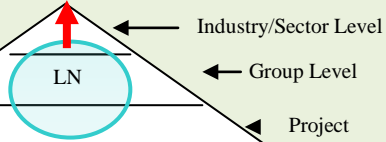


Draft Agenda (Participant Version)  
 Strengthening Evaluation and Assessment of Poverty in Conflict / Fragility Interventions  
**Learning Network Kick-Off Meeting**  
 Beacon Hotel, 17<sup>th</sup> and Rhode Island Avenue, NW, Washington, DC  
 25-26 August 2009

Time	DAY 1	SESSION OBJECTIVES/NOTES	OUTPUT/ OUTCOME
<b>Session 1</b> 9:00 – 9:15	<b>Meet and Greet: Who’s Who Around the Table</b>	Opportunity to introduce self – <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Organization</li> <li>▪ Role in organization</li> <li>▪ Confirm who will be main point of contact in organization</li> <li>▪ A few words on who else in your organization will be involved in carrying out your project</li> </ul> Opportunity to meet Facilitation Team: Jennifer Hansel, Ed Salt, Catherine Horn, and Tam Pham  Opportunity to meet USAID: Jason Wolfe, and Stacey Young.	n/a
<b>Session 2</b> 9:15 – 9:45	<b>Social Networking Team Exercise</b>	<b>Objective:</b> Get to know everyone a little better.	Individual avatars
<b>Session 3</b> 9:45 – 10:00	<b>Review Agenda &amp; Objectives</b>	<b>Objective:</b> <ol style="list-style-type: none"> <li>1. Ensure everyone knows what to expect out of the 3 days.</li> <li>2. Ensure understanding of the objectives of the meeting, which are:                             <ul style="list-style-type: none"> <li>▪ Build a stronger sense of who we are as a learning network</li> <li>▪ Gain an understanding of the challenges that each project sees in carrying out its work and provide peer support</li> <li>▪ Review and agree on common learning questions that the LN will work on</li> <li>▪ Develop the Learning Agenda/Framework for the Learning Network and an Implementation/Work Plan</li> </ul> </li> </ol>	Grantees understand the objectives of the meeting.

<p><b>Session 4</b> 10:00 – 10:15</p>	<p><b>Review of USAID LN Approach and Objectives</b></p> 	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Ensure common understanding and buy-in of USAID’s learning network approach and objectives.</li> </ol>	<p>Grantees clearly understand what they need to do in terms of learning and the logic behind it.</p>
<p><b>Session 5</b> 10:15 – 10:30</p>	<p><b>Participant Sharing of Previous Learning Network/Forum Experience</b></p>	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Participants learn/share experiences with past Learning Networks to help shape VC LN.</li> <li>2. Participants to start thinking about what they want to replicate in this LN.</li> </ol>	<p>Ideas to help shape the VC LN.</p>
<p>10:30-10:45</p>	<p><b>BREAK</b></p>	<p>Refreshments will be provided on site.</p>	<p>Catherine</p>
<p><b>Session 6</b> 10:45 – 11:30</p>	<p><b>Review Project and Experience Map</b></p>	<p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. An opportunity to review and highlight where there are “intersections” between different individual projects.</li> <li>2. Highlight areas of expertise that people in the room and their colleagues bring to the network.</li> </ol> <p><b>Note:</b> The maps will be prepared in advance of the meeting.</p>	<p>A better understanding of who’s doing what, where and who knows what.</p>
<p><b>Session 7</b> 11:30-12:15</p>	<p><b>Mutual Support (Peer Assist) Session</b></p> <p>1<sup>st</sup> project – 1:40-2:20 2<sup>nd</sup> project – 2:20-3:00 Break 3:00-3:15 3<sup>rd</sup> project – 3:15-3:55 4<sup>th</sup> project- 3:55-4:35</p>	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Opportunity for each grantee to discuss areas or aspects of their projects where they would like to get peer feedback, technical support, etc. to help improve them.</li> <li>2. Understand one another’s learning needs and challenges at project level.</li> <li>3. Provides one perspective on the issues which might be included in Learning Agenda.</li> </ol>	
<p>12:30-1:30</p>	<p><b>LUNCH</b></p>	<p>Lunch served on site.</p>	
<p><b>Session 8</b> 4:45 -5:15</p>	<p><b>Wrap Up &amp; Prep for Day 2</b></p>		
<p>5:30-7:00</p>	<p><b>HAPPY HOUR</b></p>	<p>Venue: Rooftop reserved at Beacon Hotel</p>	
<p><b>Time</b></p>	<p><b>DAY 2</b></p>	<p><b>SESSION OBJECTIVES</b></p>	<p><b>OUTPUT/</b></p>

Last revised: 9 August 2009 (TP)

			OUTCOME
<b>Session 1</b> 9:00 – 9:30	<b>Re-Cap &amp; Review Agenda Day 2</b>		
<b>Session 2</b> 9:30-10:30	<b>Identify &amp; Discuss Common Group Learning Questions (Brainstorm in Groups)</b>	<b>Objectives:</b> <ol style="list-style-type: none"> <li>1. Identify &amp; discuss knowledge gaps within the wider community and agree on how the LN can contribute towards this gap</li> <li>2. Identify and discuss learning questions that the group wants to focus on</li> </ol>	Initial identification of knowledge gap in wider community  Preliminary list of learning questions identified by grantees
10:30 – 10:45	<b>MORNING BREAK</b>	Refreshments will be served on site.	
<b>Session 3</b> 10:45 – 12:30	<b>Work Session: Draft Learning Agenda</b>	<b>Objective:</b> <ol style="list-style-type: none"> <li>1. Begin discussing substantive activities the group will explore.</li> </ol>	
12:30 – 1:30	<b>LUNCH</b>	<b>Note:</b> Plated lunch served in separate room. During the lunch break, view screencast of EWB seminar several weeks ago.	
<b>Session 4</b> 1:30 – 3:30	<b>Refine Learning Agenda</b>	<b>Objectives:</b> <ol style="list-style-type: none"> <li>1. Agree on what we mean by “learning”</li> <li>2. Agree on common learning questions</li> <li>3. Prioritize learning questions for Year 1</li> <li>4. Brainstorm possible approaches to investigating the learning questions</li> </ol>	
3:30 – 3:45	<b>AFTERNOON BREAK</b>	Refreshments will be served on site.	
<b>Session 4 (cont’d)</b> 3:45 – 5:00	<b>Refine Learning Agenda (continued)</b>	Continue discussion of areas, and finalize learning agenda and questions	
5:00 -- 5:15	<b>Wrap Up &amp; Prep for Day 3</b>	<b>Note:</b> Think of a name for LN (homework)	

<b>Time</b>	<b>DAY 3</b>	<b>SESSION OBJECTIVES/NOTES</b>	<b>OUTPUT/ OUTCOME</b>	<b>SESSION LEAD</b>
<b>Session 1</b> 9:00 – 9:30	<b>Re-Cap &amp; Review Agenda Day 3</b>			Ed Salt
<b>Session 2</b> 9:30- 10:30	<b>Draft Workplan</b>	<b>Objectives:</b> 1. Discuss and agree on concrete activities, with timeline, assigned leads, outputs 2. Prepare group joint workplan	Draft workplan	Jennifer Hansel
10:30- 10:45	<b>MORNING BREAK</b>	Refreshments will be served on site.		
<b>Session 3</b> 10:45- 11:30	<b>Refine Workplan (continued)</b>		Refined draft of workplan	Jennifer Hansel
<b>Session 3</b> 11:30- 12:30	<b>Refine Workplan and Develop M &amp; E Framework</b>	<b>Objective:</b> Overview of M&E framework, with baseline, indicators, etc.	Better understanding of what is required for an M&E framework.	Jennifer Hansel <b>Resource:</b> Melinda
12:30- 1:30	<b>LUNCH</b>	Plated lunch served in separate room.		Catherine
<b>Session 3 cont'd</b> 1:30 – 2:30	<b>Refine Workplan and Develop M &amp; E Framework (continued)</b>	<b>Objective:</b> Based on overview, discuss and agree on appropriate indicators to measure activities, objectives, outputs, etc. linked to specific learning questions.	Agreement on how to measure results/achievements of the LN.	Ed Salt <b>Resource:</b> Melinda
<b>Session 4</b> 2:30 - 3:00	<b>Discuss How We Work Together as a Learning Network</b>	<b>Objective:</b> Discuss and agree on how we will work/interact/support one another as members of the LN.		Ed Salt & Jennifer Hansel <b>Resources:</b> Catherine Brandon
3:00-3:15	<b>AFTERNOON BREAK</b>	Refreshments will be served on site.		Catherine
<b>Session 5</b> 4:00-4:45	<b>Wrap Up &amp; Immediate Next Steps</b>	<b>Objective:</b> Confirm immediate, short-term and long term action steps		Ed Salt & Jennifer Hansel
4:45-5:00	<b>Evaluation</b>			Catherine