Bandwidth management and optimisation

Policy Development Workshop

Unit 3b: Creating the policy

Exercise

In this session participants will build on the work done in Unit 2a/2b to develop a plan for creating or enhancing their Acceptable Use Policies or related documents.

Document Notes

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| File name: | Unit3b-Exercise.docx |
| Date submitted: | 28/08/2006 15:26 |
| Date last updated: | 21/08/2013 14:50 |

Summary

On completion of this session the learner will have:

1. Identified, documented and discussed the key steps that typically need to be taken to develop and implement a policy.
2. Practised preparing and presenting a policy development rationale and defence.
3. Started preparation on a detailed policy development implementation plan.

Expected time to complete all parts of this exercise is 4.5-5 hours, depending on group size and number of participating institutions.

**Note:** This exercise should be used if most institutions have **not** started the policy development process. If all or most institutions have started this process, then they should do exercise 3a.

Introduction

After having introduced the process to develop appropriate policies for bandwidth management and optimization, any questions regarding these issues can be answered

This exercise is undertaken if no or few institutions participating have already started a policy development process. If most institutions have started the policy development process then they should undertake the Unit3a-Exercise.

Participants then undertake this planning exercise, in four phases…

* Phase 1; they discuss the need for a policy and formulate arguments to be used in proposing policy development.
* Phase 2; they present the case for policy development in a role play environment and share conclusions in a role-playing plenary exercise.
* Phase 3; they prepare a more detailed institutional plan and present this to other participants in preparation for implementation activities on workshop completion.

Phase 1: Group discussion, establishing the need for policy

Divide into 2-5 groups as directed by the facilitator. It is a good idea to create groups from paired institutions who can assist each other further in the policy development process and who may be able to support each other in a peer development process.

Consider what you have learned from Units 1 and 2a about the role of policy in bandwidth management and the characteristics of good policy.

Now imagine that you are all from the same institution and that you are a task team with a mandate from the institution to propose a policy development process. Prepare a presentation to help you do this. An outline of items you might like to include in the presentation is as below. Nominate a spokesperson to present your group’s conclusions.

**Items for inclusion in your presentation:**

* Why does your institution require a policy in this area?
* How should this policy be developed?
* What might the resulting policy look like?

Keep your presentation short and concise. It is exactly this kind of presentation that you may need to make on your return, so make it as real as possible.

You might like to use the form on the next page to help prepare your presentation.

Total exercise time for phase 1: 60 minutes.

**Policy development rationale – possible issues for inclusion**

Why does your institution require a policy in this area?

[It is recommended you concentrate your efforts on this part of phase 1]

How should this policy be developed?

What might the resulting policy look like?

Phase 2: Presentation and discussion

Each group’s spokesperson should present his or her group’s policy development rationale to the plenary session.

The spokesperson must assume that he or she is facing a critical audience and be prepared to defend the plan.

The audience in turn is expected to adopt a critical attitude. It can help if individual members assume the roles of the following role-players:

* a university librarian
* a senior researcher
* an academic defending academic freedom
* a student
* the director of human resources
* a union representative

Once the first group has completed its presentation and it has been critically discussed, the second group should do the same. A maximum of 10 minutes presentation per group, 10 minutes discussion per group.

When reviewing other group’s presentations make a note of any good or bad points that you might like to include/ensure against in your plan.

After all groups have presented their rationale, the facilitator will summarise general trends and themes and take questions/comments from participants.

Total exercise time for phase 2: 60-90 minutes depending on the number of groups.

Phase 3: Detailed planning and presentation

Each initial group from phase one above or institutional group as directed by the facilitator, should now work as a group to extend its short policy development rational into **a policy development action plan**, detailing the steps that will be taken to develop their policy, who will take these steps, and what the deliverables at each stage will be.

This phase is about the plan to get the policy in place and not the details of the actual policy itself.

If workshop participants intend to continue on to Unit 4 (Peer Review Mechanism) then the detailed plan should be shared at this stage with the intended reviewer.

A possible structure of an action plan is provided to help guide developments in this area. However, please adopt the structure you feel is most effective. Groups should prepare their plans in as much detail as possible for up to 120 minutes.

Depending on time, all groups or just selected volunteers should present their **policy development action plans** to the entire group. A maximum of 10 minutes presentation per group is allowed.

Total exercise time for phase 3: 120-150 minutes depending on the number of groups.

**A possible structure of a policy implementation action plan**

Objectives

Rational and problem definition

Policy development team; structure and people

Development process summary

Risks and threats

Opportunities and allies

Key stakeholders

Key processes and dates to interact with

Timescales and key deliverables

Who is ultimately responsible for this?

When will the policy be in place?

Conclusion

The purpose of these activities has been to practise presenting a rationale for policy development in this area and to then develop a plan for the development and implementation of appropriate policies for bandwidth management and optimization within participant’s institutions.

Attention has been paid to encourage sharing of ideas among participants and reflection on opportunities to work together and supporting each other has been encouraged.

A follow-up workshop is planned to discuss participants’ progress, any challenges they will have encountered and how to overcome them.