2)							done - arra	anged for	19th - 27th	March 200)3			
	first PAPD draft resource manual tested during first PAPD	30-Mar							3-11-51						
	train PAPD facilitators using revised manual	30-Mar													
3 11	analyse evaluation from first PAPD	07-Apr													-
	produce report on first PAPD	07 T.D.													-
	second revision of PAPD resource pack	10-Jun													-
3.14	printing second revision of PAPD resource pack	10-Jun													
0	printing second revision of PAPD resource pack arrange blind test of second revision + video with another	10 54.1													
	organisation	01-Jun													
0.10	conduct SWOT on PAPD & second draft of resource pack with	01 3411													
	representative sample of organisations														
	plan second 'false' PAPD														
	select 5 trainees for second PAPD	30-Jun													
0.17	Scient & Hamees for Second 174 B	00 3411													
	orientation meeting for trainees/organisations with second														
	draft PAPD resource pack and video. Explain evaluation process	10-Jul													
		start date end date total da	ave noreon	Nov-02	Dec-02	lan-03	Foh-03	Mar-03	Apr-03	May-03	lun-03	Inf-U3	Viid-U3	San-03	Oct-03
	develop evaluation forms (modified from first PAPD)	20-Jul	ays person	1404-02	Dec-02	Jan-03	1 60-03	Mai -03	Api -03	May-03	Juli-03	Jui-03	Aug-03	3cp-03	001-03
	develop evaluation formats for reviewers and PAPD trainers	31-Jul													
	·	31-341													
	train trainees at false PAPD using second revision of PAPD														
3.21	resource manual plus manual	31-Aug													
	observations of 'false' PAPD by reviewers and PAPD														
	facilitators/trainers	31-Aug													
	evaluation of second revision by reviewers during PAPD	31-Aug		 											
	evaluation of second revision by trainees	31-Aug													
	analyse evaluation comments from second PAPD	03-Sep													
	third revision of PAPD resource pack and video	30-Sep													
	identify printer	31-Jul													
	finalise print quality, layouts, binding, etc	05-Oct													
	print PAPD resource packs	05-Oct													
3.27	distribute PAPD resource packs (with Video)	30-Oct													
	video production	30-001													
	identify video editor	ian													
	write script for video clips of PAPD	jan feb		 											
	filming PAPD	31-Mar						won't coni	ncide with	real DADD	ac 'dumm	', DVDU ;	nacessary		
	edit video material of PAPD	31-May						WOITE CUIII	nciue With	i cai PAPD	as uuiiiiii	y FAPU IS	песеззаі ў		
	first video ready	30-Jun		 											
	final version of video	30-Sep													
	copying video	20-Oct													
	video ready for distribution with resource pack	30-Oct													
3.39	video ready for distribution with resource pack	30-001				1									

		 		1	1	
3.40 prepare final copy of resource pack, video for CD/web use	30-Sep					
3.41 copy CDs	15-Oct					
3.42 distribute CDs	30-Oct					
4. A mechanism for recording and evaluating institutional learning aroun	d the use of PAPD					
Discuss M&E process for the development, promotion and						
4.1 dissemination of PAPD activities with PAPD facilitators with trainees and racinitators develop a sen-monitoring and	jan					
evaluation process; this will involve workshop sessions, testing						
4.2 the tools and analysis	first PAPD					
develop and test a mechanism for feeding the analysis back into						
4.3 the learning process of PAPD	jan/first PAPD					
4.3 the learning process of PAPD produce guidelines on M&E to be incorporated in the trainers	Julii 1113C 1711 B					
4.4 and facilitators manuals	jan					
4.5 test M&E guidelines during first PAPD	march					
4.6 identify organisations/people to attend workshop	28-Sep					
plan lesson sharing workshop for thoes involved with PAPD and	,					
4.7 those from meso level showing interest in PAPD	28-Sep					
4.8 distribute invitations for lesson sharing workshop	05-Oct					
4.9 hold one day lesson sharing and dissemination workshop 4.10 compile proceedings from lesson sharing and dissemination	25-Oct					
4.10 compile proceedings from lesson sharing and dissemination						
workshop	31-Oct					
4.11 distribute proceedings from lesson sharing workshop	nov					

Activitiy	start date	end date	total days	person	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Jul-03	Aug-03	Sep-03	Oct-03	
Reports																	
inception report for NRSP	2 copies to	NRSP						by end of I	eb								
annual report for NRSP								by end of I	eb								
milestones and spending forecast for 2003/04									before 15th	n March							
quarter 1 report (1 April - 30 June)											k	y 15th Ju	ne				
quarter 2 report (1 july - 30 September)															by 15th Se	ept	
quarter 3 report (1 October - 31 December)																•	by 15t
Invoicing																	
4th Quarter (1 Jan - 28 Feb 2003)									7th March								ı
1st Quarter (1 April - 30 June)													7th July				
2nd Quarter (1 July - 30 Sept)																7th Oct	1
3rd Quarter (1 October - 31 December)																_	7th Ja

Blue text identifies activities in logframe

milestones

