

## Agenda (timings may change)

Time	Topic
<b>Day 1</b>	
8:45 – 09:00	<b>Registration and welcome</b>
9:00-9:50	<b>Welcome and Introductions</b>  <b>Participant expectations</b>  <b>Workshop purpose, objectives and programme</b>
9:50 - 10:35	<b>Introduction to SAAF and one of our donors Norad</b> <b>Followed by Q&amp;A</b>
10:35-10:55	<b>Introduction to all the projects</b>
10:55 -11:10	<b>Tea Break</b>
11:10 - 11:45	<b>Learning and Sharing exercises</b> <b>3 organizations</b>
11:45 - 13:30	<b>Goals and objectives</b>
13:30 - 14:30	<b>Lunch</b>
14:30 - 14:40	<b>Energizer</b>
14:40 - 15:15	<b>Learning and Sharing exercises</b> <b>3 organizations</b>
15:15-15:45	<b>Goals and objectives (cont'd)</b>
15:45-16:15	<b>Peer review of goals and objectives</b>
16:15-16:30	<b>Tea Break</b>
16:30-17:00	<b>Finalization of goals and objectives</b>
17:00-17:15	<b>Summary of day and time to answer any last questions</b>
17:15-17:30	<b>Expenses and Per diems</b>
<b>Day Two</b>	

9:00- 9:15	<b>Energizer and Review of Day 1</b>
9:15 – 11:15	<b>Budget</b>
10:45-11:00	Tea Break
11:30-12:10	<b>Monitoring and Evaluation and indicators Introduction</b>
12:10-13:20	<b>Results indicators exercise</b>
13:20-14:20	Lunch
14:20-14:30	<b>Energizer</b>
14:30-15:05	<b>SAAF logframe and indicators spreadsheet</b>
15:05-16:05	<b>Revising Indicators - results</b>
16:05-16:20	Tea Break
16:20 - 17:00	<b>Revising all Indicators</b>
17:00 - 17:15	<b>Summary of day and time to answer any last questions</b>
17:15 - 17:30	<b>Expenses</b>
<b>Day Three</b>	
9:00 – 9:15	<b>Energizer and Review of Day 2</b>
9:15-9:55	<b>Target setting</b>
9:55 – 10:10	<b>Activities</b>
10:10-11:10	<b>Risk and Risk analysis</b>
11:10-11:25	Tea Break
11:25-13:10	<b>Stakeholders and partnerships</b>
13:10-13:20	<b>Summary of day and time to answer any last questions</b>
13:20-14:20	Lunch
14:20-17:20	<b>Surgery to discuss specific project with SAAF team (2 participants)</b>
17:20-17:30	Break

17:30-19:00	<b>Surgery to discuss specific project with SAAF team (2 participants)</b>
<b>Day Four</b>	
9:00 – 9:15	<b>Energizer and Review of Day 3</b>
9:15-11:00	<b>SAAF policies processes procedures and lessons learned from past grantees</b>
11:00-11:15	Tea Break
11:15-12:00	<b>SAAF reports</b>
12:00-12:15	<b>Course Evaluation</b>
12:15-13:15	<b>Wrap up and group photo</b>
13:15-14:15	Lunch
14:15-16:15	<b>Individual Meetings (for some participants)</b>

## Participants

Name	Organisation	Country
Andre Deponti	Safe Abortion Action Fund (SAAF)	UK
Hanna Lindley-Jones	Safe Abortion Action Fund (SAAF)	UK
Luis Gonzalez	Safe Abortion Action Fund (SAAF)	UK
Maite Matos Ichaso	Safe Abortion Action Fund (SAAF)	UK
Camilla Holst Salvesen	Norad	Norway
Ida-Eline Engh	Norad	Norway
Ramesh Pokharel	Action Works Nepal	Nepal
Rodica Comendant	Regional Training Center (RTC)	Moldova, (Republic of)
Amina Stavridis	Palestinian Family Planning and Protection Association (PFPPA)	Palestine
Karki Yagya Bahadur	Population, Health and Development Group (PHD)	Nepal
Medea Khmelidze	Union of PLHIV in Georgia "Real People Real Vision" (RPRV)	Georgia
Santos Simione	AMODEFA	Mozambique