

Quarterly Progress Report:

OMEP Regional Partnership for Culture and Development (RPCD) Program

Cooperative Agreement Number 263-A-00-10-00052-00

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The OMEP Regional Partnership for Culture and Development Program (RPCDP) was awarded as a cooperative agreement to AED on September 22, 2010. This is the 1st quarterly report and covers the period from September 22 through December 31, 2010.

The purpose of the Program is to “support the dissemination of regional research on development issues, share best practices and lessons learned from international development programs, and provide a forum for knowledge sharing and intellectual innovation.”

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Overview of First Quarter Activities

As a new program, start up activities have been this quarter’s focus. The following narrative details steps taken in the following areas:

- Identifying candidates for project staff;
- Locating and obtaining office space;
- Obtaining bids for furniture and computer equipment;
- Retaining legal counsel to push forward AED’s registration in Egypt;
- Travel by home office staff to Cairo to support start up activities;
- Preliminary work related to different aspects of the program, including Partnership Forum criteria, portal design, communication and research protocol development; and work related to the kick-off meeting.

The narrative will also discuss the impact of USAID’s suspension of AED which occurred on December 8, 2010. Also included is an Annex with information submitted in January that details ongoing work during the suspension in December during the suspension.

Home Office Staff Travel

To date, four people have travelled to Cairo from the AED home office. These are (in order of their travel dates) Mr. Ricardo Villeta (November 4th to November 11th), Dr. Christina Blumel (November 21st to December 6th), Mr. Nicholas Wedeman (December 2nd -December 17th), and Mr. Jonathan Metzger (December 4th-12th). Mr. Metzger’s and Mr. Villeta’s travel was paid for by AED .

AED Start Up Team Activities

AED Chief Management Officer Ricardo Villeta traveled to Egypt as part of AED’s Start Up Team. Start Up Team services are provided by AED at no cost to USAID and are part of AED’s standard support package for new projects in the field. Mr. Villeta engaged in the following activities:

- Identified suitable office space;
- Obtained furniture quotes and visiting vendors to verify their existence;
- Met with a local law firm on registration of AED;
- Met with CIB bank to find out the status of an existing AED account and the process to establish a working account;

- Met with the AOTR Dr. Adly Hassanein to discuss start up activities.

In addition to these activities, the AED Start Up Team continued to assist start up activities throughout November and December from AED HQ by:

- Providing documentation to the Egyptian Law firm for registration;
- Working on finalizing quotes for furniture;
- Working on a standard benefits package for AED employees (health insurance, tax payments, days off, etc.) for Egypt that will comply with local labor laws and to be reviewed by the Egyptian law firm.

Activities for Dr. Blumel, Mr. Metzger and Mr. Wedeman included interviewing candidates for positions, meeting with the AOTR, working on setting up a bank account, visiting vendors for computer equipment and obtaining quotes, viewing alternative office space and working on a lease for office space and meeting with the AOTR and OMEP Office Director Ms. Kim Delaney.

Results: Prior to the suspension in early December, as a result of the activities outlined above, AED was poised to take a number of steps. These included:

- Executing an office lease;
- Procuring furniture and computer equipment;
- Establishing a working bank account;
- Moving forward with registration.

Start Up Staffing

Even before the award, AED had been working to identify potential staff members. A posting in Devex prior to the award resulted resumes for country coordinators and research analysts as well as CoP candidates. Additional candidates were identified using AED contacts with Egyptians working in Egypt, and through asking AED staff who have worked in the region in Egypt and elsewhere to use their networks to identify candidates. Approximately 130 resumes were received for these positions. This was a successful process and resulted in many interviews and the location of high quality candidates. However, AED refrained from extending offers immediately after the suspension due to concerns about the impact and length of the suspension and while waiting for guidance on how to approach USAID regarding concurrence for start-up related activities.

The following provides a more detailed review of work related to different positions.

Home Office Program Director: Dr. Christina Blumel was recruited in October and started her employment with AED on November 8, 2010.

Chief of Party: The search for Chief of Party candidates included the review of over 80 resumes. Recruitment efforts included postings on Devex, the AED website as well as broad outreach to AED networks in the region, including those individuals with prior AED work experience in Egypt.

Results: As a result of these efforts, Dr. Khaled Fahmy accepted the position in November and was subsequently approved by the AOTR. However, he withdrew his candidacy in December. The program continued to identify potential candidates, however, did not put forward any additional candidates for review given the ongoing suspension.

Cairo Office Staff: As part of program start up, AED immediately moved to identify candidates for these positions. Both the Finance Manager and the Operations and Communications Manager were identified in AED's proposal, and were hired. These individuals are Ms. Iman Choucri (Finance) and Ms. Mariam Hanna (Operations and Communications).

During the months of October and November, AED continued to recruit for these positions, using its in-country networks for the positions of IT manager, Editor/Translator, Research Analysts, and Operations and Program Associates. Approximately 24 resumes were reviewed and fifteen interviews were completed in November and December by Nick Wedeman, Christina Blumel, and Mariam Hanna.

Results: Candidates have been identified for all of the positions except one research analyst for Natural Resource Management. Additional resumes have been identified for analyst positions and interviews will continue for all positions given the ongoing suspension which may result in loss of identified and interested candidates.

Country Coordinators: While October and November focused largely on the recruitment of Cairo office staff and efforts to identify CoP candidates, the remainder of November and much of December's activities focused on selection of Country Coordinator staff. There was an initial collection of forty resumes for these positions.

AED redoubled its efforts to use its extended network of program offices in Morocco, Jordan, West Bank and Yemen to identify candidates, and also reached out to its network of contacts in the region. However, these efforts did not result in good matches for the position, potentially due to the unusual nature of the position (part event coordination and part research). As a result, newspaper ads were posted to garner a wider selection of candidates.

Results: A much wider pool of applicants was identified as a result, with over 185 resumes for these positions submitted and reviewed. Several promising resumes are now on file with a lot of potential choice.

Assisting USAID in Setting Program Targets

During the TDY in November, Christina Blumel worked with Dr. Adly Hassanein and Mr. Refaat Shafeek to assist with setting OMEP PPR indicator targets based on work to be done under the RPCD Program. These will serve in part as performance indicators for the program, although others focusing on elements such as client satisfaction will be developed as part of a multifaceted review of the program's work as implemented by AED.

Impacts of the Suspension

On December 8, 2010, USAID formally advised AED that it is temporarily suspended from accepting any new awards from any U.S. federal agency. USAID also requested that AED not engage in any new major procurement (subcontracts, vendors, consultants, new staff hires) under current USAID projects while the agency conducts a review of AED's projects. AED is moving aggressively to ensure that the suspension is lifted in the shortest time possible.

As a result of the suspension, Program staff awaited guidance in December on how to initiate contact with USAID and to take further action related to the following areas:

- Completing a lease agreement for an office
- Hiring staff
- Purchasing furniture and computer equipment

Results: AED may need to identify new office space, as the office identified through Start Up Team work could not be held. In terms of equipment, bids can be recertified, although the prices may change and affect the ultimate choice of vendor.

In terms of staff, it is likely that new candidates will need to be identified, as candidates who indicated an interest in accepting a position if offered will move on to other opportunities.

Ongoing work during the suspension period

It was unclear immediately after the suspension which actions the Program could continue with, and which needed USAID concurrence (in relation to hiring and procurement). However, the Home Office Coordinator and Operations/Communications Manager and Finance Manager continued to move their work forward in a number of areas in order to pave the way for a rapid and smooth implementation across several programmatic fronts. These gains will be critical to success when USAID is able to give the go ahead for AED to proceed forward with implementation of program activities. Activities have included:

- Identifying Country Coordinator candidates, including posting ads to attract a wider array of resumes;
- Continuing interviews for Cairo office staff;
- Creating a start plan that detailed efforts to date;
- Drafting an agenda for the Kick-Off meeting;
- Drafting research and communications protocols for USAID to review;
- Working on office space issues for Country Coordinators.

Plans for the next quarter: issues and proposed solutions

The status of the suspension remains the primary issue for this program. In early January, AED sent a letter to AO Ms. Dana Rose asking the Mission's concurrence in order to proceed with making employment offers, securing a lease, issuing an RFP for translation services and acquiring computers

and furniture. However, a review by USAID/Washington indicated that AED could not proceed with these activities at this time. As a result, the program is continuing its focus on activities that will make for a smooth and speedy implementation process when permission is given. Christina Blumel sent to Dr. Adly Hassanein a start plan in early January, the result of work in December with this focus. It is included in Annex I.

This focus has three aspects:

- Continuing to recruit and to interview for Country Coordinators, and to recruit for other positions for the Cairo home office. The purpose is to make sure to have a full slate of candidates ready to be hired in case those already identified are no longer available when AED is able to proceed (either after a subsequent review by USAID/W or the lifting of the suspension). This includes continuing to identify potential CoP candidates.
- Making sure equipment needs are identified, RFP for translation services is ready to be issued, and alternative office space has been identified to proceed as swiftly as possible with these aspects of program start up. However, a process such as a competition after posting an RFP for translation services will take up to a month once initiated.
- Continuing to develop material that supports important functions of the program, including the agenda and materials for the Kick Off meeting, ways to gather input from Mission staff for this activity, work by AED HQ staff on the portal, and branding related work (developing a template and potentially a logo for AOTR review) as well working on implementation of the branding strategy identified in the Agreement.

January to March Projected Activities

If the suspension is lifted in early February, and sufficient staff can be hired and on board by early March, we anticipate being able to work on and go forward with the following activities for the second quarter:

- Completing the Kick-off Meeting;
- Issuing an RFP for translation services;
- Scheduling training for research analysts and country coordinators;
- Creating a detailed workplan that outlines a revised schedule for technical papers, best practices and other translated works as well as conferences, workshops and webinars;
- Obtaining office space and computer equipment;
- Responding to research requests from USAID staff.

Work that can be engaged in by Ms. Mariam Hanna, Ms. Iman Choucri and the AED HQ staff prior to lifting the suspension:

- Continued vetting of Partnership Forum members and compilation of candidates for the Experts Database;

- Development of training materials for Research Analysts and Country Coordinators;
- Continued recruitment for positions in the event candidates are lost due to the lengthy nature of the suspension;
- Development of the portal by AED HQ staff;
- Development of materials and presentations for the Kick-Off meeting;
- Development of materials to collect input and collection and processing of input from interested Mission staff on topics covered at the Kick Off meeting;
- Identifying public opinion polling providers in the region in the three focus areas;
- Identifying existing sources of best practice information from research institutions in the region;
- Work on research questions referred by the AOTR that USAID Mission staff may have in order to meet immediate Mission needs.

Annex I: Jan 10, 2011 Technical Update Note

This annex contains a start plan that was sent to AOTR Adly Hassanein on January 10, 2011, and includes a draft of the Kick Off meeting agenda as well as a table that outlines ongoing work in progress and a timeline for different program elements anticipating the lifting of the suspension.

Dear Adly

It is hard to believe that it is just a month since we met in Cairo. This has been a complex time for AED and we have been striving to move forward under the operational constraints of the suspension.

The following is an update of where we are with start up efforts to date:

- The recruitment process is ongoing and we have identified a number of very good candidates for research and administrative/management positions.
- We are pushing forward on some key programmatic elements including the start-up plan as per your request.

Some of this progress is presented below in this Interim report that is in addition to the quarterly report due by January 31st, 2011.

As I am sure you understand, the suspension has created some uncertainty regarding what actions existing AED programs can and cannot engage in. For the RPCDP the critical issues have been whether AED can hire prospective staff—both the Cairo based staff and country coordinators— procure equipment, executing a lease on office space, etc. Our current guidance is that we need to notify Missions about these specific activities. As a result, our contracts manager will be sending a letter to Dana along these lines early next week.

However, we would also like to have a discussion with USAID on program implementation for the near term. Accordingly, would you, Kim, Dana and Botros be available Wednesday or Thursday of next week at 9am EST/ 4pm Cairo for a telecon?

Below, in Section I, we outline key program activities that are most important for program start and report on their status. In Section II we present a series of draft operational protocols and criteria for major elements of the program, including how research requests can be received and responded to, and proposals for metrics. In section III we present an initial draft kickoff meeting agenda. As the outcome of this meeting will have important inputs we look forward to discussing and refining this agenda further with you. Finally, Section IV is a timeline for different activities for the first year divided by quarters.

Detailed content is as follows:

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At this time, the three most important actions are (a) to hire staff (b) schedule the USAID-AED kick off (planning) meeting, and (c) schedule the RPCDP launch event.

We look forward to going over the draft kick off meeting with you and all other elements pertaining to the Program.

I. Key Activities

Table I : Program activities status update

Serial #	Activity	Status	Responsi- -bility	Dead- -line	Comment
1.	Various operational protocols, e.g. for receiving and responding to research requests.	Drafts completed needs USAID approval	Tina		Review and further refinement in discussion with USAID.

2.	A draft agenda for a kick-off meeting for USAID review, and venue information.	Draft Completed needs USAID approval	Tina	Date to be discussed with AOTR	Review and further refinement with USAID. Estimate number of attendees from Missions (this will impact agenda); Identify date & venue, with approval of AOTR for invitation to Missions(if applicable) and of date.
3.	Partnership Forum: Proposed partners from USAID need to be vetted against the criteria contained in the proposal.	In process	Tina	February 28 th initial lists processed	USAID AOTR has provided proposed members to be added to list in proposal.
4.	Experts database	In process	Tina and Mariam	February 28 th contacts from Forum members added	An approved criteria and process for vetting individuals needs to be developed. Individuals working with Partnership Forum members will be first additions.
5.	Identification of translators and documents for translation (needs to be researched).	In process	Iman and Mariam	February 22-February 28	Services need to go out for bidding process.
6.	Portal design for USAID review	Not started	Tina, Mariam and IT manager	February 28 for progress report on portal for USAID	Tina discusses with ITAC team to initiate this process.

7.	A template for all RPCDP products, approved by USAID	In process	Mariam and editor	January 31	Will need approval by USAID AOTR.
8.	Branding strategy	In process	Mariam and editor	January 31	Will need approval by USAID AOTR.
9.	Metrics tracking: Logsheet templates created to be able to track contacts and meetings, research requests, and documents created	Completed	Mariam		Will explore use of Access database for tracking information.
10.	RPCDP Launch Meeting with Regional Partners	In discussion	Tina and Mariam	March/ April	Need detailed discussion with AOTR about the goals and length of this meeting

II. Draft Operational Approaches and Protocols

The following section outlines the level of effort for different types of research responses, and presents various operational protocols for research and contact with non-Program staff.

a. Level of effort for research response

The following are different types of research requests and the level of effort involved.

Quick turn around	Medium turn around	Long-term
Response with-in 1 day	Need some analysis and/or synthesis of informations	Needs more than two weeks to complete
Each analyst can typically handle a maximum of one per day given other work in his/her portfolio	These typically take up to two weeks but can vary considerably depending on how complex a question is..	These will be the subject of grants based research
A typical quick-turn around request might be for the latest information available of a narrow topic, track down academic or tother sources on a topic, or assistance in locating facts amd figures	An analyst can usually manage two to three of these requests over the course of a two week period given other commitments	

Operational Approach:

- The Research Analysts will take on Medium term requests and short term requests as their time permits.
- Country Coordinators will take on short term requests, with guidance from Research Analysts in relation to resources. Since country coordinators are not area specialists, they will initially need additional time to respond to requests until they become more familiar with resources in each area. However, this will diminish over time as search strategies are defined, familiarity increases, and questions begin to overlap.
- Both Country Coordinators and Research Analysts will increasingly benefit from answers previously developed research responses as the project continues.

Training and review of work: As noted in the proposal, research analysts and country coordinators will receive training in responding to research requests. Specific aspects of this training include searching key databases as well as the Development Experience Clearinghouse (DEC). Other aspects of training include interviewing a requester for details on their research request; processes unique to USAID; and standards of quality related to information as well as effective presentation of information in standard research products.

Group training is targeted to take place on the second afternoon of the kick off meeting, since country coordinators will be in attendance. It will also give the team a chance to meet one another and develop a corporate identity as a research team.

Each team member will also have a review period of approximately two months so that their research responses to USAID staff can be monitored for completeness and professionalism. This review of ongoing work will be conducted by the Chief of Party and Deputy Chief of Party.

b. Types of Research Products Protocol

There are five types of research products that the program staff can produce initially. These are:

1. Annotated bibliographies—these typically take 2 to 4 days to produce, depending on the question and the amount of material available. Annotations typically represent up to thirty percent of an analyst’s time for these products, depending on the level of detail in the annotation.
2. Short memos---these typically take 3 to 5 days to produce, depending on the availability of material and the size of the question.
3. Two page synthesis papers on existing best practices---these typically take 2 to 5 days depending on the amount of material to synthesize.
4. Literature reviews---these would take a few weeks to complete. While more in-depth, they are very helpful in terms of knowing what research already exists in a topic area, and where there are gaps. They are also useful in helping frame or focus questions that need to be addressed further.
5. Short term requests for facts and figures or in tracking down documents that requires some area expertise amount of time needed varies but should be no more than 3 hours and specific to governance, natural resource management and youth. Ideally this would be quick turnaround help to identify research institutions and experts.

Research requests that fall outside of these parameters are likely to be longer term and subject to the research grant process. However, there are other types of requests that the team will need OMEP’s guidance whether to undertake this type of research. These include:

- Inventories—lists of programs and projects being done or supported by other donors, as well as USAID in countries in the region, or other regions.
- Reference questions---quick statistics and facts (number of elections, date of current elections for example), information about other projects, searches for USAID information available on the external website to assist with responses to public requests for information are examples. In some cases the resources available to USAID staff (in the area of statistics) will be more comprehensive than that available to RPCD staff. This may also be true for facts and figures more easily attained by USAID Library staff. The question is the balance of time on reference questions and the immediate needs of Mission staff versus the need from Mission staff for more medium term responses.

c. Notification and Tracking research requests

Notification: Before research begins, the program needs to be clear on how the OMEP AOTR would like to be notified of research requests from Missions. There are different ways in which this could happen, depending on the level of information and oversight needed by the OMEP AOTR. The following are three possible scenarios for operation:

- High: AOTR approves research requests from Missions before analysts begin work on the questions. Analysts receive requests and then route them to AOTR for approval. This would impact response time for requests, given need for approval step.
- Medium: OMEP and Mission staff outline the level and type of research question to be addressed by research analysts and country coordinators. Requests that fall outside of these parameters are sent to the AOTR for review or to Mission contact before response. Response time will be impacted for certain types of requests given the need for review.
- Low: Research Analysts and Country Coordinators respond directly to clients. The Deputy Chief of Party reviews unusual requests with the AOTR for approval. The AOTR receives a monthly update on requests.

Tracking: The DCoP will create and maintain two logsheets initially. One will track research requests from Missions. The other will track contacts with researchers, donors and others as part of the ongoing effort to establish linkages with the research community in each country. Over time if staff expertise is available, an Access database will be created and maintained to track this information.

Research: On a monthly basis, or on request, the Operations Manager will send a report to the AOTR for his review. This report will serve to inform USAID of the types of research requests coming from Missions and what activity the research supports. On agreement from the AOTR, information about the research question and the research product can also be

posted to the portal, so that Mission staff can have ready access to already completed research by analysts and country coordinators.

Contacts: A second logsheet will be used to track contacts, and different types of contact will receive different codes to organize them. This report will also be sent on a monthly basis to the AOTR for his review.

d. Contact Protocol

USAID has expressed the need to be notified of all potential contacts by country coordinators and Cairo based staff. USAID has also expressed concern about the information being given to potential contacts about the program. Finally, USAID has expressed concern about potential for country coordinators to represent themselves as acting on behalf of USAID.

One way to address these concerns is through training. All country coordinators and research analysts will be trained on how to represent themselves, the project and their work. In addition, the analysts and coordinators should have the use of a project fact sheet that can be used to disseminate information to potential partners and researchers that they may come into contact with during the course of their work.

In addition to these measures the following short and medium term strategies are possible ways to manage this issue.

Short Term: Analysts and country coordinators limit their contacts initially to individuals at the proposed list of participant institutions in the Partnership Forum. After a potential organization has been vetted against the criteria, analysts and country coordinators will be able to go forward in making contacts to gather research and on behalf of USAID staff to arrange face to face discussion events and webinar discussions, as well as issue invitations for regional meetings. This will also facilitate creating the initial basis of the Experts List.

Medium Term: As the program continues, Country Coordinators will receive recommendations from Mission staff for potential research partners to include in the Forum. Permission to contact individuals will need to be with the approval from the point of contact at the local Mission, as well as the OMEP office.

A possible sequence of events would be the following: Mission staff notify the Country Coordinator of a potential expert or institution for inclusion either in the Expert Database or in the Partnership Forum. This information is communicated to the Mission point of contact for the Country Coordinator and the AOTR for approval. Upon approval of these individuals, Program staff apply the criteria for inclusion. The Mission staff member is then apprised of the outcome of this process.

e. Sharing and disseminating research products

Research products from analysts and country coordinators should be disseminated as widely as possible. Major avenues for dissemination include submission to USAID's Development Experience Clearinghouse (DEC), as well as posting on the portal site.

To this end, the Operations Manager in conjunction with the editor will develop a template to be used for all research products created by the staff. Standard disclaimers will be included as well as the contract number, as specified in USAID's Branding guidelines.

f. Non-project material and reports and translated works Protocol

Institutions will vary in their interest in allowing the portal to host full scale editions of their work.

- In instances where translation is provided, the portal should post a translated version of the work. Attribution for translation should be clearly stated and credited to USAID.
- For major reports by other organizations where permission to post is not granted for copyright or other reasons, a link will be provided along with a detailed synopsis. One model for this approach can be found on Eldis at this link: www.eldis.org. While Eldis does include many reports on its site, a synopsis that can be shared is a valuable addition to knowledge diffusion in the community. It also is of value for busy staff who need to quickly identify the most important aspects of a resource in relation to their work (Note: Dr. Hassanein has also provided examples of synopses for several events that should be included on the portal. This type of contribution may be used to encourage posts/contributions from other USAID staff).

g. Program Metrics

USAID has already set program metrics through OMEP Indicators and Targets related to research events, best practices and research in each of the three focus areas. As outlined in the proposal, however, other metrics include engagement with existing local higher education/research institutions, the number of research resources available through the portal and their frequency of use, and timely response to Mission's research and information needs, measured through periodic client/user surveys. These will need to be approved by the AOTR, but are important to measure program goals that relate to the knowledge sharing aspect of the Program, the reach of the Program to tap into local resources, and the satisfaction of users of the research service.

III. Kick off Draft Agenda

The kick off meeting (as described in page 15 of the agreement) is a key input point, since priorities for the focus of research and best practice work comes from this meeting. We would like to identify a set of needed best practice topics, as well as topics for Technical Papers as two

key outputs of this meeting, to add to the list that Kim has been collecting on her visits to Missions. We need to know how many you estimate being able to attend from Missions, if the decision is to include them in the kick off meeting. Also, we need to know dates that may conflict with major reporting times in the USAID cycle of work, since it unlikely people will have the ability to attend a meeting if this is the case.

DRAFT Proposed Agenda for 2 DAY kick-off meeting for discussion

Participants:

1. OMEP Staff
2. Mission Staff from the seven countries if interested in attendance
3. RPCDP staff

Venue:

Cairo, Egypt

Proposed timeframe:

Sunday February 27 (tentative, in consultation with USAID and availability of a venue)

Kick off objective as noted in the CA:

1. Set criteria for selecting research topics on the three priority sector areas for the Technical Publication Series and the competitive grants program.
2. Identify and discuss topics for needed best practice research.
3. Identify and discuss topics for 'action research' for grant process using topics identified in RFA and by Kim Delaney and Adly Hassanein in prior conversations with Mission staff.
4. Determine most useful types of content to be included in the online resource library.
5. Explore a multitude of "what ifs" in order to determine the protocol for collecting the most accurate and relevant information from the most appropriate and credible experts in the region; What level of input do USAID program officers want to have in identifying experts?
6. Discuss research needs for quick turnaround and medium term research requests; Establish a framework or protocol for receiving "quick-response" requests.
7. Determine the standards and format for research dissemination.
8. Share current portfolios and discuss information/research gaps among USAID/OMEP officers. Share any impressions of regional research/policy institutions and think tanks working in the "gap" areas make recommendations regarding existing Arabic-language materials that might fill those gaps.
9. Identify synergies among the three priority sector areas, as well as practical tools for building on those synergies.

Expected outputs:

1. Enable focused discussion for selecting research topics
2. Determine focus for the collection of most valuable materials for the online resource library
3. Enable discussion of criteria for inclusion of experts and institutions and identify other possible candidates
4. Prioritize research needs in relation to action research and best practices
5. Vet a framework or protocol for receiving quick-response and other requests

General Format:

- Discussion/facilitation papers of 2 pages for each technical session will be drafted and distributed 3 days before the workshop.
- The content of these papers will be presented prior to discussion. We also employ sector specific breakout groups as well as general plenary discussion sessions in order to be able to capture sector specific perspectives and then integrate them back into a single strand.
- Each session will have a facilitator and rapporteur. A moderator will facilitate the two-day sessions. These will be drawn from RPCD staff.
- Note that the organization of this meeting is predicated on attendance by Mission staff. However, if this is not possible/desired, then the agenda would be re-done to eliminate the breakout group structure. We may still want to build in time for this activity in some instances, however, as smaller discussion groups represent a productive working group approach.

DAY One

09.00 - 09.30	Session 1: Opening session	Introduction, review of RPCDP program, review of workshop objectives.	Kim Delaney, Dr. Adly Hassanein, RPCD CoP
09.30 - 10.00	Session 2: Priority research areas	Priority research areas identified and review of discussion papers Discussion of selecting research on the three priority sector areas and description of the Technical Publication Series and the competitive grants program. Review of in-depth research needs and definition of action research.	Facilitator TBD and OMEP and RPCD CoP and Staff
10.00 -11.00	Session 2: Parallel Sessions	Breakout session for each of the three focal areas. The group will break out into three working groups to focus on each sector concentration research concentration (This depends on the level of attendance of Mission staff)	facilitator and rapporteur for each session
11.00 -11.20	Coffee break		
11.20 – 12.05	Session 2: Group reports	3 groups report back (5 min max) and discussion (10 min max)	Rapporteur group 1
12.05 – 12.15		Discussion and recommendations	Moderator
	Session 2		
12.15-13.45	Lunch		

13.45-02.00	Session 3: Best Practices	Identifying topics for best practice research. Objective is to identify topics for priority best practice research needed by Missions.
02.00-02.30	Session 3: Parallel Sessions	Breakout session for each of the three focal areas on needs and demands for best practice research
02.30-02.45	Session 3: Groups report	report back (5 min each group)
02.45-03.00	Session 4: Online library	Discussion of most useful/desirable content to be included in the online resource library: KSC, DIS plus other experiences.
03.00-03.30	Session 4: Group Discussions	Discussion of online library content—issues and concerns.
03.30-03.50	Coffee break	
03.50-04.4.50	Session 5	Introduction to protocols for requesting research and discussion of type of research needed from analysts and coordinators
04..50 - 05.00	Session 6:	Review of the day

DAY 2

09.00 - 09.10	Session 1: Partnership Forum and Specialist Database	Criteria and suggestions for selecting institutions to participate in the partnership forum and criteria for inclusion of experts in the RPCDP Specialist Database: recommendations to consider.
09.10-10:00	Session 1: Discussion	Breakout session for each of the three focal areas on the partnership forum alliance, criteria for inclusion
10.00-10.30	Session 1: Groups report	Groups report back (5 min each group and 5 min discussion)
10:30-11:00	Session 2: Discussion of Experts Database	Discussion of purpose, criteria and recommendations for experts
11:00 – 11.15	Coffee Break	
11.15 – 12.00	Session 3; existing Arabic-language materials	Breakout session of the three focal areas. Share current portfolios and make recommendations regarding existing Arabic-language materials.
12.15 – 01.00	Session 3: Plenary Discussions	Report on groups discussions and identifying synergies among the three priority sector areas
1.00 – 02:00	Lunch Break	
02.00 – 02.15	Session 4: Review of Achievements	Review of final achievements of the meeting.
02.15 – 02.45	Session 5: closure.	Farewell/closing remarks by Dr. Hassanein.

IV. Activity, Product, Outcome timeline Q1 items are noted in Red

Activity Codes

	Activity	Product	Outcome	Year 1											
				q1			q2			q3			q4		
				1	2	3	4	5	6	7	8	9	10	11	12
				Component A Access available regional research											
1	Kick-Off Meeting							X							
1	Research , Communications, Training Agenda							X							
1	Develop and Maintain Specialist Database	Specialist Database	Easy to access, evolving, database filled with credible experts in relevant sectors				X								
	Technical Publication Series	Technical Publication Series	Sector-specific technical publications developed and disseminated					X			X		X		
1	Translation of Key Documents into English						X								
	Annotated Bibliographic Series	Annotated Bibliographic	Highlights of new sector-specific research is compiled and disseminated six times during the life of the project					X					X		
	Research Highlights	Research Highlights	E-newsletter to highlight anticipated and current research is disseminated biannually					X					X		

Component B Conduct research, evaluations, and analysis														
1	Develop program performance methodologies						X							
	Develop research quick-response mechanism	Research and Analytical	TooLs will be developed to take advantage of research including nrthodologies for reviewing USAID programming					X						
	Annual Regional Conferences									X				X
	National Level Workshops								X					X
	Survey polling	Public Opinio/ Polling Research	Annual opinion research/polling done on topics relevant to USAID done in seven countries										X	
	Competitive Research Grants Program	Research Grants Program	A call for proposals issued three tinrs during the life of the project to commission research of interest to USAID										X	
Component C Document USAID lessons learned and best practices														
	TIPS Lessons Learned Workshop (connected with the Annual Regional Conferences)	TIPs (Lessons Learned)	Information sharing on best practices and lessons learned between Missions							X				X
	TIPS Series		Internal lessons learned and good practices disseminated 11 times during the life of the project						X		X			X
	Lessons Learned	Compilation							X					

Component D: Disseminate information															
1	Develop and Maintain of the RDRP Portal	RDRP Portal	Portal developed and launched; Portal contains space for digital resource library; accessing the quick response mechanism; social networking, and e Learning							X					
	Annotated Bibliographic Series disseminated	Webinars	Webinars hosted that focus on sector topics of interest both within MENA countries and across the region								X				
	Research Highlights disseminated								X					X	
	Technical Publication Series disseminated									X			X	X	
	TIPS Series disseminated									X		X		X	
	Regional Webinars	Regional Workshops	Regional workshop held to encourage partnership and dialogue between USAID Missions and regional stakeholders							X		X		X	X
	National Webinars	National Workshops	National workshops held that provide face to face knowledge sharing opportunities for USAID and national stakeholders							X				X	