**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 |