

USDA POULTRY PROJECTS M&E WORKING GROUP MEETING
JUNE 26TH – 27TH, 2018 – METSS CONFERENCE ROOM
MEETING AGENDA

Day One - Tuesday, June 26, 2018			
	ACTIVITY	TIME	FACILITATOR
	Arrival, registration, coffee and tea	8:00am – 8:30am	METSS
	Introduction of participants	8:30am – 9:00am	METSS
	Welcome statement by METSS II COO		USDA
	Welcome Remarks by USDA Rep		AMP & GPP
	Statements by Chiefs of Parties (COPs) <ul style="list-style-type: none"> - AMPLIFIES COP (or Rep) - GPP COP (or Rep) 		
	Discussion Topic One: Reinvigorating the M&E systems of the Poultry Projects <ul style="list-style-type: none"> - Elements of an effective M&E system - Presentations of the two projects M&E systems 	9:00am – 10:40am	METSS II AMP & GPP
COFFEE BREAK			
	Discussion Topic One Continued: <ul style="list-style-type: none"> - Identifying inherent strengths and weaknesses and challenges of the M&E systems that hinder data collection and reporting - Useful tips in revising, updating and modifying approved M&E plans 	11:00am-1:00pm	All Participants METSS & USDA
LUNCH			
	Discussion Topic Two: USDA Briefing <ul style="list-style-type: none"> - USDA M&E requirements and standards, and expectations. - Source of USDA M&E materials and information - Introduction to USAID learning lab and Agrilinks 	2:00pm – 2:45pm	USDA METSS
	Discussion Topic Three: Preparing for a data quality assessment <ul style="list-style-type: none"> - Understanding the data quality principles and the DQA functional areas of an M&E system - Developing internal mechanisms for assuring data quality - Annotated findings of external DQAs - Preparing for impending DQAs - The role of METSS and Poultry Projects 	2:45pm – 3:45pm	METSS & USDA
HEALTH BREAK			
	Discussion Topic Three Continued: <ul style="list-style-type: none"> - Determining the schedule and timing of the impending DQA in July 	4:00pm – 4:30pm	METSS
	Closing	4:30pm – 4:45pm	METSS

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Meeting Agenda

Day Two - Wednesday, June 27th, 2018			
	ACTIVITY	TIME	FACILITATOR
	Arrival, registration, coffee and tea	8:00am – 8:30am	All
	Recap of Day One: Discussion of “Parking lot issues” and AOB ¹ from Day One	8:30am – 9:00am	All
	Discussion Topic Four: Preparing for performance evaluations <ul style="list-style-type: none"> - Understanding the evaluation SOW and evaluation questions: Role of METSS and the two projects - Preparing the evaluation design matrix: Contributions of AMP and GPP - Internal preparations and managing an external evaluation 	9:00am – 10:40am	METSS & USDA
COFFEE BREAK			
	Discussion Topic Five: Know your Information Sources II <ul style="list-style-type: none"> - Introduction to Ghanalinks.org web portal 	11:00am-12:30pm	
	Discussion Topic Six: Agreeing on modalities for impending USDA performance evaluation	12:30pm-1:00pm	
	Workshop Evaluation	1:00pm – 1:10pm	
	Closing Remarks	1:10pm – 1:20pm	
LUNCH AND DEPARTURE			

¹ AOB is an abbreviation of Any Other Business