



AGENDA
CI MS Coordinators' Training
13-15 February, 2017, Bucharest

The participants after the training will be able:

- to understand the roles and responsibilities of a coordinator
- to guide the CIMS implementation process in their organisation,
- to organize a self-assessment and prioritize the identified weaknesses
- to assist management and governance in activities related to the CIMS including the presentation of documentation for the external CI assessment.

Facilitators: *Annamária Vrzáčková (CI), Jacob Winter (CI) and Felix Gonzalez (Caritas Spain)*

13 February, Monday		
Time	Topics	Resource person
8:45 – 9:15	<i>Opening session</i>	Doina Crangasu, Jorge Nuño Mayer, Jacob Winter
9:15 – 10:30	<i>Getting started</i> - Introduction of the participants - Expectations - Agenda, working methodology	AV
10:30 – 11:00	<i>CI MS introduction</i>	JW/FG
11:00 – 11:30	Coffee break	
10:45 – 11:00	<i>Buzz groups</i>	
11:00 – 11:30	Coffee break	
11:30 – 12:30	<i>Working group session</i> - Roles and responsibilities of the coordinators	AV
12:30 – 14:00	Lunch	
14:30 – 15:00	<i>Feedback from the working group session</i>	AV/JW/FG
15:00 – 15:30	<i>Institutional Development and Capacity Strengthening Cycle</i>	AV



	- Elements Q&A	
15:30 – 16:00	Coffee break	
16:00 – 16:30	Engagement of the leadership - The organisation and its structures Q&A	JW
16:30 – 17:30	Working group session	
17:30 – 17:45	Closure of day 1	
TBC	Social event	

14 February, Tuesday		
Time	Topics	Resource person
8:30 – 9:00	Morning prayer	
9:00 – 9:15	Recap of day 1	AV/JW
9:15 – 10:30	Feedback of the working groups (day 1) and conclusions	JW/FG
10:30 – 11:00	Coffee break	
11:00 – 11:30	Self-assessment (appendix 4) - How to use it? - Assessment guidelines Q&A	JW/FG
11:30 – 12:30	Individual work and working group session	
12:30 – 14:00	Lunch	
14:00 – 14:45	Working group session - Self-assessment	
14:45 – 15:30	Feedback of the groups	FG/JW
15:30 – 16:00	Coffee break	



16:00 – 16:15	Data analysis (part 1) - Analyzing weaknesses and strengths - Problem tree Q&A	AV
16:15 – 17:00	Working group session	
17:00 – 17:30	Feedback of the groups	FG/JW
17:30 – 18:00	Closure of day 2	
TBC	Free evening	

15 February, Wednesday		
Time	Topics	Resource person
8:30 – 9:00	Morning prayer	
9:00 – 9:15	Recap of day 2	AV/JW
9:15 – 9:30	Data analysis (part 1) - Solution tree	FG
9:30 – 10:00	Working group session	
10:00 – 10:30	Feedback of the groups and conclusions	AV/FG
10:30 – 11:00	Coffee break	
11:00 – 12:00	External assessment - Documentation - Process - Deadline	JW
12:00 – 12:30	Questions and answers session	
12:30 – 14:00	Lunch	
14:00 – 15:30	Closure: conclusions, next steps, evaluation of the training	Jacob Winter, Doina Crangasu