

E Contextualized planning

SESSION 17 Designing an action plan for CSOs

Guiding note Designing an Action Plan for CSOs

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Plenary and
group exercise

Purpose	<ul style="list-style-type: none"> • To design an action plan based on the knowledge acquired, and the needs and opportunities identified during the previous sessions. • To integrate the action plan into the participants' regular work planning. • To create or strengthen the network among the participants for collaboration and collective action.
Steps	<ol style="list-style-type: none"> 1. Explain the purpose of this session. 2. In plenary, decide how the groups will be divided (e.g. by district, by organization, by themes, by area of action) and divide into groups. 3. Specify what should be included in the plan: <ul style="list-style-type: none"> - areas of intervention with reference to the VGGT; - timing related to ongoing processes/agendas; - actors involved; - types of activities; - resources available/needed; - alliances; - expected outputs, outcomes, and impact. 4. Explain that the participants could adapt their existing plan(s) and integrate the new priorities and activities into those, or create a completely new plan. 5. Provide the guiding questions to each group to help organize its work. 6. Ask the participants to reconvene and present the action plans in plenary. 7. Facilitate a discussion and exchange, highlighting areas where networks and collaboration can be strengthened.
Materials	<ul style="list-style-type: none"> • Guiding note including the guiding list of questions to help the discussion in the working groups (see below). • Sheets of paper for each participant.
Suggested time	2 hours 30 minutes.
Comments and tips	At least 2 hours and 30 minutes. Ideally, this session should be carried out for a full day.



SESSION 17 - Guiding note

Designing an Action Plan for CSOs



How to structure the work on action plans

Participants will ideally have a full day to design their action plans, but the session can be shortened if needed. The development of the action plans can be broken into four main parts:

Part 1: Sharing CSO experience

First, each participant introduces in the plenary additional information on his/her work or that of his/her organization or community related to tenure issues. This information should be additional to what has already been shared during the previous sessions. The goal of this part is to provide a briefing on relevant ongoing issues and processes that the participants are engaged in.

DURATION: 30 – 40 MINUTES

Part 2: Defining the common objective(s)

Next, also in plenary, ask the participants to specify together which is/are the main objective(s) of their collective action. As representatives of CSOs what do they want to achieve with regards to governance of tenure? They may wish to brainstorm on:

- What are the common problems faced?
- What are the most compelling needs and issues to be addressed?
- What is achievable?
- What common objectives can be identified?
- Are the identified objectives 'SMART':
 - Specific: address the matter specifically?
 - Measurable: can be measured to determine whether it has been achieved?
 - Achievable: within the means and capacity of your group (organization, alliance, etc.)?
 - Realistic: practical and can be accomplished within a reasonable time frame?
 - Time-bound: the time period for reaching it is clearly specified?

At the end of this part, the participants should have identified 2–3 common objectives which meet the SMART criteria.

DURATION: 45 MINUTES

Part 3: Action planning

Once the main objective(s) is defined the next step is to plan how it/they will be achieved. Ask the participants to form working groups. These groups could be organized based on common interests. For instance, participants interested in forest tenure governance issues could be in one group. The working groups should identify:

- specific actions/activities that need to be taken to reach the objective;
- who would take responsibility;
- time frame for the activity;
- human and financial resources needed.

It is important that the participants create an image of their intended work plan. For instance, they could use a matrix (such as the one below) or a road map to show the starting point, the actions along the way, and the end destination (goal) within a given timeline.

**Sample Action
Plan Matrix**

Action	Specific activity	Who will carry it out	Timeline	Resources (existing or to be found)
.....
.....
.....
.....
.....

Guiding questions

These guiding questions are intended to help the working groups to structure their discussion:

1. Who is in your group: Introduce yourself and explain what your organization is currently doing with regards to tenure. (This question is important in case the participants have not worked together in the previous sessions or have come from different organizations.)
2. Is your work specifically related to the VGGT? If yes, please explain how. If not, how do you think the VGGT could help your organization or the community(s) that you work with?
3. In which area of your work do you think the VGGT could be useful? (e.g. awareness raising, advocacy, policy analysis, alliance making)

4. What is the objective of your action plan? Or, what do you want to achieve with your actions? (e.g. to stop a land deal in your area, to engage in dialogue with the local government, to make women's land rights more visible)
5. What are the steps you must take to carry out your objectives?
6. What action or change should occur?
7. Who will carry out the activity?
8. When will it take place, and for how long?
9. What resources (i.e. money, staff) are needed to carry out the action/change?
10. What communication strategy is needed? Who should know what?
11. What knowledge or skills are required?

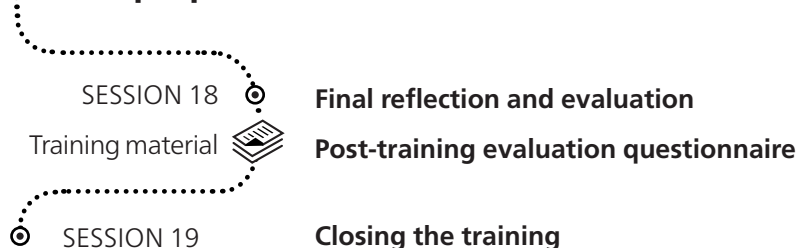
DURATION: 2 – 2.5 HOURS

Part 4: Presentation of the action plans

In plenary each working group is asked to present its action plan followed by a facilitated discussion, feedback and exchange. Possible synergies among the different groups and links to the VGGT should be identified and explored.

DURATION: 1 HOUR

◎ Wrap up



SESSION 18 Final reflection and evaluation Plenary

FINAL REFLECTION	
Purpose	To help the participants consider what is important about what they have just learned and how it might be helpful to them.
Steps	<ol style="list-style-type: none"> 1. Explain the purpose of the session. 2. Invite the participants to get into a comfortable position with their eyes closed. 3. Ask the participants to reflect quietly for about 5 minutes on what is important about what they have just learned and how it might be helpful to them. 4. Next, say a keyword or phrase that relates to the main ideas that have been covered in the training, and ask the participants to reflect on the word for a couple of minutes. 5. Repeat one or two more keywords or phrases, leaving a couple of minutes for reflection each time. 6. Gather the group into a circle and invite them to share what they believe are the most important or valuable aspects of the ideas they have just reflected on, and how they can best use these ideas in their own situation.
Materials	None.
Suggested time	10 minutes.
Comments and tips	The facilitator can choose a different technique to facilitate the reflection according to the type of group or culture.
EVALUATION	
Purpose	To collect feedback from participants on the training and on the knowledge gained.
Steps	<ol style="list-style-type: none"> 1. Explain the purpose of the session. 2. Provide the participants with an evaluation questionnaire to fill in.
Materials	Post-training evaluation questionnaire (see below).
Suggested time	15 to 20 minutes.
Comments and tips	<ul style="list-style-type: none"> • The evaluation can also be done in plenary asking the participants to evaluate the training in terms of structure and content. • The evaluation sheet can be adjusted by adding or deleting questions as considered appropriate and relevant.

SESSION 18 - Training material

Post-training evaluation questionnaire



Please help us evaluate the training by completing this questionnaire.

①

②

Please answer each question honestly and to the best of your ability.

③

We will use your feedback to improve our future events. Thanks!

Name (optional):

.....

Type of organization:

.....

Job title/role:

.....

	☺ Strongly agree	😊 Agree	😐 Neutral	☹ Disagree	☹ Strongly disagree
About the format of the training					
1. The training was well organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The objectives of the training were clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The objectives of the training were coherent with my needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The training met its objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I will be able to apply the knowledge learned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The length of the sessions was adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The trainer was knowledgeable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The content was well organized and easy to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Class participation and interaction were encouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All questions raised by participants were answered appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your overall assessment for the training






☐ **Excellent**

☐ **Good**

☐ **Average**

☐ **Poor**

☐ **Very poor**

					
To what extent did you gain confidence in the following topics?	Very well	Well	Neutral	Not Well	Not at all
1. Main objectives and basic concept of the VGGT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. History of engagement of CSOs in the governance of tenure issues and their engagement in the elaboration process of the VGGT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Logic and principles of the VGGT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Main topics covered by the VGGT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Main actors and their respective roles and responsibilities with reference to the VGGT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. How the VGGT are used worldwide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. How CSOs can play a role in the VGGT implementation process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. National context analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Analysing actors and responsibilities (including of each CSO participants) in improving the governance of tenure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Analysing the processes and timeline for improving governance of tenure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Analysing entry points in the VGGT from local cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Analysing possible uses of the VGGT by CSOs incountry and elsewhere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Analysing possible areas of action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Designing an action plan on the basis of specific criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

