unit 62

Workshop on periodic reporting – concluding session

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Lesson Plan

DURATION

1 hour 30 minutes

Objectives:

Evaluate the workshop and what has been learned. Consider the next steps to be taken in undertaking the periodic reporting for the region.

Description:

This unit is designed as a closing session and is therefore not aimed at presenting new information, but rather allows participants to reflect on what they have learned, the challenges they anticipate in the periodic reporting process, and the planning that is required to undertake this process both nationally and regionally. This will also give the opportunity for feedback on the usefulness of the workshop and on what elements might be revised and/or added in the future. It will provide the Secretariat with a useful guide as to the support that is needed for reporting in the countries covered by the workshop.

SEQUENCE OF SESSIONS:

**Session 1:** **Quiz based on previous units (30 minutes):** This is designed to test and reinforce the information presented in this workshop and be a basis for discussion.

**Session 2: Discussion on future roll out of the periodic reporting (45 minutes):** Based on a series of questions provided (as a Handout) participants are invited to reflect on how they expect the periodic reporting process to operate in their country and/or region, what has to be done for this process to work as smoothly (and in as participative manner) as possible, and how useful the workshop has been in preparing them to coordinate this process as national focal points.

**Session 3: Evaluation questionnaire (15 minutes):** A questionnaire is provided to all participants in which the participants are invited to evaluate the workshop and provide feedback on elements that that they think might be useful to include in the future or how the existing units might be modified.

Supporting documents:

* Facilitator’s notes Unit 62
* Handout 1 Unit 62 : Review questions
* Handout 2 Unit 62 : Discussion points
* Handout 3 Unit 62 : Workshop evaluation form

Facilitator’s Narrative

**Session 1: Quiz based on previous units

***Estimated time: 30 minutes***

This session is based on the quiz in **Handout 1**, the aim of which is twofold: first, to test and reinforce the information presented in this workshop; and second, as a basis for the discussion held in the next session. The facilitator should ensure that all participants have a copy of the quiz and ask them to read it through to make sure that they understand all the questions. The facilitator can then ask them to answer the questions; if they wish to discuss any points with their neighbor, this can be encouraged as it is not a competition. Once they have worked through all the questions, the facilitator asks for their responses, ensuring that all the participants have the opportunity to respond. Any differences of opinion can be discussed, bearing in mind that there may not any be a single ‘right answer’ for every question. This serves as a useful preparation for the next session.

Below are some possible responses to the questions asked, as a guide to the facilitator:

1. Yes, Article 29 makes the submission obligatory and at a periodicity decided by the Committee. This which has been set at 6 years according to Operational Directives 152.
2. The Committee proposes this, and the General Assembly has to adopt the relevant Operational Directives.
3. These are: (1) Ensuring that States Parties comply with their obligations regarding the identification and safeguarding of ICH (as understood in Article 2.3 and according to the measures set out in the Convention and the Operational Directives and (2) monitoring and evaluating the effectiveness of such measures and related policies set by States Parties.
4. References to ‘inclusive’, ‘inclusively’ or ‘on an inclusive basis’ should be understood to mean ‘inclusive of all sectors and strata of society, including indigenous peoples, migrants, immigrants and refugees, people of different ages and genders, persons with disabilities and members of vulnerable groups’ (cf. Operational Directives 174 and 194).
5. It allows for a more accurate monitoring of the performance of States Parties, on an individual level as well as regionally and even globally, and makes it possible to set baselines and targets.
6. Yes, they can and are encouraged to do so. They may even choose to amend it for their own purposes (e.g. create indicators from assessment factors).
7. The assessment factors are what we actually measure when seeking to understand to what extent an indicator has been fulfilled (in order to identify the baseline for that indicator).
8. These are a means of clustering the core indicators in a meaningful way, and they are not measured *per se* by applying the overall results framework and the periodic reporting tool.
9. These are automatically calculated for each indicator according to the responses provided for the assessment factor.
10. States Parties can use this to understand how effectively their safeguarding measures and policies in certain areas are working, and how they might reset policy for a more positive outcome.
11. These are mostly derived from the Convention text, the Operational Directives and the Ethical Principles.
12. The weightings for each core indicator, they add up to 100, and this total is split differently according to the importance accorded to a particular assessment factor and the number of assessment factors for that indicator.
13. Advantages include: it fulfils an important principle of the Convention; governmental bodies may not be aware of all the data available from non-governmental sectors; it is essential for checking the accuracy of data; and it can help to make the process more transparent.
14. Some approaches include: changing behaviours and attitudes among policy-makers; focus group discussions; most significant change; outcome mapping; and semi-structured interviews.
15. It is likely that different approaches will be needed for various actors and stakeholders.

Session 2: Discussion on future roll out of the periodic reporting

***Estimated time: 45 minutes***

This is a group and plenary discussion aimed at focusing on the strategies that participants might use for the roll-out of the periodic reporting in their countries. Participants should be asked at the end of the previous day’s workshop to sketch out a strategy for rolling out periodic reporting in their country in preparation for this discussion.As a support for this exercise, they may wish to consider a series of questions found in **Handout 2** which should also be handed to participants in advance.

Two of the participants should be asked to present the strategies that they developed. These strategies will then form the basis for a discussion on the anticipated challenges of this process and ways of responding to these.

During this discussion, participants should be encouraged to reflect on how they expect the periodic reporting process to operate in their country and/or region, and what has to be done for this process to work as smoothly (and in as participative manner) as possible.

Session 3: Evaluation Questionnaire

***Estimated time: 15 minutes***

This session aims to evaluate the workshop through a questionnaire adapted for the regional training on periodic reporting. This should be provided to all participants as **Handout 3**. Participants are invited to evaluate the workshop and, in addition, to provide feedback on elements that that think would be useful to include in the workshop programme in the future or how the existing units might be modified.