Watershed empowering citizens programme

Guidelines for the preparation of material for Concept note Global Annual Partnership and Learning meeting 2020

Location: *Online* through Zoom and Mural

Dates: 31 August – 3 September, from 1-4PM (CEST)

Link to Mural templates can be accessed [here](#), and below on page 4.

For the last Watershed Annual Partnership and Learning meeting, Work Package (WP) teams will need to prepare some material. This is the case every year, but even more so this year as the partner meeting will be held virtually, with much shorter time slots than in previous years.

This document describes the expected deliverables, and the process through which the WP teams will generate the deliverables. **All participants are expected to prepare, this document specifies what is the responsibility of the WP leads, and also lists what <u>all participants</u> are required to do as preparation.** These guidelines are closely aligned with the guidelines for the last monitoring and annual reporting, which have been shared with you in the week of 6 July by René van Lieshout.

The online tools which will be used at this virtual annual partnership meeting are Zoom and Mural. Most of you are familiar with Mural as the virtual Outcome harvesting sensemaking workshops were facilitated with Mural. In addition, short trainings in Zoom and on Mural will be organised in August, to ensure all participants are comfortable with using the tools.

If you have any questions about the preparations required, please email Evita Rozenberg (rozenberg@ircwash.org).

Preparations by Work Package Leads:
- WP leads need to ensure that:
    1. All team members have internet access, or buy extra data if needed,
    2. All who join will do so from a (shared) computer, because with a phone they will not be able to participate fully (in mural),
    3. All team members have recently visited the [Watershed website](#) and have looked around in the resources and country pages,
    4. All team members participate in a short training on the tools (Zoom and Mural) in August. The WP teams have worked in Mural for the OH sensemaking workshops, so they should be getting comfortable with the tool,
    5. **They organise a meeting in August with the full WP team for the last annual monitoring and reporting (separate guidelines for last annual monitoring and annual**

reporting shared by René van Lieshout). This meeting will also be used to prepare and develop material for the partner meeting, making use of Mural.

6. **The deliverables are ready and shared with the facilitation team by 24 August,** for feedback and final adjustments where needed (you can find the links to the [Mural](#) templates on page 4 of this document). The four deliverables in Mural are:

    1. **A poster with:**
        a. WP highlights, insights and glorious failures of the full programme period,
        b. the last WP ToC reflection (colour-coded stickering red, orange, green to show the level of progress at the end of the programme)
    2. **The programme-level ToC with stickers the colour of your WP**, indicating to which of the intended outcomes in the programme level ToC your WP has contributed,
    3. **A documentation fair "stand", filled with the latest documents / resources of the WP,**
    4. **A gallery with one portrait picture and bio of each of the team members,** and one picture of the full team, in the virtual "yearbook",

7. When LT champions, the Fundraising WP and the Legacy task force reach out to you for possible collaboration in preparation for their sessions, you are available.

- **The process to prepare the deliverables is as follows:**
    1. **For the poster:**
        - Conduct the last annual monitoring and reflection (CSAs, CAPs, ToC) workshop before preparing the poster. The insights and highlights which come out of this workshop, combined with the insights and highlights from the Outcome Harvesting (OH) Sensemaking workshop, will be what you need to make your poster. The outcome pathways, or little stories of change from the OH sensemaking could be your insights about how change happens, or highlights of your achievements.
        - In the team, discuss and decide which are the main insights, highlights but also glorious failures, of the full Watershed programme for your WP. You can use your own imagination and creativity to design the poster in mural, as long as there is a section on **insights** (what have we learnt about how and why change happens, what do we find remarkable, and valuable to share?), **highlights** (what achievements, not activities, are we particularly proud of?), and **glorious failures** (what did not go well, of which you have learnt a lot, and what you would never do again like this?), and the **ToC reflection**.
        - For the ToC reflection: discuss and then indicate which of the intended outcomes in the ToC were achieved (sticker them green), partially achieved

(orange stickers), and not achieved (red stickers). So here the stickering is on your own ToC, with 3 colours.

- The poster can also contain photos and quotes of actors from the Watershed programme area, or micro stories to show the perspective of the actors themselves.
- Everyone in the WP who will participate in the annual partner meeting needs to be able to present the WP poster, as many will get the chance to do this at the meeting.

2. **For the documentation fair**: the documentation or other communication material need to be shared by the WP leads with the Communication colleagues at IRC and Akvo, who will ensure uploading to the Watershed website (for this you can again reach out to Evita, rozenberg@ircwash.org). The documentation fair will also be done in Mural. To "build the WP documentation stand", take a picture of the cover of the document, and paste that into the Mural-space for your WP. Add the link to the document on the Watershed website, so that if visitors want to look through the document, they can do so.

3. **For the Yearbook:** paste a photo of every WP team member, with a short bio on what this person's role was in Watershed, into a Mural. Also add a photo of the full team if you have it.

4. **For the programme-level ToC stickering**: after having stickered the WP ToC, together look at the Watershed programme-level ToC and paste a sticker (colour-coded for your WP) on every intended outcome to which you have contributed. So here the stickering is on the Watershed ToC, with 1 colour.

Preparations by all participants:

1. Ensure you:
   - have internet/data (buy more if necessary),
   - participate from a (shared) computer, not a phone because then you cannot access the Murals,
   - have earphones,
   - have white drawing paper, a few coloured markers, a notepad and pen, next to your computer,
2. WP teams: Participate in the July/August workshops with the WP team, to do the last CSA and CAP, reflect on the WP and programme-level ToC, prepare the WP insights, highlights, glorious failures poster in Mural, and the documentation fair,
3. Paste a photo and short bio of your Watershed work in the virtual "yearbook" in Mural,
4. Participate in the short training on Zoom, Mural in August (unless you are an experienced user of these tools),
5. Read agenda, and the tips for optimal virtual workshops,

6. Visit the Watershed website and look around in the resources and country pages

Watershed Global Partnership and Learning meeting 2020	
WP	Link to Mural templates, you can access overall Mural room here.
Uganda	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
Kenya	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
Ghana	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
Mali	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
Bangladesh	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
India	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
International	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
Netherlands	1. Insights, highlights, glorious failures and ToC poster 2. Documentation fair 3. Programme level ToC 4. Yearbook
PMEL	Yearbook
Fundraising	Yearbook
Learning Trajectories	Yearbook
Communications	Yearbook
Consortium management	Yearbook