

SUMMARY OF AGREEMENTS & ACTION POINTS

2021 All Secretariats Meeting

Agreement/Action Point	Person/ Unit Responsible	Timeframe
Day 1		
Matters Arising from Previous ASM Agreements		
1. Review relevance of Manifesto and/or need for new basic policy document/s	GS Policy Team & APC	4th quarter
2. Recirculate communications tools (e.g., brand book, event information report template, etc.)	GS Comms Team	Immediate
3. Develop guidelines for translation and interpretation for additional languages (e.g. Arabic, Russian, etc.)	GS Comms Team	4th quarter
4. Prepare guidelines for better integration of Feminist Perspective in planning monitoring and evaluation	FG & GS Programme Team	4th quarter
5. Set up system for providing regular updates on global policy arenas/engagements to constituencies	GS Policy Team	Immediate
6. Generate roster of experts for development effectiveness and other advocacy themes	Luca & Network Manager	Immediate
7. Develop strategy for improving utilization of CPDE produced researches in effecting behavior change	GS Policy Team and APC	September 2021
Day 2		
Policy		
8. Develop constituency-level policy objectives and strategies tailoring it to the specific contexts of regions, sectors	GS Policy Team & ASM	4th quarter 2021
9. Consider conducting a (Research) Conference on Vaccine Inequality and ODA	TF Covid-19	July 2021
10. Provide suggestions on direction and activities of TF Climate Finance	Constituencies	3rd quarter 2021
Communications		
11. Create more space and mechanisms for information exchange	GS Comms Team	3rd quarter
12. Study other communication platforms that are more targeted per specific audience	GS Comms Team	3rd quarter
Capacity Development and Coordination		
13. Offer technical support to map out priorities and set objectives that are realistic and achievable	GS Cap Dev Officer and Planning Monitoring and Evaluation Officer	3rd quarter 2021
14. Facilitate collaboration among CPDE members through the Secretariats	GS Network Manager	Immediate
15. Share feedback on the modules, participate in the trainings, and share their expertise	Constituencies	Ongoing
16. Reinvigorate constituency participation in Task Forces and WG	GS Policy and Membership Officer & Constituencies	3rd quarter 2021

Day 3		
Country Work		
17. GS to provide templates for country selection, planning, and budgets.	GS Programme Team	1st wk July
18. Use the proposed criteria for selection of countries as guideposts but give leeway to Regions to justify choice of countries	GS Programme Team & Constituencies	July 2021
19. Select priority countries (countries with at least 5 activities) and extension countries (countries with 1 or 2 activities) to balance between the need focus to see impact and include new countries	GS Programme Team & Constituencies	July 2021
20. Give up to mid-October to complete selection and contracting for country work but keep in mind the need to implement national level activities before the end of the year in order to maximise possibility of good evaluation results early next year. Adjusted timeline will be shared by the GS by the 1st week of July.	GS Programme Team & Constituencies	4th quarter 2021
Membership and Coordination		
21. Review membership roster	Constituencies	July 2021
22. Improve GS consultations with different constituencies	Network Manager & Membership Officer	Immediate
23. Identify recommendations on ways forward for membership issues	Constituencies	mid July 2021
24. Pursue bilateral discussions on membership issues in constituency consultations: • Programme Implementation • Ways of Working • Communications • Animation • Other Priorities of Member	GS & Constituencies	3rd quarter
25. Assist the TF Decentralisation to come up with concrete recommendations for further consultations to all constituencies	LAC, Pacific, MENA and Youth	3rd quarter
26. Provide contacts on PWDs and LGBTQIA organisations	Constituencies	August 2021
27. Initiate meeting to introduce CPDE to PWDs and LGBTQIA to contacts of Constituencies	GS Network Manager & Membership Officer	4th quarter
28. Collate recommended new constituencies and pursue further discussions on approaches to reach out to other new constituencies	GS Network Manager & Membership Officer	3rd quarter