

Workshop Follow-Up

Below is a list of follow-up plans that other countries have used.

State what you, the workshop participants, will do to follow-up on this workshop so that progress and learning can continue. Be as specific as you can. ***These activities will be done by you independently, and owned by you.***

- **Write up a workshop statement or report**
 - What is the purpose of this activity:
 - Who will do this:
 - How will it be done:
 - How will it be distributed (meetings, websites, email, other):
 - To who will it be distributed:
 - Can you do this with the information you have? If not, name what you will do to get the information you need:

- **Build or revive a development planning coalition** (such as an inter-agency or inter-ministerial committee)
 - What is the purpose of this activity:
 - Who will do this:
 - How will the group be convened:
 - How with the group be maintained:
 - Can you do this with the resources you have? If not, name what you will do to get the resources you need:

- **Take workshop material to your development planning coalition** (e.g., meetings for planning the upcoming Poverty Reduction Strategy or National Vision Plan)
 - What is the purpose of this activity:
 - What workshop material will be taken to the forum:
 - Who will do this:
 - Who will the materials be distributed to:
 - How will the materials be delivered so that it will be applied to the development plan:
 - Can you do this with the resources you have? If not, name what you will do to get the resources you need:

- **Distribute workshop material to other development stakeholders and decision-makers** (participants' report, handouts, PowerPoints, outputs from workshop exercises, personal lessons)
 - What is the purpose of this activity:
 - What workshop material will be distributed and to who:
 - How will it be distributed:
 - Who will deliver it:
 - How will you make sure it is received and has an impact on the receiver:
 - Can you do this with the resources you have? If not, name what you will do to get the resources you need:

- **Convene another workshop for a wider group of development stakeholders and planners**
 - What is the purpose of this activity:
 - Who will convene the workshop:
 - Who will attend the workshop:
 - What will the workshop cover:
 - What will be the result of the workshop:
 - Can you do this with the resources you have? If not, name what you will do to get the resources you need:

- **Prepare for a large event, such as a summit, a donor meeting**
 - What is the purpose of this activity:
 - What is the event:
 - Who will lead the preparations:
 - Who will participate in preparations:
 - What will they prepare (e.g., participants' workshop report, a development plan):
 - Who will receive what is prepared (e.g., a representative of a development agency):
 - How will it be delivered (e.g., in meetings, presentations):
 - Can you do this with the resources you have? If not, name what you will do to get the resources you need:

- **Give workshop materials to the donors who are writing strategies and preparing projects in your country**
 - What is the purpose of this activity:
 - What workshop material will be delivered and to who:
 - How will it be delivered:
 - Who will deliver it:
 - How will you make sure it is received and has an impact on the receiver:
 - Who will do this:
 - Can you do this with the resources you have? If not, name what you will do to get the resources you need:

- **Maintain strategic communications and collaboration with the workshop participants**
 - What is the purpose of this activity:
 - What will be communicated and how (email, website):
 - What will be collaborated on and how (email, website):
 - Who will participate in this:
 - Who will set this up (if technology, like a listerv or website is needed):
 - Who will lead this:
 - Can you do this with the resources you have? If not, name what you will do to get the resources you need:

- **Have another idea? List what it is and how it will be done (use the back of this page if needed):**