Effective PPD Secretariat

5 point checklist
5 point checklist for effective PPD secretariat

• PPD Secretariat effectiveness is concerned with operational aspects
  • PPD facilitator daily tasks, not the program managers’ concerns (tactics vs. strategy)

• Assumptions
  • The facilitator is the right person to lead the secretariat (i.e. fair and honest broker)
  • Secretariat financing is adequate
  • Other program management aspects are taken into considerations
  • Political/economical environment is stable, etc.
The Secretariat efficiency underpins each step of the Facilitator’s functions:

✓ Outreach
✓ Scheduling
✓ Agenda
✓ Convening
✓ Monitoring
✓ Outreach

Involving the right stakeholders into the PPD process

✓ Networking and relationships
✓ Contact database
✓ Inclusive approach

✓ Communication out
  ✓ Media management
  ✓ Distribution of concept papers
  ✓ Sharing PPD outputs
  ✓ Disseminating PPD benefits
✓ Scheduling

Planning PPD activities to maximize chances of smooth implementation

✓ Annual PPD action plan

✓ Scheduling WG meetings and Forum

✓ Sending invitations
  ✓ Open vs. nominative invitations
  ✓ Following up with key participants
✓ Agenda setting

Ensuring the PPD deals with appropriate issues

✓ Filtering
  ✓ Structured proposals
  ✓ Sound solutions
  ✓ Politically / administratively feasible

✓ Preparing the agenda
  ✓ Reaching consensus

✓ Discussing, finalizing agenda with government and private sector
Convening Meetings

Fulfilling the promise of the WG

✓ Convening

✓ Facilitating meetings
  ✓ Result-oriented
  ✓ Minutes taken and disseminated (not necessarily by Facilitator)

✓ Delivering on logistics
✓ Monitoring

Process of increasing visibility and accountability of the dialogue
✓ Tracking issues monitored
✓ Summing up and analyzing traffic of issues
✓ Measuring, quantifying results and impact
✓ Feeding back results to PS and Gov
✓ Gaining buy-in from PS and Gov