**DEVELOPING A FOLLOW-UP AND EVALUTATION MECHANISM   
FOR CAPACITY-BUILDING ACTIVITIES**

**UNESCO Headquarters, Miollis Building Room XIV**

**1 to 3 June 2015**

**Timetable**

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| DAY 1: Monday, 1 June 2015 | | |
| 10.00 a.m.–10.30 a.m. | Welcome and introductory remarks by Ms Cecile Duvelle Workshop objectives & programme by Ms Susanne Schnüttgen | |
| 10.30 a.m.–11.00 a.m. | Introducing participants by Ms Samaa Moustafa | |
| 11.00 a.m.–1.00 p.m. | Purpose and objectives of the proposed follow**-**up and evaluation mechanism for the global capacity-building programme by Mr Gregor Meiering | |
| 1.00 p.m. –2.30 p.m. | Lunch | |
| 2.30 p.m.–5.30 p.m. | Developing the matrix: Introducing the 10 thematic results areas | |
| DAY 2: Tuesday, 2 June 2015 | | | |
| 9.30 a.m.–12.30 p.m. | | Reviewing results areas and developing sample indicators | |
| 12.30 p.m.–2.30 p.m. | | Lunch | |
| 2.30 p.m.–3.30 p.m. | | Impact evaluation | |
| 3.30 p.m.– 5.30 p.m. | | Data collection and operational considerations | |
| 7.00 p.m. | | Group dinner (optional) at Le Café du Commerce | |
| DAY 3: Wednesday, 3 June 2015 | | | | |
| 9.30 a.m.–12.30 p.m. | | Competencies and responsibilities | | |
| 12.30 p.m. –2.00 p.m. | | Lunch | | |
| 2.00 p.m.–3.30 p.m. | | Organizational, technical, budgetary issues and timeline | | |
| 3.30 p.m.– 4.30 p.m. | | Conclusions and next steps | | |