

**DRAFT AGENDA**

**Webinar: Introduction to** **Monitoring and Evaluation (M&E)**

**Introduction:**

The objective of this Capacity-building webinar is to give a refresher on Introductory Monitoring of Evaluation (M&E) to interested members of the CTI-CFF.

The last M&E training was in 2014, before the Regional Secretariat came into existence in 2015. Therefore, in conjunction with several Resource Persons (many of whom have the institutional memory of the M&E in CTI-CFF for the past decade or more) we will cover the basics of M&E.

Additionally, the CTI-CFF M&E Operations Manual (2014), the CT Atlas as an M&E tool and some of the challenges faced, the importance of S.M.A.RT. Indicators, lessons learnt, and some suggestions for improvement will be discussed. (Note: S.M.A.R.T. = Specific, Measurable, Achievable, Relevant and Time-bound).

We would like to express our deep gratitude to the Resource Persons who have generously agreed to contribute their expertise, and time, especially those who bring with them valuable institutional memory from the past decade.

**Day 1 (**9.00 A.M – 13.00 P.M.)

1***. Introduction to M&E (What are M&E, Indicators, Targets, Outcomes, Outputs, Milestones, etc)*** – (Regional Secretariat & Dr Sada H. Syed)

Q&A/Break

2. ***What are MEAL Plan, and MEAL Strategy*** – (Regional Secretariat & Dr Sada H. Syed)

Q&A/Break

3. ***Revisiting the Monitoring and Evaluation System Operations Manual*** (Ms Luz T. Baskinas) (30 minutes)

Q&A/Break

4. ***CT Atlas: Indicators and M&E Challenges*** (Ms Shwu Jiau Teoh/Ms Nurul/Mr Stanley)

Q&A

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**Day 2:** (9.00 A.M – 13.00 P.M.)

5. ***Importance of S.M.A.R.T. Indicators: Lessons Learnt*** (Dr Alan White, TBC) (30 minutes)

Q&A/Break

6. ***Case Study: Some examples from Draft RPOA 2.0*** – (Regional Secretariat & Dr. Sada H. Syed)

Q&A/Break