

## Workshop Information for Participants

General workshop information; to be adjusted per country and setting by Project Leader  
(and NLR Representative where applicable)

### 1. Introduction

You have been invited to participate in a Logical Framework Approach (LFA) workshop. This workshop is a joint initiative between ..... *{the NLR partner}* and Netherlands Leprosy Relief (NLR). Herewith you are provided with some background information to this workshop.

NLR is a Dutch NGO supporting leprosy work in some 20 endemic countries. This support is formulated in long term projects and laid down in project documents. In a number of larger countries several projects together have been shaped into a coherent NLR support programme coordinated by an NLR Country Representative.

To improve project management NLR started to promote the use of Result Based Management (RBM), a management strategy which focuses on results instead of activities (as is often used). An important element in this process is the LFA workshop for which you now have been invited.

The term 'logical framework approach' basically means that by logical and structured reasoning the current leprosy situation is analysed and subsequently ways and means to improve the situation are formulated. Because leprosy is a field of work in which many stakeholders are involved, a workshop is often the best instrument to channel thoughts and ideas and produce solutions.

The organization of the workshop is in the hands of the NLR Project Leader. The workshop will be facilitated by at least one but sometimes two facilitators experienced and skilled in RBM and familiar with NLR and the projects it supports. The workshop aims at producing a project document for a new period of cooperation between ..... *{the partner}* and NLR

### 2. Workshop Preparation

As a participant you are expected to prepare yourself for the workshop. This can be done as follows:

- Thoroughly reflect on the leprosy situation in your area and on your personal or organizational position in this aspect. If you have any data or reports which you think are relevant kindly prepare them, contact the Project Leader beforehand and take you data to the workshop.

- One of the objectives of this workshop is to enhance a feeling of ownership. This ownership requires an active role of all participants. Especially during the first two days, when a situational analysis will take place, your opinion on the leprosy situation will form the basis of the discussions and your input will be highly appreciated.
- In the workshop specific concepts and terminology will be used. To increase the efficiency of discussions and the workshop as a whole it is important that all participants attach the same meaning to a concept, a word or a term. For this purpose it is recommended that you read the attached glossary before the workshop.

### 3. Workshop Methodology

RBM is defined as: a broad management strategy aimed at achieving improved performance and demonstrable results. This approach is characterized by:

- Involvement of all main stakeholders in the planning process, ensuring ownership of the project
- Start with the identification of results to be achieved and then thinking backwards to activities that need to be carried out. This will create a logical sequence between results, activities and budgets.
- Insert moments of reflection in order to adjust project planning and management

#### The Process of Action and Reflection



Bearing these basic principles in mind the workshop will follow the Logical Framework Approach (LFA), a standard set of procedures that leads to the formulation of a project plan. It assists in structuring the thoughts, ideas and concepts and creates a common project language. LFA in fact can be seen as structuring common sense. The LFA provides tools for:

- Situational analysis
- Strategy and result formulation
- Stakeholder analysis
- Project design
- Resource allocation
- Project monitoring and evaluation
- Project documentation and reporting

All participants are expected to contribute to the discussions. The discussions are organized step-by-step; the results of one step will be the basis for the next step discussions. All discussion results will be visualized for the participants, either on boards or the workshop room.

#### 4. Workshop Schedule

The workshop will follow a predetermined schedule (see outline below) though the facilitator(s) may decide to lengthen or shorten or even omit certain steps during the workshop.

Standard outline for logframe workshop		
	Participants	Topics
Day 1	Large group of stakeholders (± 40)	1. Situational analysis
Day 2		2. Identifying strategic options
Day 3	Project implementation group (± 20)	3. Selecting project strategies
Day 4		4. Stakeholder analysis
		5. Project design
		6. Activity and resource scheduling
Day 5	Project management and advisers (± 10)	7. management arrangements

#### 5. Workshop Composition

During the course of the workshop the number of participants will gradually decrease. Major stakeholders are invited for the first two days, analysing the current leprosy situation in the project area and generating ideas for future improvements. But at the end of the workshop only the project management and some advisers will elaborate the new project document. This tapering down is as follows:

- Situational Analysis and strategic options (day 1 and 2) . A wide variety of stakeholders (for large projects 40 persons) provide an analysis of the current situation on leprosy control and care in the project area. The result of this part is an agreed upon list of priority issues

- Project implementation (day 3 and 4). Those responsible for project implementation (20 persons at maximum) continue to formulate a detailed project plan with objectives, indicators for success, activities, main responsibilities and budget sources
- Management arrangements (day 5) . Project management and technical advisers finalise the workshop by elaborating on project risks, management roles, monitoring arrangements, timing of preparatory activities and follow-up actions.

## 6. Workshop Outcome

The aim of the workshop in which you will participate is the formulation of a Project Document. This document will be a contract between NLR and its partner(s). All participants will receive a draft copy of this document. Feedback can be directed to the Project Leader, where after all participants will receive a copy of the final document.