

## Agenda for IRCS Planning Meeting for 2020

21 – 23 October 2019, IRCS NHQ, New Delhi

### Day 1 , 21<sup>st</sup> October

Session/Topic	Time	Facilitator/s	Session Details
<b>Opening</b>	09.30 – 10.00	- Dr. Vanashree Singh, Director (Blood Bank)	- Welcome - Introduction of participants - Address by ICRC and IFRC senior management representatives - Keynote address by IRCS Secretary General
<b>Introduction of 3 days agenda</b>	10.15 – 10.15	- Suman supported by Dr. Parag, ICRC	Overview of 3 days program
<b>Youth Led Projects (formerly Youth Program) – Session I</b>	10.15 – 11.00	IRCS state branch staff ( <i>please refer session details</i> ) supported by Jose Joseph and Dr. Parag & John	- Quick overview of Youth led projects – concept, strategy & logic model – <b>Raj Sarma, Assam</b> - Review of 2019 progress and estimated implementation rate for 2019 – <b>Debarati Misra, West Bengal and Naresh Gohel, Gujarat</b>
<b>Tea/Coffee break</b>	11.00 – 11.30		
<b>Youth Led Projects (formerly Youth Program) – Session II</b>	11.30 – 12.30	IRCS state branch staff ( <i>please refer session details</i> ) supported by Jose Joseph and Dr. Parag & John	- Activities for 2020 and beyond – <b>Sanir Dolas, Maharashtra</b> - Q & A – Jose Joseph, Parag & John
<b>Integration of Safer Access into IRCS interventions including other ICRC supported projects</b>	12.30 – 01.30	John George & Rizwana Rashid supported by IRCS NHQ and other ICRC staff	- Progress until now - issues & challenges in taking SAF to district & field levels - Ideas for 2020
<b>Lunch</b>	01.30 – 02.30		
<b>Budget Management (including Reporting)</b>	02.30 – 03.45	Jose, Suman, Cyriac, Jyoti, IRCS NHQ finance staff supported by John, Rizwana & other ICRC staff	- Common issues in budget & financial reporting - ways to address chronic financial reporting issues
<b>Tea/Coffee break</b>	03.45 – 04.00		
<b>Branch Development</b>	04.00 – 05.00	John, Parag & other ICRC staff supported by IRCS NHQ staff	- strengthening the branches (especially districts) having ICRC supported projects for better implementation & sustainability

**Day 2, 22<sup>nd</sup> October**

Topic	Time	Facilitator/s	Session Details
Recap of Day 1	09.30 – 10.00	Selected participants	
<p>- Parallel sessions on all ICRC supported projects.</p> <p>- State staff will be divided in groups according to specific project, e.g. EcoSec (04 states)</p> <p>- Staff from states having more than one ICRC projects will be divided into different groups, e.g. - Odisha</p>	10.00 – 11.00	<p>IRCS – Project In-charge/Managers, project Coordinator</p> <p>ICRC – Project Manager and other colleague from the department; supported by Cooperation team member for each project</p>	<ul style="list-style-type: none"> <li>- Review of 2019 progress</li> <li>- estimated implementation rate for 2019</li> <li>- case studies/success stories</li> <li>- SWOT(<i>optional</i>)</li> <li>- contribution in capacity building of branches</li> <li>- approach and activities for 2020 onwards</li> <li>- sustainability</li> </ul> <p><i>(Note – states which do not have ICRC supported projects may choose to participate in session per their preference and learn as well as contribute with their experience)</i></p>
Tea/Coffee break	11.00-11.30		
Parallel sessions as above	11.30 – 12.30	AS ABOVE	AS ABOVE
Exploring Integrated Approach in Project Planning & Implementation	12.30 – 01.30	Dr. Parag, Sahadeo supported by IRCS NHQ & other ICRC staff	<ul style="list-style-type: none"> <li>- Introduction of the Concept of Integrated Approach in programming</li> <li>- exploring the option of integrated approach among various projects at state/district levels</li> </ul>
Lunch	01.30 – 02.30		
SERV Program – State branch	02.30 – 03.45	Presentation by state branches	<ul style="list-style-type: none"> <li>- Target achieved</li> <li>- Outcome of the SERV Program</li> <li>- Progress of the SERV Program</li> <li>- Any best practices adopted under SERV Program</li> <li>- Theory of Change</li> <li>- Issues/challenges , solutions</li> <li>- contribution in capacity building of branches</li> </ul>
Tea/Coffee break	03.45 – 04.00		
SERV Program – Review	04.00 – 05.00	Team from DM Division, Ms. Rina Tripathi and Tapash	<ul style="list-style-type: none"> <li>- Brief overview of SERV Program 2019 by NHQ</li> <li>- Review of 2019 progress by NHQ</li> </ul>
WELCOME DINNER (to be confirmed)	07.00 PM onwards	ICRC/IFRC team supported by IRCS NHQ colleagues	- It will be an informal get together for IRCS, ICRC and IFRC colleagues and all participants

**Day 3, 23<sup>rd</sup> October**

Topic	Time	Facilitator/s	Session Details
Recap of Day 2	09.30 – 9.45	Selected Participants	
SERV Scale up Program – Session I	09.45 – 11.00	IRCS – Advisor (DM), DM Staff, Program Manager IFRC – staff ICRC – Parag, John, & other ICRC staff	- Trainings (Master Trainer, Instructors & Volunteers) - Curriculum - Expansion of SERV - Concept of SERV Scale up
<b>Tea/ Coffee Break</b>	<b>11.00 – 11.15</b>		
SERV Scale up Program – Session II	11.15 – 12.00	IRCS – Advisor (DM), DM Staff IFRC – staff ICRC – Parag & other ICRC staff	- Strategy and activities for 2020 onwards - Sustainability - Resources mobilization
Due Diligence	12.00 – 12.30	IRCS NHq, IFRC and ICRC staff	- Guidelines regarding procurement of relief items, appointment of staff, selection of beneficiaries for the programme/activities being implemented by the Branches
Financial Reporting	12.30 – 02.00	IRCS NHQ, IFRC Staff and ICRC staff	- Case study - Demonstration - Best Practices
<b>Lunch</b>	<b>02.00 – 02.30</b>		
Integration of Project Cycle Management (with Results based approach) at branch level & in various projects	02.30 – 03.45	<b>Prachi Bhatnagar, UP</b> (supported by Raj Sarma, Debarati Mishra, Naresh Gohel & SanirDolas)	- How to take forward PCM learnings from recently concluded ICRC supported workshops for 25 IRCS branches - utilizing trained staff at state levels as well as national level co-facilitators
<b>Tea/Coffee Break</b>	<b>03.45 – 04.00</b>		
Summary of 3 days meeting including <u>Action plan</u>	04.00 – 04.30	Dr. Vanashree supported by Dr. Parag & IFRC representative	Summarize 3 days discussion and follow up action plan - Comments by IRCS leadership
Valedictory	04.30 – 05.15	IRCS NHQ	- Addresses by IRCS, IFRC and ICRC leaderships - Group photo - Departing messages