Workshop Program

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

Da Lat, Lam Dong 13 – 15 June 2013

Workshop Objectives:

The overall objective of this workshop is to finalize the development of indicator set and data collection tools, to be ready for field-testing, for PGA in Lam Dong province.

Workshop Outputs:
- A complete indicators set and file-testing tools for data collection for key governance priority issues of Lam Dong province
- Key data analytical tools and reporting format
- Implementation plans for next steps of PGA process

Detailed Workshop Program

Day 1: Thursday 13 June 2013

Session 1: Opening and welcoming (CORENARM)

Activities	Responsible	Methods	Reference material
Sub-section 1.1: Official opening of the workshop (15') - Opening speech by Lam Dong DARD; *Sub-section 1.2: Participants introduction and their expectations (30')* Specific objectives: - Know other participants and their expectation about the workshop.			

- Grouping participants' wishes and expectations to arranged the workshop accordingly Expected outputs: - To enable participants to get to know each other, and creat a friendly spirit for teamwork - List and group participants' expectations Estimted time: 30 mins			
▪ Introduction of participants about themselves and their expectations (20')	Dung & participants	Participants work in pairs to introduce each other and their expectation (written on cards). Afterward each participant introduces to the plenary about his/her partner.	
▪ Grouping of the paricipants' expectations (10')	Volunteered participants	Volunteered participants to group the the cards with expectation, briefly present them to the plenary	
Sub-section 1.3: Workshop objectives, program and expected outputs (15') Specific objectives: at the end of this session participants will be able to - Explain the workshop's objectives and related issues - Recognize the course flow and follow the proposed program throughout the course Expected outputs: - Able to state the ojectives of the workshop; - Participants contributed to the building of the program to fit with their wishes and expectations Estimated time: 15 mins			
▪ Introduce workshop objectives, expected outputs and program (10')	Hoang & participans	Print workshop contents on A4 paper, then participants help arrange the workshop contents and flow	Workshop agenda

▪ Feedback from participants (5')	Participants	Plenary discussion	

Sub-section 1.4: Summary of the PGA training workshop in Apr 2013 (30')			
Specific objectives:			
- Recap April indicator workshop: objectives, training program and results of the workshop			
- Summary the process of the PGA since March 2013 till now.			
Expected outputs:			
- Participants have an overview of the first indicator workshop results and think about how that the result could be use in this workshop			
Estimated time: 15 mins			
▪ Present the results of the PGA training workshop on developing an indicator set and data collection tools in April 2013	UNDP	Presentation	Handout

Session 2. Selecting priority governance issues for PGA (30')

Objective:
- Priority governance issues for PGA is choosen

Expected outputs
- Maximum 3 out of 5 govenance issues identified at the ICA Workshop in March 2013

Time: from 9:30 to 10:00 including tea break

Activities	Responsible	Methods	Reference material
▪ Introduction, prupose and mission requirements (10') - Introduce 5 governanve issues have been identified and discussed in the	Nguyễn Xuân Lãm	Presentation: summary of identified governance issues in	- Annex 3: outputs of training workshop in April

Activities	Responsible	Methods	Reference material
consultation workshop for ICA for PGA in March 2013 in Lam Dong; - Re-introduce 2 governance issues in indicators training workshop in April 2013. - Identify priority issues for developing indicators later; (i) Do we need to change the working in each issue? (ii) Is there any other important governance issues that need to be look at but not listed here?		March 2013 Presentation: Summary of methods and results of training workshop in April Slides: discussion questions and explaination of the questions Identify 2 or 3 or 4 governance issues based on consensus of the majority of participants	- Select governance issues based on the decision of participants, but have to ensure that they are appropriate and fit with the PGA process

▪ Discussion of the selection of priority governance issues (20'):
  - What are the biggest barriers/challenging for forest protection and management in Lam Dong?
  - What is the issue that you believe could hep to improve the forest governance in Lam Dong?
 	
  - Each participant select 2 or 3 priority governance issues
 	
  - Identify priority governance issues based on the vote from participants
	Nguyễn Xuân Lãm (with support from Dung, Hoang & Thang)	Slides: discussion questions and explaination of the questions
		
		Participants use sticker to mark the issues that they think are more important and that need to be look at. The governance issue with the most stickers will be selected.
		
		Collect all comments and choice of participants based on their votes
			Preparation: color card, A0 paper, markers, sticky tap, sticker
			
			Note: select governance issues based on number of stickers for each issue.

Activities	Responsible	Methods	Reference material
- Seek agreement on the results of the vote for the priority of governance issues			

Session 3: Identifying key components of the selected governance issues - PanNature

Objective:
- Identify all key components for selected governance issues for developing indicators later

Expected outputs
- Key components are identified for selected governance issues

Time: from 10:00 to 11:30

Activities	Responsible	Methods	Reference material
▪ Present the requirement for the work participants have to do and divide participants into groups (5') - Re introduce the methods and results of the training workshop in April 2013 and emphasize the task requirements (time, methods, results) - Divide participants into groups (2 – 4 groupds based on the number of governance issues selected. Groups should be divide before the workshop start based on the registration list)	Nguyễn Xuân Lãm	Presentation Make sure participants for each group are well represented: location, agency, ethnicities, and gender. Explain the requirements of the tasks for group discussion	Note: make sure participants understand the methodology and requirement for identify key components for each selected governance issue. - Choose a group leader that capable of guiding the group discussion **Materials:** color card, A0 paper, markers, sticky tap

- Each group will analyzing and identifying the key components for each selected govrnance issue. Each goup could identify key components for 1 or 2 governance issues (based on the number of governance issues were selected)			
▪ Group discussion to identify key components for each selected governance issues. (40') - Identify key components for governance issue(s); - Arrange key components based on its importance	Nguyen Xuan Lam & other facilitators	Group discussion and present their results Facilitators help to stimulate discussion	Make sure participants are fully participating and the results of group discussion have to agree by all group members before presented. Keep track of time; Present clearly in A0 paper with color card **Materials:** color card, A0 paper, markers, sticky tap
▪ Sharing group work (40') - Representative from the group present the results of group work, asking other group members added more information if needed; - Group needs to explain the meaning and results of the selection/ranking - Other groups add more key components for the presented governance issues if needed. - Facilitators need to participate in	Facilitators	Representative from the group present results of group work, other members of the group added more information if needed. Presented in A0 paper Present questions for discussion; explain the results Combine duplicate or similar key components	The results of the group work must present clearly and easy to understand All groups members have to agree with the results of the group works

plenary discussion			
- Agree on the most importance key components (estimate 3-5 key components/governance issue)			
▪ Synthesis/confirm key components of each selected governance issues (5') - Reach consensus on the key components for each selected governance issues;	Nguyễn Xuân Lãm	Repeat key components were choosen for selected governance issues.	Results of groups' work and suggestions from other groups

Session 4: Developing indicators for the key components (CORENARM)

Objectives:
- Understand the definition of indicator and how to develop indicators
- Develop indicators for key components of the selected governance issues;

Expected outputs
- Indicators are developed for key components and comments from participants for indicators;

Time: from 13:00 to 16:45 included tea break

Activities	Responsible	Methods	Reference material
▪ Criteria for good indicator; Example of an indicator for key components (15')	Dũng	Presentation	Handout 4 & 5 (from 1st workshop)
▪ Group work: develop indicators for the 1st key components of the selected governance issues (30');	Participants & facilitators	Participants work in 2 – 4 small groups to develop indicators for key components of the selected governance issues (could assigned people into the same group as of the 1st workshop)	
▪ Sharing of group work on indicators for the 1st ke component (45')	Participants	All groups share their work (presented in A0 paper with color card); using the snowball	

Activities	Responsible	Methods	Reference material
		methd or cross checking.	
▪ Groups continue working to develop indicators for the remaining key components of the selected governance issues (60')	Participants & facilitators	Groups use A0 paper and color card for developing indicators for the remaining key components. In case, there are too many key components, there is a must to complete 2 indicators/1 key components.	Could priority develop indicators for key components identified by the group
▪ Sharing of group work on indicators for key components of the selected governance issues (45')	Participants	Hang results of each group on the wall; Groups comment on results of eah other	
▪ Summary of the session (5')	Dũng		

Day 2: Friday – 14/6/2013

Session 5: Identifying potential sources of data and relating techniques for data collection (CRD)

Objective:
- Participants identify potential sources of data and data collection techniques for indicators developed in session 3

Expected output:
- Potential sources of data are identified for each specific indicators

Time: from 8:30 to 10:00

Activities	Responsible	Methods	Reference material
▪ Introduction of data sources and technic for data collection (10')	Hoàng	Presentation	Handout
▪ Identifying potential sources of data and data collection techniques (40')	Participants & facilitators	Keep the same groups as in session 4. Use different color card for each sources of data or techniques for data collection	Each group identified the sources od data and techniques for data collection for all indicators developed in session 4. Need to identify 1 to 2 most importance sources of

Activities	Responsible	Methods	Reference material
			data for each indicator.
▪ Sharing of group work (40')	Participants & facilitators	Results of group work will be hang on the wall. The group gathered to read and discuss. Other groups comments and ask questions for the authors to explain. After that finalize identifying potential sources of data and data collection techniques.	

Session 6: Developing tools for data collection (CRD)

Objective:
- Participants discuss and develop tools for data collection for selected governance issues

Expected outputs:
- Set of questions developed to collect information for indicators identified in the previous session
- Complete set of tools for data collection (questionanaires, surveys, checklist…) developed
- Develop instructions on how to use the tools for data collection

Time: from 10:00 to 16:45 (and the next day)

Activities	Responsible	Methods	Reference material
6.1. Developing tools for data collection (10:00-11:30)			
▪ Developing questions/secondary data colletion tools for indentified indicators of selected governance issues (90)	Participants & facilitators	Group discussion. Keep the same groups as in session 5. Each group develops tools for data collection for indicators of key components (identified in session 4). Group use laptop/A0 paper to present their works.	- Note: if the number of indicators is not much, participants can choose to discuss other key components. - Example: questions developed in previous workshop. - Using computer may limit the participation of group members in the group discussion.

Activities	Responsible	Methods	Reference material
6.2. Developing tools for data collection – cont. (13:30-16:45)			
▪ Sharing of group work (50')	Participants	Representative from each group present their works (using laptop). The other groups listens and provide comments and suggestions	
▪ Finalize the secondary data collection tools (15')	Participants & facilitators	Group work. Each group discuss and finalze based on comments and suggestions from other groups	
▪ Developing tools for data collection for the other key components (65')	Participants & facilitators	Group discussion. Keep the same groups, develops tools for data collection for indicators of key components. Groups use laptop to compile their works	- Note: if the number of indicators is not much, participants can choose to discuss other key components.
▪ Sharing of group work (50')	Participants	Representative from each group present their works (using laptop). The other groups listens and provide comments and suggestions	
▪ Finalize the secondary data collection tools (15')	Participants & facilitators	Group work. Each group discuss and finalze based on comments and suggestions from other groups	

Day 3: Saturday – 15/6/2013

Session 6: Developing tools for data collection (CRD) – (*cont.*)

Objectives:
- Participants discuss and develop tools for data collection for selected governance issues

Expected outputs:
- Complete set of tools for data collection (questionanaires, surveys, checklist…) developed
Time: from 8:30 to 14:30

Activities	Responsible	Methods	Reference material
6.3. Developing tools for data collection – cont. (8:30-11:30)			
▪ Developing tools for data collection for the other key components (40)	Participants & facilitators	Group discussion. Keep the same groups, develops tools for data collection for indicators of key components. Groups use laptop to compile their works	Note: could expand the time until all the tools for data collection for key components are developed
▪ Compile all surveys, interview questions for different stakeholders (50')	Participants & facilitators	Group work. Divide participants into 3 or 4 new groups according to the data sources/ identified stakeholders for data collection. Each group will be given the questions were related to the identified stakeholders for data collection. Groups discuss to rearrange the questionnairs into different topics and in logical sequence. Groups use laptop to compile their works.	Note: new grouping based on data sources/respondents not based on governance issues. - Sample survey for reference - Compile all questionnairs and give to each group
▪ Sharing of group work (50')	Participants	Representative from each group present their works (using laptop). The other groups listens and provide comments and suggestions	
▪ Identification of steps needed in using each tool (40')	Participants & facilitators	Expected to divide participants into 3 new groups based on 3 tools for data collection: group discussion, interviews, and secondary data collection. Use color card to identify all the steps needed in using each tool	
Developing tools for data collection – cont. (13:00-14:30)			
▪ Sharing of group work on identification of steps needed in using each tool (30')	Participants	Results of group work will be hang on the wall. The group gathered to read and discuss. Other groups comments and ask questions for the authors to explain. After that finalize the steps needed in using each tool.	

Activities	Responsible	Methods	Reference material
▪ Develop guidance/explaination for each set of questionnaires (60')	Participants & facilitators	Group work, maintain 3 groups just established. Each group discusses and develope guidance/explaination for each set of questionnaires.	Note: Only starting this work when completed all previous work and there is still time. - Provide finale questionnares/surveys for each group
▪ Compile all the guidance/explaniation for each set of questionnaires (30')	Participants	Representative from each group present their works (using laptop). The other groups listens and provide comments and suggestions	Note: Present if time permit

Session 7: Expected outputs of the PGA / Reportng format (CORENARM)

Objectives:
- Agreement on the expected outcomes of the PGA
- Understand the structure of a PGA's report and recommendation on how to use this report

Expected outputs:
- Expected outcomes from the implementation of PGA
- Outline PGA report

Time: from 14:30 to 15:30

Activities	Responsible	Methods	Reference material
▪ Potential use of PGA's results in forest management in Vietnam, also in the context of REDD+ (30')	Participants	Participants divide into 3 groups to discuss the expected outcomes of PGA and potential use	
▪ Introduction of PGA report framework (with refrences from Indonesia) (30')	Phương/Dũng	Discussion	

Session 8: Next steps (CORENARM)

Objectives:
- Stakeholders agreement on next steps after the development of indiators and data collection tolls;
- Agreement on time for field-testing;

Expected outputs:
- Agreement on the next steps;
- The role of stakeholders in collecting, managing and updating PGA's data

Time: from 15:30 to 16:30

Activities	Responsible	Methods	Reference material
▪ PGA process till date and timeline for next steps (15')	Phương (PGA)	Presentation	
▪ Discussion and reach agreement on the next steps of the PGA (30')	Dũng	Plenary discussion	
▪ Planning for next step: timeline, activities, stakeholders involvement, funding (15')	Dũng	Plenary discussion	