Monitoring and Evaluation of Implementing National ICT Policies

Honolulu, Hawaii
18-20 July 2011

The objectives are to understand the principles and identify key issues of monitoring and evaluating the implementing National ICT policies; to solicit inputs from ICT stakeholders on the present methodologies they are using; to understand important indicators required for M&E; and to develop guidelines of Monitoring and Evaluation of ICT policies

Day 1 (Monday 18.7.2011)	
0800-0850 0900-0930	Registration Opening Session – Opening Remark Dr. Norman Okamura - ITU (Gisa Fuatai Purcell) - Keynote Address TBC
0930-0945	**COFFEE BREAK**
0945-1130	**Facilitators: Dr. Norman Okamura and Christina Higa, University of Hawaii Manoa; Resource Person - Ms Nele Leilua, NZAID Consultant for M&E Frameworks** Session 1: BASIC INTRODUCTION TO THE MONITORING AND EVALUATION Objective: To understand the changing role and practice, general aspect and the fundamental principles of monitoring and evaluation (M&E). The session will cover the basics of the following issues: • Challenges of M&E • Why monitor and evaluate projects? • Impact of M&E to project implementation
1135-1230	Session 2: KEY TERMS IN M&E Objective: Understanding the Evolution of M&E and key terms. This session will include: • Data Gathering • Outcome Statements • Qualitative and Quantitative Indicators • The purpose of Indicators • Key Performance Indicators
1230 -1400	**LUNCH BREAK**
1400-1530	Session 3: Purpose and Scope of M&E Plan

	Objective: To understand why we need to monitor and evaluate Projects. - Why do we monitor and evaluate projects? - Establishing the purpose and scope of M&E plan - Completing logra/mes with indicators and information sources - Reviewing logframes for quality assurance
1530-1545	**COFFEE BREAK**
1545-1700	**Session 4: DATA GATHERING** Objective: To understand why data is required for M&E. This session will include: - Why do we need to gather data? - Planning data gathering and organizing surveys - Creating necessary conditions and capacities **Presentation: Mr. Anthony Saaga - Manager, ICT Secretariat (Samoa)**
Day 2 (Tuesday, 19.7.2011)	
0900-1030	**Session 5: ESSENTIALS OF MONITORING AND EVALUATION** Objective: To understand the framework for monitoring and evaluating for results and what has changed, be able to distinguish when as an indicator is appropriate and when it is not, and design tools for outcome monitoring. In this session the group will go through and identify outcomes and key performance indicators for Goal One of the regional model National ICT Policy. - Concept and Framework for M&E - What is an appropriate indicator - Design tools for outcome monitoring **Presenter – Ms. Nele Leilua – NZAID M&E Consultant**
1030-1045	**COFFEE BREAK**
1045-1230	**Session 6: GROUP EXERCISE A** Objective: To identify outcomes and KPIs for the 4 goals of the regional model National ICT policy, taking into account the following: - What major challenges do you see? - How do you plan to meet these challenges? - What will you to ensure your colleagues/stakeholders/government collaborates? What support are you likely to need?
1230-1300	**LUNCH BREAK**
1330-1445	**Session 7: GROUP PRESENTATIONS**

	Objective: All groups will be given 10 minutes for their presentations as was done in Session 5 followed by discussions with a focus on developing and M&E framework using the guidelines in session 5
1445-1530	**Session 8: COUNTRY EXPERIENCE – PNG AND COOK ISLANDS** Objective: Country representatives will share the approach that they have taken and plan to take to evaluation and monitoring of National ICT Plans. They will not only raise issues of more general interest affecting all Pacific Island Countries but challenges that they have met and are managing on the way. Representatives of the countries named will make formal presentations followed by a plenary workshop discussion and questions. **Presenters: Mr. Flierl Shongol - Manager, ICT (PNG)** **Ms. Pua Hunter - ICT Director (Cook Islands)**
1530-1545	**COFFEE BREAK**
1545-1745	**Session 9: M&E Framework** Objective: To use the learning from the previous sessions to develop guidelines of developing and M&E Framework. This will be done as a plenary workshop discussion • M&E Plan • Outcomes • Key Performance Indicators
	Day 3 (Wednesday, 20.7.2011)
0900-1030	**Session 10: M&E Framework continuation of session 9** Objective: To complete a draft M&E Framework Participants will review the M&E framework based on learnt from Day 1 and Day 2.
1030-1045	**COFFEE BREAK**
1045-1230	**Session 11: RECAP ON THE PREVIOUS SESSIONS** Objective: This session will involve a revision of the previous sessions by the expert. Participants will agree the draft M&E Framework that they can use on monitoring and evaluation ICT projects when they return home. This session will be an opportunity for participants to raise or re-raise issues that they wish to further discuss.
1230-1330	**LUNCH**
1330-1530	**Session 12: DRAFT WORKSHOP REPORT** Objective: This session will look at the draft workshop report. The Expert will present the format and key sections of the draft workshop report. Participants will agree on the

	format.
1530-1545	**COFFEE BREAK**
1545-1630	**Session 13: WRAP UP SESSION** Objective: In this session, the expert will present a summary of the week's workshop including the result of the case studies, and the key messages from participants. **Session 14: WORKSHOP OFFICIAL CLOSING** **University of Hawaii - TBC** **Mrs. Fuatai Purcell – ITU Project Coordination**