

**Stakeholder Workshop to Outline a Generic Monitoring and Evaluation Framework and Capacity-Building Tool in support of a Comprehensive Education Sector Response to HIV and AIDS
26-27 April, 2010**

Kingston, Jamaica

Agenda

Workshop objectives:

- (i) To share with stakeholders in Education and National HIV and AIDS Programmes the draft Monitoring and Evaluation (M&E) framework and obtain feedback;
- (ii) To reach consensus on a draft framework for testing, including selection of indicators; and,
- (iii) To outline the components and propose the format of an accompanying capacity building tool to assist countries in implementing the framework.

DAY 1: Monday 26 April, 2010

Time	Session
8:00	REGISTRATION
8:30	Welcome and Opening Remarks I. Introduction to Workshop: I.i Context : HIV and AIDS M&E in the Caribbean: Progress, Issues and Challenges I.ii M&E concepts and definitions and M&E planning I.iii Presentation of framework <i>Questions and Discussion</i>
10:30	BREAK
11:00	Presentation: Selecting programme monitoring indicators Introduction to working groups Working sessions on the various elements of the M&E framework to examine and discuss the framework draft: Groups will examine the framework by programme area and work across the logic model from activity to indicator/s
1:00-2:00 PM	LUNCH
2:00	Working sessions on the various elements of the M&E framework to examine and discuss the framework draft, cont'd
2:30	Reporting back from working sessions: reaching consensus on the components of the framework and suggested revisions

Questions and Discussion

BREAK

4:00 Working session on selection and application of indicators: examine, select indicator and fill out reporting form

5:30 Reporting back from working session on selection and application of indicators

END OF DAY 1

DAY 2: Tuesday, 27 April, 2010

8:00 – 8:20 Short introduction to conceptualization of capacity building tool (how collected information would be reported and disseminated, and how progress would be monitored and evaluated)

8:20 -10:30 Group work in country teams to complete matrix to assess M&E/reporting structures: what is already in place and what is required

10:30 **BREAK**

11:00 Reporting back on completed matrices and prioritization exercise

Plenary brainstorming activity on format/structure and components of the capacity building tool and reaching consensus on components

1:00-2:00 PM **LUNCH**

2:30 Group work sessions to:

(i) review existing tools/kits/resources to see what can be 'sampled and adapted' from what already exists

(ii) develop outline and format/structure of capacity building plan/tool

BREAK

4:15 Reporting back and reaching consensus on outline for capacity building tool components

Questions and Discussion

5:15 Summary of Next Steps and Closure of Workshop

END OF WORKSHOP