

ASSESSING AND ANALYZING

RECOMMENDED TASK 7

STAKEHOLDER ENGAGEMENT WORKSHOP

1. Purpose

Stakeholder engagement workshop is a targeted, interactive activity designed to rapidly align a diverse group or multi-level stakeholders. It is used to facilitate alignment, creativity and decision making and to generate key outputs in relations to the vision, mission, and goals for strengthening integrated geospatial information management.

The stakeholder workshop engage the various IGIF stakeholders – those who are affected by, have a direct interest in the IGIF, or are somehow involved with the collection and use of geospatial information; as well as the gatekeepers – those who control access to people or resources needed – strengthening integrated geospatial information management.

A workshop also provides a way to create an intensive educational experience in a short amount of time, and is particularly used when the time for a more comprehensive effort may not be available. Participants may be working, they may be too far apart to gather together regularly, or may simply be unwilling to commit large amounts of time. A workshop can be used to introduce the IGIF concept, spurring participants to investigate it further on their own, or it can demonstrate and encourage the practice of actual methods.

2. Method

There are 3 phases to conducting a workshop - Planning, preparation and implementation.

In order to conduct an effective and successful workshop, you need to address its planning, preparation, and implementation. As you plan, consider the workshop's audience, its size, its length, its purpose, and your presentation options. Preparation includes logistics (managing the physical items involved, materials, equipment, etc.), and preparing psychologically as well.

Finally, the implementation of the workshop includes attending to all three of its phases: introduction, substance, and closure. It will be important to follow up, both by fulfilling any promises and using feedback to redesign or change parts of the workshop so that your next one will be even better.

1. Planning

- a. consider the topic, audience ad size of the workshop and time available.
- b. Select the venue
- c. Prepare the agenda (see example below)
- d. Invite the attendees from the list of stakeholders identified in Task 6.

2. Preparation
 - a. Prepare the presentations
 - b. Invite speakers
 - c. Prepare handouts
 - d. Organise the equipment overhead projector, VCR and monitor, computer, etc.
 - e. Make up an evaluation form
 - f. Organise the refreshments
3. Implementation
 - a. Set a positive tone
 - b. Greet the attendees and speakers
 - c. Handout the agenda
 - d. Keep track of time
 - e. Present material in a number of different ways to keep the audience engaged
 - f. Encourage participants to relate the workshop content to their reality
 - g. Allow ample time for reflection and discussion in all activities
 - h. Sum up and where to next
 - i. Ask for feedback
 - j. Follow-up – provide a summary of workshop outcomes

Integrated Geospatial Information Management

Stakeholder Workshop

Date:

Venue:

8.30 – 9.00	Registration
Inaugural Session	
9.00 – 10.45	<ul style="list-style-type: none"> - Welcome Address by [Name] Preferably Minister - Keynote Speech on “Need to Strengthen Integrated Geospatial Information Management” Expert from Geospatial Domain - Address by Guest Speaker on the ‘Current state of Geospatial Information Management’ - Vote of Thanks by Name
10.45 – 11.30	Refreshments
Information Session	
11.30 – 12.30	<p>What is the Integrated Geospatial Information Framework</p> <ul style="list-style-type: none"> - Part 1: Strategic Framework - Part 2: Implementation Guide - Part 3: Country Action Plan <p>What is the Development Account Project</p> <ul style="list-style-type: none"> - Needs Assessment and Gap Analysis <p>Discussion</p>
12.30 – 13.30	Lunch
Technical Session	
13.30 – 15.15	<p>Environmental Scanning Group Activities (preferably 8 Groups)</p> <ul style="list-style-type: none"> • Discuss Political, Economic, Social and Technology drivers for change • Discuss strengths, weaknesses, opportunities and threats <p>Each Group to report back on their discussion/findings</p>
15.15 -15.30	Refreshment
15.30 – 16:30	<p>Facilitated discussion on the Vision and Goals for Integrated Geospatial Information Management</p> <p>Wrap up and Close: Facilitator Name</p>