

EMWG Minute meeting on 11 November 2009

Venue : ActionAID Office, 14-16 Ham Long Street

Time : 2 P.M-5P.M , on 11 November 2009

Participants :

1. *ActionAID*: Truong Quoc Can, Nguyen Tat Quan
2. *Oxfam Hong Kong*: Mark Blackett
3. *Care International*: Le Van Son
4. *ISEE*: Le Quang Binh
5. *Plan*: Neeraj Rana
6. *EMWG Coordinator*: Duong Thi Tam

Oxfam Great Britian, Caritas Switzerland and EED sent apologies.

Welcome and highly appreciate Mr. Neeraj Rana to participate in EMWG Core Group meeting.

Objectives:

- To discuss and design the detailed plan in terms of technical for the Workshop with CEM and AudAID on 9th December 2009.

The members discussed actively and constructively to design the tentative agenda and action points as follow:

1. Design the tentative Agenda for the Workshop

<i>Time</i>	<i>Sessions</i>	<i>Objectives</i>	<i>Presenters</i>	<i>Materials</i>
9am-9h20	Introduction		Dr. Liem	
9h20-9h50	Ninh Thuan Recap	Bring everything up to speed and highlight NGO added values (Program 135-II Potential)	CEM (International Relations Dapartment)	Ninh Thuan Report (email) NGOs Papers
9h50-10h10	Overview of P135-II and Discussion	Highlight issues, challenges and opportunities formed	CEM (135-II)	Materials reports

		partnership		
10h10-10h30	Discussion			
10h30-10h45	Break			
10h45-11h15	NGO reflection and discussion	Challenges and advantages (working modalities)(*) Key areas to contribute to	EMWG	
11h15-11h30	Speech of beneficiaries			
11h45-12h	Prepare for afternoon sections			
12h-13h30	Lunch			
13h30 - 15h00	Working groups (4*5) topics of 4 components in P135-II (Link with (*)) <ul style="list-style-type: none"> – Service Delivery – Infrasstructure – Credit → Working modalities	Good facilatators Good leader, senior support Represenatation of key ministries (providing, district)	<u>Guidance</u> <u>(checklist)</u> (General for each group: Consider NGO best practices, collaboration in Progam 135-II-III)	
15h00-15h15	Break			
15h15-15h30	Recap on the discussion			
15h30-16h30	Roles donors, government and NGOs and next steps			
16h30-17h	Closing			

2. Action Points

<i>People in charge</i>	<i>What to do next</i>	<i>When</i>
<i>Son and Tam</i>	Meet Mr. Liem to discuss on the agenda and facilitation plan	By 13 rd Friday November 2009
<i>Can</i>	Prepare the checklist	By 13 rd Friday November 2009
<i>Mark</i>	Design the Criteria for selecting the invited ethnic people	By 12 nd November
	Lead nominated person for NGO presentations	By 23 rd November 2009
<i>Tam draft</i>	Calling for Papers based on the checklist Send email to invite beneficiaries (10 from NGOs) before 20 th November 2009.(Criteria and details from ethnic people)	Monday 16 th November 2009
<i>Tam</i>	Compare the checklist with that in Ninh Thuan and require organizations for more information if necessary	
	Final list of participants and ToR	By 23 rd November 2009
	Receive all papers	26 th November 2009
	Synthesis circulated for comments	30 th November 2009
	All papers sent	By 2 nd December
	Workshop	9 th December 2009

The next Core Group meeting will be on **1st December 2009**.

List of participants

<i>No.</i>	<i>Name</i>	<i>Organization</i>	<i>Email Address</i>	<i>Phone No.</i>
1	Truong Quoc Can	ActionAID	can.truongquoc@actionaid.org	097 9711 997
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