## Agenda

**Developing a Framework and Data Collection Tools for Participatory Governance Assessment for REDD+ in Vietnam**

Lam Dong 13 – 15 June 2013

### Objectives:

The overall objective of this workshop is to finalize the development of indicator set and data collection tools, to be ready for field-testing, for PGA in Lam Dong province.

### Workshop outputs:

1. A complete indicators set and field testing tools for data collection for key governance priority issues of Lam Dong province
2. Key data analytical tools and reporting format
3. Implementation plans for next steps of PGA process

### Program:

<table>
<thead>
<tr>
<th>Time</th>
<th>Content</th>
<th>Facilitator</th>
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<tr>
<td><strong>Day 1: June 13, 2013</strong></td>
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<tr>
<td>08:00 – 08:15</td>
<td>Welcome &amp; Opening remarks</td>
<td>Lam Dong FPD</td>
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<td>08:15 – 08:45</td>
<td>Participant Introductions and Expectations</td>
<td>Ngo Tri Dung (CORENARM)</td>
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<td>8:45 – 9:00</td>
<td>Objectives, expected outputs and program of workshop</td>
<td>Ngo Tri Dung (CORENARM)</td>
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<td>09:00 – 09:30</td>
<td>Overview of PGA workshop in April and its outputs</td>
<td>Hoang Vu Lan Phuong, UNDP</td>
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<td>09:30 – 10:00</td>
<td>Key governance priority issues for PGA</td>
<td>Nguyen Xuan Lam (PanNature)</td>
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<tr>
<td>10:00 - 11:30</td>
<td>Identification of components for selected priority issues</td>
<td>Nguyen Xuan Lam (PanNature)</td>
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<td>11:30 – 13:00</td>
<td>Lunch</td>
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<tr>
<td>13:00 – 16:45</td>
<td>Developing indicators for the key components</td>
<td>Ngo Tri Dung (CORENARM)</td>
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<td>Time</td>
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<td>16:45 – 17:00</td>
<td>Summary of day 1</td>
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<td><strong>Day 2: June 14, 2013</strong></td>
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<tr>
<td>08:00 – 08:30</td>
<td>Feedback on day 1</td>
<td>Ngo Tri Dung (CORENARM)</td>
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<td>08:30 – 10:00</td>
<td>Identifying potential sources of data and relating techniques for data collection</td>
<td>Truong Quang Hoang (CRD)</td>
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<td>10:00 - 11:30</td>
<td>Developing tools for data collection</td>
<td>Truong Quang Hoang (CRD)</td>
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<td>- Developing forms for data collection (secondary data)</td>
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<td>- Identification of question(s) needed for each indicator (primary sources)</td>
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<td>- Compilation survey forms/ questionnaires for different group of stakeholders</td>
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<td>11:30 – 13:00</td>
<td>Lunch</td>
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<td>13:00 – 16:45</td>
<td>Developing tools for data collection (cont)</td>
<td>Truong Quang Hoang (CRD)</td>
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<td>- Developing forms for data collection (primary sources)</td>
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<td>- Identification of question(s) needed for each indicator (primary sources)</td>
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<td>Compilation survey forms/ questionnaires for different group of stakeholders</td>
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<td>16:45 – 17:00</td>
<td>Summary of day 2</td>
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<td><strong>Day 3: June 15, 2013</strong></td>
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<td>08:00 – 08:30</td>
<td>Feedback on day 2</td>
<td>Truong Quang Hoang (CRD)</td>
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<td>08:30 – 11:30</td>
<td>Developing tools for data collection (cont):</td>
<td>Truong Quang Hoang (CRD)</td>
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<td>- Identification of steps needed in using each tool (e.g. what steps required for focus group discussion)</td>
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<td>- Preparation of guide/ explanation to each question</td>
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<td>11:30 – 13:00</td>
<td>Lunch</td>
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<td>13:00 – 14:30</td>
<td>Developing tools for data collection (cont)</td>
<td>Truong Quang Hoang (CRD)</td>
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<td>Time</td>
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<td>Presenter</td>
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<td>14:30 - 15:30</td>
<td>Expected outputs of the PGA/ Reporting format</td>
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<td>- What are the potential outputs of the PGA process?</td>
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<td>- Key items of the report</td>
<td>Ngo Tri Dung (CORENARM)</td>
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<td>15:30 – 16:45</td>
<td>Roles and plan</td>
<td>Ngo Tri Dung (CORENARM)</td>
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<td>What is the plan for next steps?</td>
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<td>What roles each actor plays in the next steps?</td>
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<td>16:45 – 17:00</td>
<td>Close of the workshop</td>
<td>Ngo Tri Dung (CORENARM)</td>
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