

## DESIGNING AND DEVELOPING

### RECOMMENDED TASK 13

#### STRATEGIC PATHWAY ACTIONS AND ACTIVITIES

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##### 1. Purpose

Actions at the country-level have been identified In the Needs Assessment and Gap Analysis Report (Task 11). The next step is to provide more details on these actions and to specify the activities for each action. Activities are a convenient way to organize actions that have multiple steps. This also allows for better 'gross budget estimation' (Task 15), supports the preparation of the implementation schedule (Task 14) and the identification of success indicators (Task 16).

The Actions and activities are to be:

- summarized in the Country Action Plan under each strategic pathway
- specified in detail in the Activity Sheets

##### 2. Methods

There are two methods suggested here to refining the actions sufficiently for this task and in preparation for inclusion in the Action Plan.

1. A simple analysis of the key activities necessary to complete an action.
2. The completion of an Activity Sheet for each Action. This is more comprehensive, will better guide the action implementing institution and support the development of individual implementing project business cases.

The Activity Sheets would not normally be included in the Action Plan but instead serve as supporting material or documents. However, Activity Sheets will still be required to enable implementation and thus Method 1 is only an interim step towards a later completion of Method 2.

##### 3. Method 1

Complete the table below.

Step 1: Transfer (cut and paste) the actions identified in the Needs Assessment and Gap Analysis Report (Task 11) to column one.

Step 2: List the activities that are to be performed to deliver the action

Step 3: Estimate the time required to perform each activity. This information will be used to create the implementation schedule (Task 14, Gantt chart). Consider the time required to complete the activities, in days on a full-time basis, from the project commencement to approval. The start date and expected duration columns are indicative but, importantly, will show dependencies (are activities sequential or can some activities be completed in parallel).

<b>Action 1:</b> [Name]	Activities	Days (FTE) required to complete	Start Date	Expected Duration (month or part of a month)
[Strategic Pathway 1]	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
	10.			
Implementation timing dependencies	(Free text)			

<b>Example</b>				
<b>Action 2:</b> <b>Establish Geospatial Information Coordination Unit</b> [Strategic Pathway 1]	Activities	Days (FTE) required to complete	Start Date	Expected Duration (month or part of a month)
	1. Develop mandate, terms of reference, roles and responsibilities and outline operating modalities.	4	16/10	0.5
	2. Identify funding required for resourcing the Unit	3	01/11	0.5
	3. Seek Ministerial Approval	1	16/11	4.0
	4. Develop an organizational structure	2	16/11	0.5
	5. Identify staff positions and reporting structure (both permanent and part-time roles)	2	01/12	1.0
	6. Create Position (job) Descriptions for permanent/part-time roles	5	01/01	1.0
	7. Establish an interim unit through secondment from existing organisations	15	01/02	1.0
	8. Recruit, train, establish and operationalize the unit	28	16/03	4.0
<b>Implementation timing dependencies</b>	This action is dependent on the completion of Action 1 and Action 17.			

## 4. Activity Sheet (Method 2)

The information necessary to complete the country-level action plan can be obtained by completing an Activity Sheet for each Action.

Whether Activity Sheets or the simple table (Method 1) is used for developing the country Action Plan, these Activity Sheets will be required to implement the country Action Plan. Because they are based upon the knowledge derived during Component 2 (Analysis and Assessment) they are best prepared by the project team that are consulting and preparing the country Action Plan. Some elements of the Activity Sheet will, by necessity, be left uncompleted until implementation commences, for example the name of the project manager implementing the project.

<b>Action 2: Establish Geospatial Information Coordination Unit</b>	
<b>Lead Implementing Agency</b>	Example: Department of Geospatial Information Management, National Geospatial Agency, Office of the Deputy Prime Minister
<b>Objective</b>	<p>What is objective of this action?</p> <p>(NOTE: This is derived from Component Two) and will support a Task 9 goal.</p> <p><i>For example:</i></p> <p><i>To provide effective coordination within government, reduce duplication towards maximising the value of integrated geospatial information for ALL people and sectors</i></p>
<b>Background and rationale</b>	<p>Describe the current situation in the country that has led to this action.</p> <p>(NOTE: This is derived from Component Two)</p> <p><i>For example:</i></p> <p><i>A number of departments and research institutions collect and use geospatial information. However, there is currently no clear accountability for the management and maximization of the use of this information. This has led to a lack of interoperability and limited application of standards where geospatial data is concerned. Cross-agency coordination of geospatial information is inadequate and as a consequence planning and decision-making is made difficult because geospatial data is not easily shared and reused. Current institutional coordination needs to be strengthened including collaboration between agencies that collect geospatial data. Institutional arrangements are based on hierarchical channels of data flows. This has created data silos and the approach it subject to a high degree of bureaucracy for data requests, preparation, approvals and agreements, and data transfers.</i></p> <p><i>There is a need to develop a more enduring underpinning governance structure for geospatial data access and use. The Geospatial Information Coordination Unit will deliver whole-of-government governance arrangements with the ability to balance public and private sector needs, and the mandate to encourage compliance with data</i></p>

	<p><i>collection and sharing policies and standards. The Unit's overarching governance approach also recognizes the potential contribution that research institutions and the community can make as producers and users of geospatial data.</i></p>	
<p><b>Description</b></p>	<p>Explain what the Action will deliver.</p> <p>Refer to the UN-IGIF Part 2: Implementation Guide for more information.</p> <p><i>For example:</i></p> <p><i>This Action will establish the [Country] Geospatial Information Coordination Unit (or Office) as the central hub for the coordination and accountability for all integrated geospatial information activities. This unit is situated in the Department of Geospatial Information Management, National Geospatial Agency, Office of the Deputy Prime Minister, and will be comprised of six full time staff and two part-time staff:</i></p> <ul style="list-style-type: none"> <li>• <i>One Director, Geospatial Information Coordination Unit</i></li> <li>• <i>One Senior Manager (Policy and Compliance), Geospatial Information Coordination Unit</i></li> <li>• <i>One Manager (Technical and Innovation), Geospatial Information Coordination Unit</i></li> <li>• <i>Three programme officers – Country Action Plan Implementation (Governance; Geospatial Data Management; Partnerships and Promotions; Stakeholder Management, Awareness, Education and Capacity, Monitoring and Evaluation etc.)</i></li> <li>• <i>One Administrative Assistant (Part-time)</i></li> <li>• <i>One Financial and Human Resource Assistant (Part-Time)</i></li> </ul> <p><i>The Geospatial Information Coordination Unit will:</i></p> <ul style="list-style-type: none"> <li>• <i>Provide a forum for the effective management and utility of geospatial information across the government and community.</i></li> <li>• <i>Work collaboratively with geospatial data suppliers, service providers and users to achieve the goals and support the strategic priorities of government.</i></li> <li>• <i>Ensure that integrated geospatial information management is approached in a multi-disciplinary and multi-sectoral manner.</i></li> <li>• <i>Promote the use and innovation potential of geospatial information.</i></li> </ul> <p><i>The Geospatial Information Coordination Unit is <u>not</u> a geospatial data producing agency, nor is it responsible for ongoing daily ICT operations.</i></p>	
<p><b>Activities and Milestones</b></p>	<p><b>Start Date</b></p>	<p><b>Expected Duration (month or part of a month)</b></p>

1. Develop mandate, terms of reference, roles and responsibilities and outline operating modalities.	16/10	0.5
2. Identify funding required for resourcing the Unit	01/11	0.5
3. Seek Ministerial endorsement and Cabinet approval	16/11	4.0
4. Develop an organizational structure	16/11	0.5
5. Identify staff positions and reporting structure (both permanent and part-time roles)	01/12	1.0
6. Create Position (job) Descriptions for permanent/part-time roles	01/01	1.0
7. Establish an interim unit through secondment from existing organisations	01/02	1.0
8. Recruit, train, establish and operationalize the unit	16/03	4.0
<b>Success Indicators</b>	<b>2024</b>	<b>2025</b>
<p>List the indicators that demonstrate that this activity has been completed successfully and is meeting the objective.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>a) <i>Terms of Reference including rationale, organizational structure and operational mandate</i></li> <li>b) <i>Budget for 2025 and 2026 and rolling budget for the period 2025 – 2028</i></li> <li>c) <i>Ministerial endorsement</i></li> <li>d) <i>Cabinet approval</i></li> <li>e) <i>Job advertisement</i></li> </ul>		
<b>Additional Information</b>		
Estimated Budget	Refer to Budget Estimation Tool (Task 15) for an explanation of how to estimate the budget. Provide the same figures in this section as in Task 15.	
Alignment to government programs	<p>Where possible, show the linkage to existing government strategy, plans or programmes, e.g., <i>National Development Plan 2023 - 2027</i></p> <p>Refer to Recommended Task 8 - Strategic Alignment (and Benefits) Exercise.</p>	

Alignment to the Sustainable Development Goals (SDGs)	Where practical, show the linkage to the 2030 Agenda and the Sustainable Development Goals. Most Actions will not directly align with particular SDGs, but some may.
<b>Contact Information</b>	
Title, Department	This will be the Department the implementing agency or unit is situated in including the name of the implementing agency or unit.  <i>Example:</i>  <i>Geospatial Information Coordination Unit          Department of Geospatial Information Management          National Geospatial Agency          Office of the Deputy Prime Minister</i>
Name of responsible person from implementing agency or unit	This will be the person responsible for delivering this Action.  <i>Example:</i>  <i>Director, Geospatial Information Coordination Unit          Tel: 123-987 6543          Emai: director@GICU.NGA.Country</i>
Major stakeholders to be consulted - CSOs, private sector, regional organizations, inter-governmental bodies, etc.	Refer to the Stakeholder list prepared using the Stakeholder Identification and Analysis Tool (under Recommended Task 2)