

## **WORKING GROUP TO PLAN THE CIVIC 2.0 EVENT**

### **BACKGROUND**

Since late May, the working group has been discussing a number of issues relating to the upcoming CIVIC event to be held in October 2008. The Event is to consist of three activities:

- Training in using ICT in development sectors (2 days)
- CIVIC consultations - discussions on CIVIC to culminate in a framework of a Strategic Plan (2 days)
- Training in Moderation/facilitation of online discussions (1 day)

50 members of CIVIC will be sponsored by IDRC funds to the Event. However although all persons will be present for the Consultations, a smaller amount will be present for the respective training activities.

### **TERMS OF REFERENCE**

The terms of reference of the group was to:

- Review and finalise the Objectives of the CIVIC Event
- Develop a focus for the ICT4 D training activity
- Develop an Agenda for the CIVIC Consultations
- Develop selection criteria for attendance at the Event

### **PARTICIPANTS**

The participants in the working group included the following persons:

Steve Foerster  
Hallam Hope  
Felipe Noguera  
Nancy George  
Josanne Leonard  
Mustafa Touré  
Nigel Carty  
Nigel Henry  
Jacqueline Morris  
Bevil Wooding  
Gale Archibald  
Kevin Harris  
Telojo Onu  
Yacine Khelladi  
Vidya Kissoon  
Stephane Bruno  
Valerie Gordon

### **CONCLUSIONS**

-The objectives of each of the activities comprising the event should be separately defined. Thus the CIVIC consultations should have its own objectives. These were defined as follows :

- Objectives:

1. To review challenges affecting ICT for development in the Caribbean region
2. To identify the challenges facing CIVIC, and develop its capacity to address Caribbean ICT4 D challenges as in 1)
3. To develop a draft framework for a 3 year strategic plan for CIVIC (2009-2011)

- Draft timetable for event:

Day 1-2 ICT4D training

Day 3-4 CIVIC Consultations –to develop a Strategic Plan

Day 5 – Training in facilitating/moderating online discussions

### **ICT4D TRAINING**

Although the initial thinking was to see which sectors (eg health, education, telecomms) should be targeted as a focus in the ICT4D integration training, it was later determined that it would be better to undertake a more general cross cutting approach to this training rather than focus on particular sectors as emerging preferences were many and varied. It was felt that the use of tools such as wikis, blogs could also be a target for training.

Notwithstanding this, some still feel that opportunities to demonstrate specific ICT applications used for eg in education, or ICT4D case studies would be useful. These could be delivered during lunch sessions or in exhibit/demo sessions outside of the main sessions.

- Suggestions were made regarding the use of a more generic reference to the activity eg seminar, awareness raising, sensitization rather than training

(A number of links were identified that could add content to several of the various topic areas suggested. See <http://icacaribbean.pbwiki.com/Learning-Tools> )

- It was determined that a survey be taken of CIVIC members regarding their preferences for the general area of ICT4D training

- It was also determined that the following 2 questions be added to the survey;

1. What are the 3 main challenges to the effective use of ICT for development in the Caribbean
2. What role if any, should CIVIC play at the regional level in addressing these challenges?

- The survey was developed using Survey Monkey and has been translated into Spanish by Felipe and Yacine, and to French by Stephane. They are to be administered in August and are found at:

Spanish

[http://www.surveymonkey.com/s.aspx?sm=x8gmtYJaM00FtboibmAzWg\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=x8gmtYJaM00FtboibmAzWg_3d_3d)

English

[http://www.surveymonkey.com/s.aspx?sm=VRoik3eLStldfSR95tdDxg\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=VRoik3eLStldfSR95tdDxg_3d_3d)

French

[http://www.surveymonkey.com/s.aspx?sm=6BCxGGNaFZk5jQ\\_2bPHn1LwA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=6BCxGGNaFZk5jQ_2bPHn1LwA_3d_3d)

## **CIVIC CONSULTATION AGENDA**

It was felt that the 2 days was tight to allow for separate discussions on all the regional issues as well as the issues affecting CIVIC while still fulfilling the objective of developing at least a framework strategic plan.

Nancy suggested a methodology that could be effectively applied take into account the disparate challenges and issues within a positive, non confrontational environment while getting to our objective. See <http://appreciativeinquiry.case.edu/intro/default.cfm>.

It was suggested that maybe a skilled facilitator who was not a member of CIVIC and so not invested in the process could lead this activity. It was determined that perhaps it was best to articulate guidelines for the CIVIC Consultations Agenda as it would be difficult to predetermine the details of an agenda without application of the methodology and the input of the facilitator.

Suggestions for the TORS of the facilitator :

- s/he review the mandate and conference objectives at the plenary;
- help to clarify lingering uncertainties by consensus
- succinctly summarize the sessions (if necessary, with the help of rapporteurs)
- compile the outcomes - notes, summaries, conclusions, resolutions or recommendations of the various workshops, strategic planning and training sessions and that these be further condensed for presentation and ratification at the Closing Plenary

Beatrice Briggs, Director/Founder of the International Institute of Facilitation and Change (IIFAC) who conducted the Outcome Mapping Methodology(OMM) training with the consortium and interested CIVIC members in Jamaica in March 2008, is being considered to facilitate the Consultations. Her work is seen at <http://iifac.org/index.php?m=7&s=7&l=en>

The planning meeting to be held in August will consider the comments of the broader CIVIC membership and have the direct input of some members of the present working group. The final details of the various sessions will be worked out there.

## **SELECTION CRITERIA**

- Much discussion surrounded these criteria. It was considered that as far as possible, linguistic and gender diversity be factors in selection. However, the main criteria would be involvement to date in CIVIC discussions/ activities and the relevance of your work area to ICT4 development in the region. Although there was a suggestion that persons (amounting to about 20) who have contributed of their time and effort to various discussions in CIVIC and

on CIVIC over the years be offered sponsorships once they expressed a wish to attend the consultation, it was eventually decided that all persons would be subject to selection according to a criteria matrix (see below)

<b>Proposed CIVIC 2 Invitee Selection Criteria &amp; Scoring Matrix</b>			
<b>CRITERIA</b>	<b>SCORING (1-Low, 2-Medium, 3-High)</b>	<b>FACTOR WEIGHT (1-Low, 2-Medium, 3-High)</b>	<b>TOTALS</b>
Participant (at least 1 discussion)		1	
Active Participant (3 or more discussions)		3	
Relevant Area of Work		1	
Relevant Work Skills		2	
ICT4D Work Experience		3	
Good Training Candidate		3	
Country of Residence		2	
Length of CIVIC Membership		1	
<b>BONUS</b>	<b>SCORING (+ 3)</b>		
Female			
Non-English Speaking			
Other			
<b>OVERALL SCORE</b>			

It was determined that in addition to the factors above, responding to the CIVIC survey questions should provide bonus points for members applying to attend the CIVIC event.

- Further refinement of the weighting factors in the matrix could be considered ( if deemed necessary) at the Planning meeting to be held in August.
- A selection committee comprising Hallam Hope, Nancy George, Jacqueline Morris and Mustafa Touré will review the applications from CIVIC members.
- Members of the selection committee will not review their own applications.