Workshop Program

Developing an Indicator Set and Data Collection Tools for the Participatory Governance Assessment for REDD+ in Vietnam

Da Lat, Lam Dong 16-17 April 2013

Course objectives:

This two-day training aims to develop an understanding among all participants, who come from different background and levels, on key considerations in the development of a an indicator set for further use in the PGA in Vietnam, and the capacity needed to develop the indicator set and data collection tools, considerations and potential relevant data sources. In more specific terms, by the end of the training participants will:

- have agreed on the necessity in development an indicator set and data collection tools for PGA (for REDD+)

- have developed common understanding on the main elements of and the main step for developing indicators (based on the prioritized issues)

- be aware of key considerations for data collection

- are aware of general considerations when later on deciding on the data collection methodologies relevant for the PGA

- have explored possible data sources, and

- have developed a draft indicator set and data collection tools, building on prioritized governance issues agreed in Da Lat in March 2013

Course outputs:

1. A short training report documenting the program, process, methods, major discussion, feedback from the training and recommendation for the next steps.

2. A draft framework for assessment of forest governance in Lam Dong province, focusing on maximum two priorities as highlighted in the PGA workshop in March 2013, and the related tools for data collection, and

3. Tentative plan for next steps

Detailed Workshop Program

Day 1: Tuesday 16 April 2013

Session 1: Opening and welcoming

Learning objectives:

- To officially open the training

- To recap on the results of the last PGA consultation in March and contextualize the training within the PGA process

- To introduce background to the training, the training objectives, the course's expected outputs and proposed program

- To enable participants to get to know each other and share information that will then help strengthen the learning process

Expected outputs of the session:

- Agreed objectives, expected outputs and program for the whole training

Time: from 08:00 to 09:15

Activities	Responsible	Methods	Reference material
Sub-section 1.1: Official opening of the workshop Estimated time: 15 minutes			
▪ Opening speech by Lam Dong DARD	Lam Dong FPD	Key note speech	Notes from speaker
Sub-section 1.2: Participants introduction and their expectations Specific learning objectives: At the end of this session participants will be able to • Know other participants and their expectation about the training Estimated time: 30 minutes			

▪ Introduction of participants about themselves and their expectations (20')	Participants	Participants work in pairs to introduce each other and their expectations (written on cards). Afterward each participant introduces to the plenary about his/ her partner	Handout 01: The Crack Pot
▪ Grouping of the participants' expectations (10')	Volunteered participants	Volunteered participants to group the cards with expectations, briefly present them to the plenary.	

Sub-section 1.3: Workshop objectives, program and expected outputs

Specific learning objectives: At the end of this session participants will be able to

- Explain the training background and objectives
- Recognize the course flow and follow the proposed program throughout the course

Estimated time: 30 minutes

▪ Introduce workshop objectives, expected outputs and program (15')	RECOFTC facilitator	Interactive presentation by facilitator	Course agenda
▪ Introduction about current status of PGA in Vietnam (10')	UNDP	Presentation	Presentation from UNDP
▪ Feedback from participants (5')	Participants	Plenary discussion	

Session 2: The necessity of monitoring and assessment of forest governance

Learning objectives: By the end of this session, participants will be able to

- reach a common understanding on the needs for monitoring and assessment (of forest governance)
- listen and discuss the experience from UNDP PAPI

Time: from 09:15 to 11:00 (including coffee break)

Activities	Responsible	Methods	Reference material
Sub-section 2.1: The necessity of monitoring and assessment of forest governance Estimated time: 60 minutes			
▪ Role play by participants (15')	Volunteered participants	Two/ three volunteered participants will act the role play while others will watch and take notes on their observations	Notes on role play (for role players) and guiding questions (for the rest of the participants)
▪ Plenary discussion on the necessity of monitoring and assessment in daily life and in forest governance (45')	Facilitated by RECOFTC	Plenary discussion, starting from the observations on the role play and leading to discussion on the needs to do monitoring and assessment of forest governance	
Sub-section 2.2: Sharing of experience from UNDP PAPI Estimated time: 30 minutes			
▪ Presentation on UNDP PAPI (15')	UNDP	Powerpoint presentation	(it is important to differentiate between index and indicator, as the two terms may be confusing in Vietnamese)
▪ Group discussion and feedback on PAPI experience (15')	Facilitated by RECOFTC	Plenary discussion	

Session 3: Developing the indicator set and data collection tools: introduction

Learning objectives: By the end of this session, participants will be able to

- develop a common understanding on the main steps needed to develop an indicator set for the assessment and related data collection tools

Expected outputs of the session:

- Main steps to develop an indicator set for the assessment and data collection tools are agreed

Time: from 11:00 to 13:30 (including 1h30' lunch break)

Activities	Responsible	Methods	Reference material
▪ Group work on main steps needed to develop an indicator set and data collection tools (20')	Participants	Participants work in four small groups (of around 6 person in each group) and discuss main steps needed to develop an indicator set and data collection tools	Handout 02: Assessment of forest land allocation program in Dak Lak: An overview
▪ Sharing of group work on main steps needed to develop an indicator set and data collection tools (10')	Facilitated by RECOFTC	All groups will share their work, using the snowball method.	
▪ Discussion on main steps to develop an indicator set and data collection tools (30')	Facilitated by RECOFTC	Plenary discussion by all participants. At the end of the discussion, the facilitator will wrap up by showing a short presentation on main steps and key considerations.	

Session 4: Identifying key components of the selected governance issues

Learning objectives: By the end of this session, participants will be able to

- reach a common understanding on how to identify key components of the selected governance issues

- identify key components of the selected governance issues

Expected outputs of the session:

- Key components are identified for two of the priority issues discussed/ agreed during the PGA workshop in March 2013

Time: from 13:30 to 15:00

Activities	Responsible	Methods	Reference material
▪ Introduction of group work tasks and the selected governance priority issues (10')	RECOFTC	Presentation	Handout 03: Assessment of forest land allocation program in Dak Lak: Example of key components for the selected issues
▪ Group work to identify key components of two selected governance issues (45')	Participants	Participants work in four small groups to identify key components of selected governance issues (two groups working on one issue)	
▪ Sharing of group work on key components of selected governance issues (15')	Facilitated by RECOFTC	All groups will share their work, using the snowball method.	
▪ Discussion on key components of selected governance issues (20')	Facilitated by RECOFTC	Plenary discussion by all participants. At the end of the discussion, the group will come up with the agreed key components for each of the selected governance issues, to be used for the group work in next session	

Session 5: Developing indicators for the key components

Learning objectives: By the end of this session, participants will be able to

- reach a common understanding on what is an indicator and what makes a good indicator
- reach a common understanding on how to develop good indicators for core components of the selected governance issues
- develop draft indicators for core components of the selected governance issues

Expected outputs of the session:

- Key indicators are developed for the components identified in the previous session

Time: Part 1 from 15:15 to 16:45

Activities	Responsible	Methods	Reference material
▪ Introduction of group work tasks and presentation on what is good indicators and the types of indicators (15')	RECOFTC	Interactive presentation	Handout 04: what makes a good indicator? Handout 05: a topology of indicators Handout 06: Assessment of forest land allocation program in Dak Lak: Example of indicators for key components
▪ Group work to develop indicators for key components of the selected governance issues (45')	Participants	Participants work in four small groups to develop indicators for key components of the selected governance issues	
▪ Sharing of group work on indicators for key components of the selected governance issues (15')	Facilitated by RECOFTC	All groups will share their work, using the snowball method.	
▪ Discussion on indicators for key components of the selected governance issues (15')	Facilitated by RECOFTC	Plenary discussion by all participants.	

Day 1: Wednesday 17 April 2013

Session 5: Developing indicators for core elements (continued)

Time: Part 2 from 08:30 to 10:00

Activities	Responsible	Methods	Reference material
▪ Reminder of group work tasks (5')	RECOFTC		Handout 04: what makes a good indicator? Handout 05: a topology of indicators Handout 06: Assessment of forest land allocation program in Dak Lak: Example of indicators for key components
▪ Group work to develop indicators for key components of the selected governance issues continues (45')	Participants	Participants work in four small groups to develop indicators for key components of the selected governance issues	
▪ Sharing of group work on indicators for key components of the selected governance issues (15')	Facilitated by RECOFTC	All groups will share their work, using the snowball method.	
▪ Discussion on indicators for key components of the selected governance issues (25')	Facilitated by RECOFTC	Plenary discussion by all participants. At the end of the discussion, the group will come up with the agreed set of indicators to be used for the group work in next session	

Session 6: Identifying potential sources of data

Learning objectives: By the end of this session, participants will be able to

- reach a common understanding on what a data source is and how to identify potential source(s) of data for each indicator

- identify potential source of data for the indicators developed in the previous session

Expected outputs of the session:

- Potential sources of data are identified for the indicators agreed in the previous session

Time: from 10:15 to 11:30

Activities	Responsible	Methods	Reference material
▪ Introduction of group work tasks (5')	RECOFTC	Presentation	Handout 07: Assessment of forest land allocation program in Dak Lak: Example of data sources for indicators
▪ Group work to identify potential data sources for the indicators developed in the previous session (45')	Participants	Participants work in four small groups to identify potential data sources for the indicators developed in the previous session	
▪ Sharing of group work on potential data sources for the indicators developed in the previous session (15')	Facilitated by RECOFTC	All groups will share their work, using snowball method	
▪ Discussion on potential data sources for the indicators developed in the previous session (25')	Facilitated by RECOFTC	Plenary discussion by all participants.	

Session 7: Developing data collection tools

Learning objectives: By the end of this session, participants will be able to

- reach a common understanding on the main data collection techniques and the associated tools

- agree on the key techniques to be used in data collection

- develop draft tools for data collection

Expected outputs of the session:

- agreement on key techniques to be used in data collection

- draft tools to be used in association with the data collection techniques

Time: from 13:00 to 16:00 (including 15' coffee break)

Activities	Responsible	Methods	Reference material
Sub-session 7.1: techniques for data collection Estimated time: 40 minutes			
▪ Introduction of group work tasks and presentation on some common techniques for data collection (15')	RECOFTC	Interactive presentation	Handout 08: Assessment of forest land allocation program in Dak Lak: Example of techniques for data collection
▪ Group work to discuss on the techniques for data collection (25')	Participants	Participants work in four small groups to discuss techniques for data collection to be used in the PGA in Lam Dong	
Sub-session 7.2: developing tool(s) for each data collection technique Estimated time: 115 minutes			
▪ Introduction of group work tasks and presentation on how to develop data collection tool(s) for each of the agreed technique (15')	RECOFTC	Interactive presentation	Handout 09: Assessment of forest land allocation program in Dak Lak: Example of tools for data collection
▪ Group work to develop tool(s) for each of the data collection techniques (45')	Participants	Participants work in four small groups to develop tool(s) for each of the data collection techniques	
▪ Sharing of group work data collection techniques and associated tools (15')	Facilitated by RECOFTC	All groups will share their work, using the snowball method.	
▪ Discussion on data collection techniques and associated tools (25')	Facilitated by RECOFTC	Plenary discussion by all participants.	

Session 8: Next steps

Learning objectives: By the end of this session, participants will be able to

- agree on the next steps

Expected outputs of the session:

- agreed next steps for PGA in Lam Dong

Time: from 16:00 to 16:30

Activities	Responsible	Methods	Reference material
▪ Presentation from UNDP on next step	UNDP	Presentation	
▪ Plenary discussion on next step	Facilitated by RECOFTC	Plenary discussion	