**Guidance for inter-district meeting**

**Location:**

One of the districts in the group

**Length of meeting:**1 day (approximately)

**Objectives:**

1. To share progress with implementation of HR/HS strategies developed at MSI Workshop 2, including observation of effects and reflection on process and effects
2. To share any lessons learnt relating to problem solving in general and to improving staff performance in particular
3. For each DHMT to develop a set of actions to improve the implementation of the HR/HS strategies, observation of and reflection about the strategies and their effects
4. To agree support requirements of DHMTs

**Required inputs:**

1. Presentations from each district covering: an update on the implementation of HR/HS strategies; examples of reflection and learning; key successes and challenges
2. DHMT diaries (bring copies to the meeting)
3. Draft situation analysis report
4. District visit reports

**Expected outputs:**

1. A set of actions for each DHMT
2. A plan for support to DHMTs by CRT/RT and others
3. Brief report of the meeting

**Outline for workshop report:**

A brief report of the workshop will be developed by the facilitators. This will be a useful resource for the process evaluation and other stakeholders. Notes will need to be taken on the content and process for all sessions. The report should include:

* Workshop objectives
* Workshop programme with brief commentary on the sessions of the workshop
* List of participants (with their designations)
* Outputs of the workshop including a set of actions for each DHMT, a plan for support to each DHMT
* Reflections on process of workshop by facilitators, such as the interactions within the DHMTs and interactions between DHMTs and facilitators[[1]](#footnote-1)
* Presentations made and products of group activities (as photos or embedded Word or PowerPoint files)
* Tools/worksheets used
* Photographs

**Suggested programme:**

The CRTs, RT and Paired Partner can decide how to share the workload of the workshop. They are referred to collectively as “facilitators” in the programme. The use of presentations and other tools is **optional** and they can also be **adapted** as necessary.

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| **Day 1** | **Programme activities** | **Explanation** | **Materials** |
| **Welcome and Introduction to the workshop:**   * Purpose of workshop * Objectives * Programme * Expected outputs | The facilitators can then introduce the purpose of the workshop, where the workshop stands in the MSI process, objectives and expected outputs. | Sample presentation to be adapted for country context |
| **Presentations of progress in each district:**   * District 1 presentation * District 2 leads feedback using checklist * Other districts and facilitators give feedback * District 2 presentation * District 3 leads feedback using checklist * Other districts and facilitators give feedback * District 3 presentation * District 1 leads feedback using checklist * Other districts and facilitators give feedback | It is important that all districts know what progress that other districts have made in implementing, observing and reflecting on their strategies. done in the situation analysis and what problems were identified.  You can use an energiser in between presentations to keep everyone awake and motivated, if needed.  Each DHMT can then present their progress and challenges.  To encourage participation from all participants, nominate one of the other DHMTs to lead the feedback. Following their feedback, then open it up to the plenary for further comments.  The observation checklist includes areas such as:  1. Clarifications:   * More in-depth information * Reasons why (decisions or results) * Impact/effects – what change   2. Suggestions for improving implementation 3. Other | Presentations using template |
| **Group work on action plan:**   * Each DHMT works together to produce an action plan to improve implementation and observation / reflection of strategies workplan * At least one facilitator helps each DHMT | In this group work, the DHMT reviews feedback on presentation from observers.  They then identify actions to be taken by DHMT to improve implementation of workforce performance plans. They can use the simple planning table that is displayed in the PowerPoint presentation.  The DHMT also identifies support needed from CRT/RT and how this could be provided.  They prepare to give 10-minute report to plenary | Planning table |
| **Report back from group work** | Each DHMT gives a 10-minute presentation on their action plan |  |
| **Wrap up and next steps** | Review of agreed tasks for DHMTs and facilitators, with timeline  Agreement of tentative date for next inter-district meeting |  |

1. This will be an important data source for reviewing the action research process. [↑](#footnote-ref-1)