

**2021 ALL SECRETARIATS MEETING | JUNE 28**

DAY 1 AGENDA (3 HOURS)

5AM NI | 8AM AR | 1PM FR | 2PM KE & LB | 5PM KG | 7PM PH & HK | 11PM FJ

**Participants:** Coordinators of Regions, Sectors and Task Forces (formerly Working Groups)

**Reminders:** All are requested to log in at least 10 minutes before the time to allow time for the preliminaries and interpretation assistance.

**Opening Remarks:** Jennifer Malonzo, FMO Executive Director

TIME	AGENDA ITEM	PERSON/S RESPONSIBLE	EXPECTED OUTPUT
1.5 HOURS	<p><b>1. Review of 2019 Agreements</b> <i>OBJECTIVE: To ensure continuity of ASM work</i></p> <p><u>Session Design:</u></p> <p>The Network Manager will present the 2019 ASM agreements and updates. All unaccomplished plans will be subjected to voting to determine if these are still relevant or not. Those found to be still relevant, shall be tackled during the succeeding sessions where it is applicable otherwise it will be included in the summary of agreements session.</p>	<p><b>Jennifer Padilla</b> NETWORK MANAGER</p>	<p><i>Provide updates on 2019 agreements and identify relevant work to be carried over</i></p>
1 HOUR	<p><b>2. Constituency Health Check</b> <i>OBJECTIVE: To facilitate a structured sharing of the state of constituencies</i></p> <p>Report back on how each constituency is doing in terms of:</p> <ol style="list-style-type: none"> <li>1. Policy and Advocacy</li> <li>2. Capacity Development</li> <li>3. Coordination and Membership</li> <li>4. Relating to Countries</li> </ol> <p><u>Session Design:</u></p> <p>A survey will be provided by the Global Secretariat. Each coordinator will rate their constituency from 1-5 and provide a brief explanation. Based on the survey, the GS will prepare one PowerPoint slide per constituency as an aid for coordinator's 3 minutes presentation.</p>	<p><b>Lilan Laurezo</b> FACILITATOR</p> <p><b>Constituency Secretariats</b> REPORT BACK</p>	<p><i>Determine the status of each constituency</i></p>

### 3. Update on Key Development Cooperation and Development Effectiveness Policy Issues

**Matt Simonds**  
SENIOR POLICY OFFICER

*Actions points for better policy work/linkages in constituency and global levels*

*OBJECTIVE: To have agreements and action points on improving global and constituency-level policy work and their linkages*

Session Design:

#### A) First Session: Global Update

15 MINUTES

Policy and Advocacy Issue	Policy Arena	CPDE Response
<ul style="list-style-type: none"> <li>• What is the issue?</li> <li>• Why is it important for CPDE?</li> </ul>	<ul style="list-style-type: none"> <li>• What is/are the policy arena that is tackling the issue?</li> <li>• What specifically are they discussing or doing about the issue?</li> </ul>	<ul style="list-style-type: none"> <li>• What is CPDE doing globally?</li> <li>• How can constituencies contribute?</li> </ul>

#### B) Second Session: Constituency Discussions

45 MINUTES

*Break out rooms discussion:*

Constituencies shall be divided to: Regions and Sectors. All TF (WGs) to be distributed between the 2. Each group will answer the following:

1. What are the global policy issues that resonate most with your constituency?
2. What is/are the development cooperation/development effectiveness policy issues not tackled globally but is/are of utmost importance to the constituency?
3. What are other CSO platforms CPDE constituency work with in promoting development cooperation/development effectiveness?
4. How can we improve constituency engagement on global policy work?
5. How can CPDE better support constituency-level policy work?

#### C) Third Session: Report back and agreements

30 MINUTES

The 2 groups shall report. The Policy Officer (PO) identifies decision points emanating from the report back and gathers agreements. PO also reviews 2019 unaccomplished plans and see alignment or how they work with the current agreements.

**2021 ALL SECRETARIAT'S MEETING | JUNE 30**  
DAY 2 AGENDA (2.5 HOURS)

TIME	AGENDA ITEM	PERSON/S RESPONSIBLE	EXPECTED OUTPUT
1 HOUR	<p><b>4. Improving Communication</b></p> <p><i>OBJECTIVE: To have agreements and action points on improving global and constituency-level communications work and their linkages</i></p>	<b>Meg Yarcia</b> COMMUNICATIONS OFFICER	<i>Action points for better communications work at the constituency and global levels</i>
15 MINUTES	<p><u>Session Design:</u></p> <p><b>A) First Session: Global Communications Plans</b></p> <p>Communications Officer to present communications plan and survey results (conducted before the ASM):</p> <ol style="list-style-type: none"> <li>1. What are the communications activities of your constituency related to development cooperation/development effectiveness and CPDE?</li> <li>2. What are the challenges to communications work for your constituency?</li> </ol>		
30 MINUTES	<p><b>D) Second Session: Constituency Discussions</b></p> <p>Small group discussion. Constituencies divided to: Regions and Sectors, TF/WGs to be distributed between the 2. Each group to answer the following:</p> <ol style="list-style-type: none"> <li>1. How can we improve CPDE communications work? <ul style="list-style-type: none"> <li>• How can CPDE better support constituency-level communications work?</li> <li>• What can constituents do to improve their engagement in CPDE communications work?</li> </ul> </li> </ol>		
15 MINUTES	<p><b>E) Third Session: Report back and agreements</b></p> <p>The 2 groups report. The Communications Officer identifies decision points emanating from the report back and gets agreements. CO also reviews 2019 unaccomplished plans and sees alignment or how they work with the current agreements.</p>		
1.5 HOURS	<p><b>5. Programme activities involving constituencies</b></p> <p><i>OBJECTIVE: To have agreements &amp; action points on constituency participation on key programme activities</i></p>	<b>Glenis Balangue</b> CAPACITY DEVELOPMENT OFFICER	<i>Action points on constituency participation on the identified programme activities</i>

10 mins per  
update

Session Design:

Relevant GS staff and/or Consultants will give global updates, structured as follows:

<b>Programme Activity</b>	<b>Status</b>	<b>Constituency Role</b>
<ul style="list-style-type: none"> <li>• Short description of programme activity</li> </ul>	<ul style="list-style-type: none"> <li>• Status of implementation</li> </ul>	<ul style="list-style-type: none"> <li>• What is constituency contribution/role</li> </ul>

The programme activities will be discussed in the order:

<b>Programme activities</b>	<b>Person/s in-charge</b>
Network Management Training Programme Management Training Training on Dialogue with Development Partners Development Effectiveness (DE) Review	Glenis Balangue
Research and Training on Social Enterprises (SE)	Leo Pura
Regional Observatorio	Leo Pura and Sarah Torres
Private Sector (PS) Watch	Leo Pura and Mark Pascual
Research on Climate Finance	Leo Pura and Ivan Enrile
Covid-19 work follow-up	Jennifer Padilla

Discussions/Questions will be entertained after presentation of programme activities. The person/s in-charge will seek agreement of the constituencies on the proposed contribution/role.

2021 ALL SECRETARIAT'S MEETING | JULY 2  
DAY 3 AGENDA (2.5 HOURS)

TIME	AGENDA ITEM	PERSON/S RESPONSIBLE	EXPECTED OUTPUT
1 HOUR	<p><b>6. Programming country activities</b></p> <p><i>OBJECTIVE: To have agreements and action points on how will CPDE implement multi-activity country programming</i></p> <hr/> <p><u>Session Design:</u></p> <p>PMEO reviews the menu of country activities, provides basic description and how they contribute to the programme objectives.</p> <ol style="list-style-type: none"> <li>1. Aid observatorio</li> <li>2. Annual Meeting</li> <li>3. Annual Progress Report on EDC</li> <li>4. DE Review</li> <li>5. Multi-stakeholder dialogue on CSO DE and EE</li> <li>6. Dialogue with Development Partners</li> <li>7. Outreach to SE</li> <li>8. Outreach to other development actors</li> <li>9. Campaigns on Shrinking Civic Space</li> </ol> <p>Deputy Programme Manager presents proposed Framework for Country Programming including the expected roles from constituencies</p> <p>Discussions/Questions will be entertained after presentation of the proposed framework DPM will seek agreement on the adoption of the framework</p>	<p><b>Leo Pura</b> EC PROJECT MANAGER</p>	<p><i>Implementation action points on country programming activities</i></p>
1 HOUR	<p><b>7. Membership Discussion</b></p> <p><i>OBJECTIVE: To have agreements and action points on membership related issues</i></p> <hr/> <p><u>Session Design:</u></p> <p>NM (or designate) reviews issues on membership and makes a proposal on how to address them. It should include:</p> <ol style="list-style-type: none"> <li>1. Finalising list of members</li> <li>2. CPDE Membership Guidelines             <ol style="list-style-type: none"> <li>a. <i>Criteria for membership</i></li> </ol> </li> </ol>	<p><b>Jennifer Padilla</b> NETWORK MANAGER</p>	<p><i>Agreements and action points on membership related issues</i></p>

- b. Process of membership application*
- c. Duties and responsibilities*
- d. What members can get*
- e. Collection of membership dues*
- f. Cessation of membership*
- 3. Membership animation
- 4. Other membership matters
  - a. Outreach to other groups (i.e. PWD, LGBTQ, etc.)*
  - b. Decentralisation*

Discussions/Questions will be entertained after presentation of proposals. NM will seek agreement proposals. NM also reviews 2019 unaccomplished plans and see alignment or how they work with the current agreements.

0.5  
HOUR

## 8. Summary of Agreements

*OBJECTIVE: To build consensus on all ASM agreements/action points, identify time frames and persons responsible*

**Jennifer Padilla**  
NETWORK MANAGER