G-Watch Documentation, Reporting and Dissemination Protocols
(v1, as of 15 August)

This will serve as basic guidelines for the documentation, reporting and dissemination activities to be done by G-Watch local sites, partners and volunteers when undertaking G-Watch activities and/or implementing G-Watch projects and initiatives. G-Watch is a monitoring and action research group. This makes documentation and recording of data and information, consolidation and analysis of data and dissemination of findings and recommendations very vital to the success of its undertakings.

- For every meeting and/ or activities, there should be efforts to document and capture vital information. Key information to note: event title, objectives, date, venue, name of persons who attended and affiliations, highlights of the meeting/ event. The highlights to be captured should be directly responsive to the objectives. If tools, guide, data-processing templates and the like are provided by G-Watch Center, use it and be guided accordingly. For more guide/ tips on documentation, see https://docs.google.com/presentation/d/1WGWahYGQs1D59wnedqSp6oUvimRJlylk/edit?usp=sharing&ouid=110458052461454046257&rtpof=true&sd=true

- Every meeting and/ or activities should be photo-documented. Action shots of key parts of the activity and group shots are the ideal photos to be captured. Take short videos, if this is manageable. Whenever appropriate, post photos and videos online ideally tagging G-Watch Facebook page. Regularly, upload select photos and videos (choose only the best ones) to G-Watch in Action google drive: https://drive.google.com/drive/folders/1TjlKJj2l3b8M9k8vVehJi-AQGKVYULOB?usp=sharing

- Recording of accurate and exact data and information especially during monitoring is very crucial. Understand the tool provided and be guided accordingly. If there are questions or if you are unsure, please ask G-Watch Center for clarification and help. Do not second guess. Also, take note of G-Watch monitoring principles enumerated in the introduction of this guidelines.

- Reporting here pertains to when G-Watch sites, partners and volunteers send expected information, updates and reports to G-Watch Center. Reporting requirements and expectations will usually be stipulated in the Terms of Reference (ToR) to be provided for the activity/ undertaking. Complying with the agreed-upon reporting/ submission requirements and timeline is a must since this will ensure efficient and effective delivery and completion of national undertakings of G-Watch that usually involves many sites and partners. For incidences/ cases of delays or if in case some deliverables will not be met, sites/ partners/ volunteers are advised to coordinate promptly with G-Watch Center. On any other key undertakings that involve G-Watch in the sites/ localities, G-Watch sites, partners and volunteers are encouraged to share updates and reports to G-Watch Center proactively. Before using G-Watch name and logo for any purpose, sites/ partners/ volunteers are advised to first inform and coordinate with G-Watch Center.

- G-Watch aims to produce reports out of its monitoring and advocacy activities to (1) share and disseminate findings and recommendations; (2) reach out to and inform its target audience and constituencies; (3) generate response and actions from duty-bearers; and (4) generate lessons to inform future undertakings of G-Watch and the TPA community as a whole. G-Watch sites, partners and volunteers are encouraged to help in the dissemination of G-Watch findings and recommendations and/or reports and papers by:
    - Sharing G-Watch findings and recommendations and/or published reports and papers to immediate circles and constituencies,
    - Sharing G-Watch findings and recommendations and/or published reports and papers to the participants, respondents and sources of data and information,
    - Posting and/ or reposting G-Watch findings and recommendations and/or published reports and papers on social media and other online platforms,
    - Seeking media coverage for public events whenever appropriate,
    - Planning ways to engage relevant policy actors, rights holders and duty bearers to generate response and actions to G-Watch findings and recommendations in coordination with G-Watch Center.

- This *Documentation, Reporting and Dissemination Protocols* shall be updated and revised based on inputs and lessons from experience and application. For comments, suggestions and questions on this guidelines and to ensure you have the latest version, please contact:

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