**Group Exercise Module 6: Preparing for Implementation**

**Overview**

This exercise is designed to support stakeholders who are already ready to start strategic planning at national level. It involves a set of questions designed to think through about strategic priorities. It is not a strategic planning exercise, but a way of laying the foundations or ‘pre-planning’ for next steps after this overview workshop. It considers what may be needed to prepare for strategic planning after the workshop / briefing.

The activity can be conducted as part of a face-to-face workshop using flipcharts and pens or through a virtual process using breakout rooms.

**Objectives**

* To share perspectives on the roles and responsibilities of the sectors involved in VAC prevention interventions.
* To potential action points for future VAC prevention strategic planning to ensure that roles and responsibilities are represented in strategic actions.

**Time**

90 minutes

**Materials**

**Face-to-face workshop**

* Copies of Worksheet Planning Questions or flip charts containing the text from slides 10 – 12 of Module 3 Implementation and Adaptation Overview PowerPoint presentation; alternatively project the three slides for 20 minutes each during group discussion (see below).
* Flipcharts and marker pens or sheets of paper with questions

**Virtual workshop**

* Zoom/skype / other video conferencing software for the groupwork that allows for breakout rooms; Worksheet available on google drive.

**Process**

***Preparation for facilitator***

**Face-to-face workshop**

* Review the planning questions and modify if any of the planning processes have already been implemented

**Virtual workshop**

* Prepare breakout rooms on the learning platform and have a link to the worksheet on a virtual document share platform.

**Exercise Guide**

***Set the agenda (5 minutes)***

Explain the purpose, objectives, and duration of the exercise to the participants.

***Planning for strategic planning (60 minutes)***

**Face-to-face workshop**

1. Divide the participants into small groups.
2. Introduce the activity by explaining that the purpose of this activity is not to answer the strategic planning questions that are listed on the worksheet. These will need a more focused exercise with all the necessary information available and necessary stakeholders meeting together. The purpose of this activity is to *identify what you will need to do to prepare for a longer strategic planning process*.

Note to facilitator: It is especially important for this activity to move around the small groups as they are working and check that they are answering the *second set of questions* (about preparation) and not the first ones in each of the three parts of the worksheet.

1. After the first 20 minutes remind people to move onto the second question, B, on Developing the plan, if they have not already done so. Repeat after 40 minutes reminding them to move onto the third question C on implementation.

**Virtual workshop**

1. Explain the activity in plenary and show the worksheet on screen, emphasising the points listed in point II of the Face-to-face workshop.
2. Place people into breakout rooms. Send a reminder at the 20 minute and 40 minute point to remind people to discuss all three questions.

***Plenary (25 minutes)***

**Face-to-face workshop and virtual workshop**

1. In plenary, ask each group to feed back on the first set of questions about assessment. Consolidate all small group contributions on this point and leave time for any questions or points of clarification.
2. Repeat for the second and third set of questions on developing the plan and implementation.
3. Close the activity by confirming the action points that have been identified in this session and ensuring that there is a named person responsible for any agreed action points.

**Annex 1: Worksheet Planning Activity**

In your small group, discuss the following three sets of questions.

The purpose of this activity is to identify what you will need to do to prepare for a longer strategic planning process.

You have 60 minutes overall so try not to use more than 20 minutes per set of questions.

1. ***Understand the situation / needs assessment***

The strategic planning process will require reflect on the following questions:

1. What policies, programmes, interventions already exist? Where are the gaps?
2. What data is available, which are the sources, where are the gaps?

In your small group, discuss and record:

* *How are you going to find out what exists?*
* *Who needs to be convened to do this assessment?*
* *What, if any, support might you need to get this done?*

1. ***Develop the plan – priorities, goals, timeframe***

The strategic planning process will require reflect on the following questions:

1. How do we select interventions?
2. What are the responsibilities for these interventions?
3. What resources are needed and where will they come from?
4. How will we track progress and evaluate impact?

In your small group, discuss and record:

* *How will you agree on criteria for selection, including the need for evidence?*
* *What costing information is needed, and who needs to be involved in budgeting?*
* *How will the proposed M&E framework fit into existing national M&E processes?*

1. ***Implement – planning frameworks and budgeting***
2. What is the national planning framework?
3. How does this VAC prevention plan fit into existing and future planning and policy commitments?
4. How do we accurately budget?
5. What accountability mechanism is needed for implementation?

In your small group, discuss and record:

* *Have we already got an agreed planning framework, and is VAC a ‘stand alone’ plan or integrated into others?*
* *Who needs to be involved in these decisions, and how do we ensure that they are involved from the start?*
* *Who needs to be involved in costing the plan, and at what stage and how are they involved?*