

USAID Global Development Lab's Ebola Response Big Picture Reflection Meeting - Facilitator's Agenda

Time: 4 hours

Set up

- 4 tables with 5 chairs each
- Flipchart paper, markers, table toys
- Slide deck
- Sign-in sheet/pens

Key Goals/Outcomes:		
<ol style="list-style-type: none"> 1. <i>Reflect on achievements of USAID Global Development Lab's (the Lab) Ebola response</i> 2. <i>Clarify leadership perspectives on Ebola program management</i> 3. <i>Discuss common challenges, share solutions, and crowdsource best practices on mission engagement; managing resources and sharing learning from the Ebola response</i> 		
Time	Topic/Activity	Notes
12:45 - 1:00	Arrivals and Registration	Sign-in sheet
1:00 - 1:35	Round Robin Introductions (20 min) Each person takes 1 minute to share something they are proud of from their portfolio over the past year <ul style="list-style-type: none"> • Identify themes and key takeaways (10 min) 	Flip chart paper
1:35 - 2:35	Synthesis of feedback from Key Informant Interviews (KIs) (10 min) Spoke to 12 people, plus additional conversations <ul style="list-style-type: none"> • Seeking clarity and a "vision" from leadership on the future of the Ebola portfolio - what is the appetite for coherence/strategy across programs? • Interest expressed in capturing the lessons learned from the Ebola response to support current and future USAID responses • Key pain point revolves around working with missions; managing programs from DC A number of KIs spoke of money being "stuck" or missions not helping to program the money before it expires 	

	<p>Leadership Dialogue (5 - 10 min)</p> <ul style="list-style-type: none"> • Acknowledge challenges • Appreciative comments on contributions and value of the team • Relevance of Ebola lessons to other Agency initiatives <p>Looking Ahead Part 1: Increased Clarity on Leadership Perspectives (15 min)</p> <ul style="list-style-type: none"> • Management of Ebola programs are integrated into the Lab's portfolios • Ebola activities are well-managed and risks are raised to supervisors, and the SLT if needed • Efforts to highlight success/achievements are activity/program-specific, rather than at a portfolio level. <p>Questions from KIIs (10 min) Top-line perspectives on managing.</p> <p>NOTE: will have opportunity for a deeper dive in the next section</p> <p>Q&A (15 min)</p>	
2:40 - 3:00	Break	
3:00 - 3:35	<p>Practical Application: Working with the field going forward (20 min)</p> <ul style="list-style-type: none"> • Mission challenges • Effective engagement with Missions • Addressing field/DC disconnects • Recommendations <p>Q&A (15 min) - NOTE: will have opportunity for a deeper dive in the next section</p>	Slides
3:35 - 4:50	<p>Looking Ahead Part 2: Deep Dives into Key Issues</p> <p>World Cafe</p> <ul style="list-style-type: none"> • 1st rotation 30 min • 2nd rotation is 20 min (NOTE: can stay at table if want to continue discussion) • Table hosts and note takers pre-assigned 	Flip chart at each table

	<p>Table topics</p> <ol style="list-style-type: none"> 1. Working with Missions <ol style="list-style-type: none"> a. Deep dive on options, tactics, sounding board ideas b. How to build those relationships? c. Any recommendations or action steps? (capture highlights/action items on flipchart paper) 2. Managing resources <ol style="list-style-type: none"> a. Deobligating funding b. Strategies for constructively engaging Missions to move funds c. Any recommendations or action steps? (capture highlights/action items on flipchart paper) 3. Telling the Ebola story - learning, successes and pitfalls <ol style="list-style-type: none"> a. Within parameters from SLT - what is impactful in terms of telling the story AND can be done with existing resources? b. How can program managers proactively engage their managers in these discussions? c. Who is the audience? How would they benefit from this information? d. Any recommendations or action steps? (capture highlights/action items on flipchart paper) <p>Other topics?</p> <p>Report out from tables (25 min)</p> <ul style="list-style-type: none"> - Highlights, key learnings - Any recommendations or action steps (who's the POC?) 	
4:30 - 5:00	Closing and Thanks	