



Tool No. 11: Agenda for national consultation workshops



This tool provides suggestions on how to organize national consultation workshops. By the end of the consultations, partners will have discussed and developed a NAP framework that can be expanded into a full draft NAP document by the lead drafters.

It is recommended to spend at least two full days on the consultations to allow stakeholders to express their views and discuss matters in detail. The amount of time required will depend on the extent to which participants are familiar with the subject, as well as the number of participants, the amount of knowledge, evidence and lessons learned to be presented. If the participants are not familiar with the subject, a prior training on the key concepts will be needed.

These workshops involve intensive learning and working sessions. It is therefore important to provide for sufficient breaks not only so that participants maintain focus, but also to provide them with an opportunity to network. It is also important to allow for adequate time in the programme for recaps and sharing of experiences.

Depending on the context, it may be more effective to have a series of consultation workshops rather than a national one, or online meetings as alternative to face-to-face meetings. In all cases, the consultation process should aim to cover the items below.

Agenda	Method/facilitation	Purpose
Presentation of the purpose of the consultation workshop.	Responsible government agency, social partners.	To underline the importance of the consultations, clarify the purpose of the NAP and make sure participants feel welcome and are encouraged to contribute.
Presentation of the purpose of the NAP and any activities undertaken to date to develop the NAP.		
Presentation of evidence (survey findings, other research, evaluation results, etc.).	Plenary presentation by researchers/ evaluators and/or responsible agencies; NGOs representing victims and vulnerable groups.	Partners understand and validate (if needed) survey findings and other knowledge.
Discussion on findings and what they indicate in terms of gaps, needs and priorities.	Discussion facilitated by lead agency.	
Defining the strategic priorities: analysis of issues and defining objectives.	Depending on the number of participants, this can be a plenary session or an initial discussion in smaller groups, followed by a plenary discussion.	To develop the overall goal for the NAP as well as the immediate objectives for the current phase. To identify the overall strategies of the NAP.
	Should be facilitated by an experienced facilitator with a clear vision of the NAP.	It is important that all participants agree on the overall objective and the immediate objectives before proceeding as this is where all other NAP components derive from.
	Should involve at a minimum relevant representatives from government, social partners and key stakeholders representing vulnerable groups such as NGOs providing assistance to victims, indigenous groups, migrant workers' centres, etc.	

Agenda	Method/facilitation	Purpose
Defining immediate objective, intermediate results and key activities	<p>Small working groups. Each group works towards defining an immediate objective, key activities and intermediate results. Then each group reports back to the plenary session.</p> <p>Group facilitators and rapporteurs are selected among participants. It is important to have experienced facilitator for the plenary discussion. The most relevant stakeholders should be identified for each topic (law enforcement, data collection, etc.).</p>	To define immediate objective, intermediate results and key activities
M&E framework/indicators and targets.	<p>Participants continue working in the same groups, now defining indicators, targets and means of verification for the objective for which they are responsible. Then each group reports back to the plenary session.</p> <p>Group facilitators and rapporteurs selected from among the participants. Facilitator must be experienced in M&E for the plenary discussions.</p>	To develop a solid M&E framework for the NAP.
Identifying implementing partners.	<p>Group work and plenary discussion. Continuing in the same groups with the same objective, participants identify implementing partners and coordinating partners for each activity.</p> <p>During the reporting back process, an oversight mechanism can be identified if it is not already in place. Groups can also be asked to propose oversight and reporting structures.</p> <p>Group facilitators and rapporteurs selected from among the participants. Experienced facilitator needed for the plenary discussion.</p>	To identify roles and responsibilities of partners and discuss coordination and oversight.
Costing and resource mobilization.	<p>Group work and plenary discussion. Participants should first estimate the costs of each activity. They can then identify possible sources of funding and other resources, as well as any gaps that need to be filled to allow the activity to be implemented.</p> <p>Group facilitators and rapporteurs selected from among the participants. Experienced facilitator needed for the plenary discussion.</p>	<p>To estimate the costs of the NAP.</p> <p>To agree on strategies/possibilities for resource mobilization and to identify areas where activities can be integrated with ongoing programmes and areas where a separate budget may be needed.</p>
Presentation to high-level government officials, final discussions and closing.	Responsible government agency.	To promote buy-in from high-level government officials allowing for a swift adoption of the NAP.