

**RAAM Workshop Template Agenda**

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| Time | **Topic** and Lead | Objective and Description |
| **DAY 1** | | |
| 8:00 – 8:45 | **Welcome/ Introductions**  RAAM Lead | **Purpose**: Set the tone for the day and establish expectations |
| Present “why we are all here”, including the high-level workshop agenda and the backgrounds of those participating |
| Run a simple icebreaker activity for participants to learn more about each other and get comfortable speaking |
| 8:45 – 9:15 | **Context review**  Security Lead | **Purpose**: Ensure all participants are on the same page about what is happening in the program implementation regions |
| Depending on the audience, review both the basics about the context as well as what has happened most recently that affects access status as well as program activities, e.g. road status, military/armed group movements, recent security incidents involving NGOs, etc. Use maps, charts, images, bullet point lists, etc. to the maximum extent possible. |
| 9:15 – 11:00 | **Program introduction**  Program Lead | **Purpose** **1**: Ensure all participants know what the program is trying to achieve, through what activities and in what time |
| **Purpose** **2**: Get a temperature check on what participants perceive to be the most pressing reduced access challenges |
| Review the program summary, theory of change, high-level workplan, and any key indicators/assumptions identified as relevant for RAAM purposes. Review the findings of the document review, including any critical narrative sections from the different documents that might describe or illustrate important points. |
| Conduct an exercise (e.g. online poll, blank flipchart with post-its distributed to participants to write on) to list participant takeaways from this and the previous session about the elements of the context/program they consider most in need of more/better information. For example: Is there a possibility of access levels changing quickly? Do we know the specific locations of all of our program activities and targeted communities? Are there stakeholders who need additional consultation? Review and reflect on the inputs. |
| 11:00 – 11:30 | | Coffee/Tea Break |
| 11:30 – 12:45 | **RAAM introduction**  RAAM Lead | **Purpose**: Describe the RAAM method(s) chosen and how they can supplement program monitoring |
| Give an accessible, non-technical description for the RAAM method(s), and the results of any feasibility/risk assessment steps conducted pre-workshop (as detailed in method guidance). If possible, have any technical experts in the room lead the session, or give comment on the method(s). Introduce the RAAM workflow and connect it to the agenda shared at the welcome and the concerns raised in the previous session. |
| 12:45 – 1:45 | | Lunch |
| 1:45 – 2:00 | **Energizer** | Pick an energizer activity that will get participants moving after lunch and take people off of laptops/phones. |
| 2:00 – 3:00 | **Objective Brainstorming**  RAAM Lead | **Purpose 1**: Initiate the first step of the Workshopping phase detailed in the chosen method workflow. |
| **Purpose** **2**: Prompt participants to creatively and collaboratively about potential informational objectives. |
| RAAM Lead introduces what a well-designed objective should look like, including the columns of the Method Matrix tool that need to be filled out for identified objectives. Give instructions for subsequent brainstorming activity.  For large groups: Workshop participants break into small groups with copies of the Method Matrix to brainstorm ideas.  For medium or small groups: Project the Method Matrix on the screen and conduct silent individual brainstorming for 15-20 minutes, with participants writing down ideas on paper. Next, ask participants to partner with one other participant to share/review ideas. |
| 3:00 – 3:15 | | Coffee/Tea Break |
| 3:15 – 4:30 | **Objective discussion**  RAAM Lead | **Purpose**: Complete the first step of the Workshopping phase by conducting group discussion of brainstormed objectives, and list plausible options. |
| Reconvene the full group to combine ideas discussed in pairs/small groups. Project the relevant Method Matrix tab on the screen to ensure everyone is looking at the same copy. Assign one person to write inputs into the Method Matrix while the facilitator goes to each pair/group to solicit their ideas, ask questions, and prompt the group for feedback. Review considerations/critiques discussed in the pairs/small groups and get input from the broader workshop. Depending on the method, it may be possible to prioritize objectives based on factors like likelihood and impact (e.g. context mapping), or prioritization/selection of objectives may need to wait until after the data sources assessment phase. |
| 4:30 – 5:00 | **Wrap up** | **Purpose**: Summarize the day, explain next steps and the next day’s agenda, and collect feedback for how to improve subsequent days. |
| **DAY 2** | | |
| 8:00 – 8:45 | **Day 1 Recap**  RAAM Lead | **Purpose**: Refresh participant memories about the outcomes of the previous day, the current day's agenda, and brainstormed objectives |
| 8:45 – 11:00 | **Data source assessment**  RAAM Lead | **Purpose 1**: Complete the second step of the Workshopping phase |
| **Purpose 2:** Comprehensively list the data sources known to the workshop participants which relate to the identified objectives. Assess the sources’ reliability, accessibility, etc. |
| Working from the potential RAAM objectives, collectively discuss data sources both primary (internal) and secondary (external) that the program may be able to access which would be usable for the objectives. The Method Matrix will have a tab or columns dedicated to the questions to be answered about each data source, and the method guidance will contain method-specific considerations that participants should debate and discuss.  This step is often most critical for successful RAAM – different stakeholders need to establish the expectation that they will share what they know and have access to, and creatively brainstorm how to potentially fill data gaps. Facilitators should focus on structuring the conversations toward ensuring all stakeholders contribute information about the data sources they are familiar with, and toward ensuring all relevant questions are answered about each data source. |
| Activity: Data source mapping. Participants will break into small groups (ideally by department). Each group writes the types of reports/information their department generates on a flip chart, including the name, purpose, data collection methods, data sources, location, and frequency. This information should be presented in a simple table format. Groups will then present their flip charts to the larger group and conduct Q&A. If any details are unavailable or unknown, workshop participants can be assigned to find out more after the workshop if needed.  NOTE: If data sources cannot be shared due to sensitivity concerns, they should still be listed on flip charts so that the broader workshop group can learn about what is collected and better understand sensitivity concerns. |
| 11:00 – 11:30 | | Coffee/Tea Break |
| 11:30 – 12:30 | **Objective selection**  RAAM Lead | **Purpose**: If needed, complete selection/prioritization of objectives that will proceed to analysis planning |
| Based on outputs of the data source assessment, workshop participants debate which RAAM objectives will be selected from the brainstormed list. Facilitation and discussion questions should be designed to be method-specific and context-specific, but must meet basic criteria for moving forward:   * Is the objective feasible given all context factors discussed? * Do we have or can we access the data we would need? * Do we think the estimated LOE is within reason? * Does the objective have a clear link with program indicators, assumptions, or context monitoring needs? |
| 12:30 – 1:30 | | Lunch |
| 1:30 – 2:00 | **Energizer** | Pick an energizer activity that will get participants moving after lunch and take people off of laptops/phones. |
| 2:00 – 4:00 | **Method planning part 1**  RAAM Lead | **Purpose**: Begin drafting the Method Plan, initiating the final step of the Workshopping phase |
| Method planning will be decided in detail in Day 3. The purpose of this session is to challenge participants to think through the planning of at least one objective in depth; how would they operationalize it? What indicators would make it concrete, which exact data sources could be used, and what analytical techniques, skills and technologies needed? Who would potentially need to play which roles? |
|  |  | Activity: Participants break into pairs or small groups (randomly or by some other means according to facilitator choice), with each assigned one selected objective. If necessary, groups can all be assigned the same objective, but ideally will work on different ones. Each group works through the Method Plan tab in the Method Matrix tool for the assigned objective. It is not necessary for participants to have deep technical skills to participate in this activity, but each group should ideally have at least one person with data analysis skills assigned to it. Groups should be encouraged to research techniques online if helpful (for example, to research potential remote sensing indicators) during this session. If it is expected that not many persons with data analysis experience will participate in the workshop, facilitators should pre-prepare a list of names of/links to analytical techniques that could be used as research starting points. |
| 4:00 – 4:30 | **Wrap up** | **Purpose**: Summarize the day, explain the next day’s agenda, and collect feedback for how to improve the next day’s planning. |
| **DAY 3** | | |
| 8:00 – 8:30 | **Day 2 Recap**  RAAM Lead | **Purpose**: Refresh participant memories about the current day's agenda, finalized objectives and data source assessment outcomes. |
| 8:30 – 10:30 | **Method planning part 2**  RAAM Lead | **Purpose**: Complete the Method Plan, the final step in the Workshopping phase. |
| Working objective by objective, complete all columns in the Method Plan tab of the Matrix tool as a single group. Inputs should start with the brainstorming done in the activity that closed the previous day, but should allow space for all workshop participants to debate and modify the details, for example the specific definition of the indicators that operationalize the objective, the timeline for when a given RAAM output needs to be ready, and who will be assigned to different roles and responsibilities, which can vary by method.  It is important for each objective and indicator to define (even preliminarily) *what would constitute a finding of interest*. If the indicator is quantitative or quantitative, what values or trends would be concerning, promising, or could prompt deeper review? If the indicator is quantitative, what would be a reasonable threshold for interpreters to use in deciding if the values are urgent and must be reported to decision-makers immediately? What kinds of patterns would be surprising?  Persons assigned as interpreters of RAAM analytics will ultimately need to use their own judgment in deciding what findings are of interest once the analytics start to be shared. However it is important to take the opportunity of having many stakeholders together to make a record of the group consensus and ideas. This record will help interpreters to check their own instincts, look for patterns they might not otherwise have noticed, and have more confidence in identifying certain findings as worth sharing. |
| 10:30 – 11:00 | | Coffee/tea break |
| 11:00 – 12:15 | **Method planning part 3**  RAAM Lead | **Purpose**: Ensure all participants leave the workshop with common understanding about next steps and actions to be taken |
| If needed, continue to fill in the Method Matrix for all selected objectives. Finally, review the Roles and Responsibilities assigned in the tab across all objectives, and discuss. Key questions to ask:   * Are workloads reasonable? Is one person taking on too many roles/responsibilities? * Are there any missing roles or responsibilities that are needed for this context or program? * Who needs to be alerted about the division of responsibility?   Once finalized, workshop participants should agree about the immediate next steps. For example:   1. Sharing a workshop summary email with key leadership 2. Establishing communication channel(s) for designated RAAM analysts and interpreters to start assigning technical tasks 3. Setting a regular monthly group checkin call |
| 12:15 – 12:30 | **Wrap up** | Recap the workshop activities, thank participants for their work, recognize persons who played a significant role in Preparation, and motivate participants for continuing. |

Agenda tips

* If you are conducting the workshop non-continuously (i.e. in smaller in-person blocks (less than 4 hours) spread out over more days, or in smaller online blocks), it is recommended that you follow the same agenda and schedule blocks to cover at least one or more discrete topics/sessions listed per block, and in the same order. Activities may need to be adapted or eliminated if impossible to conduct in an online format.
* Whether you will need specific subject matter experts to participate in your workshop is a judgment call (for example, technical experts in different sectors like CVA or WASH, or persons with research or personal expertise about the communities or context being analyzed). If your program design is complex and/or there are very technical questions around what kind of RAAM objectives would best fit the particular program design, physical characteristics of the implementation region, it would likely be helpful to bring a subject matter expert.
  + If you are pursuing the Remote Sensing method, you are strongly advised in the method guidance to include at least one participant with GIS experience, and if possible remote sensing expertise, in both the Preparation and Workshopping phases to help steer the conversation toward feasible analytics.
* For medium-sized to large workshops (i.e. more than 10 persons), icebreakers and teambuilding activities are important to incorporate in the agenda! Establishing a positive, fun atmosphere supports brainstorming and engagement during the workshop and makes it more likely stakeholders will stay engaged after the workshop. The RAAM template slides include ideas in the notes for exercises you can run, and the [Data Playbook](https://solferinoacademy.com/data-playbook/) contains ideas for data-related games and exercises that can help you design your own.
* If managing large workshops, it can be very helpful for the overall workshop facilitator to push persons assigned to lead different sessions to write down how they will run the session. This includes describing the bullet points of what they will talk about, approximate timing, what support they need (e.g. materials/supplies), whether they will use slides, etc. Having this detail for every session allows the overall facilitator to look for ways to ensure smooth transitions and complete logistics organization.
  + Tip: try to identify if session leads are trying to fit too much or too little content into the allotted time! RAAM is a topic that requires significant intra-stakeholder discussion, and so it can be easy for leads to overestimate what they can cover in 30-90 minutes once discussion time is accounted for.