



***GIFT-MENA Steering Committee Meeting and Strategic Vision
Workshop***

Beirut, 3-4 November 2008

Venue: The Institute of Finance of Lebanon-Basil Fuleihan Institute

GIFT-MENA THIRD STEERING COMMITTEE MEETING

REPORT



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DATE AND VENUE

The GIFT-MENA third steering committee meeting was held on November 3 and 4, 2008, at the Institute of Finance of Lebanon-Basil Fuleihan Institute.

ATTENDEES

The meeting was attended by steering committee members elected at the General Assembly meeting that took place in June 2008, in addition to a number of representatives of GIFT-MENA associate members and to the GIFT-MENA Executive Secretariat Coordinator.

To consult the meeting's agenda, kindly refer to Appendix 1.

FACILITATOR

The meeting was prepared and facilitated by Mr. Jean Dib Hajj, trainer and expert consultant in management and capacity building related issues.

DISCUSSIONS AND OUTCOMES

GIFT-MENA steering committee members agreed on:

1. GIFT-MENA Vision statement:

As the network of choice for training institutions to cooperate and exchange knowledge and learning resources for the promotion and provision of quality civil service in the MENA region.

2. Strategic objectives – Medium term objectives (for 2009-2011):

- 1- Build GIFT-MENA internal capacity (financial, human and technical) and expand its resource base
- 2- Improve the quality of GIFT-MENA services and its delivery to members
- 3- Position GIFT-MENA as a leading exchange platform in the regional panorama

Strategic Objectives	Key results
Build GIFT-MENA internal capacity (financial, human and technical) and expand its resource base, including:	<ol style="list-style-type: none"> 1. Expand membership base (with a particular focus on countries still not-represented) 2. Develop fundraising and marketing strategies 3. Ensure that the Secretariat has adequate competent staff 4. Enhance internal and external communication (website, etc.)
	<ol style="list-style-type: none"> a. Increase membership by 40% in 2009 b. Increase budget by 30 % in 2009 c. Have at least one full-time staff coordinator at the Secretariat for GIFT-MENA d. Have an operational website by 2009 e. Identify and visit 4 potential donors by steering committee members f. Finalize the list of members (membership form, etc.) g. Finalize the registration of GIFT-MENA and opening of a bank account



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<p>Improve the quality of GIFT-MENA services and its delivery to members, including:</p>	<ol style="list-style-type: none"> 1. Produce relevant and appropriate learning resources 2. Create a database of best practices and disseminate knowledge and learning resources 3. Organize a yearly calendar of regional activities with concrete actions and performance indicators 	<ol style="list-style-type: none"> a. Identify, adapt and deliver 5 learning modules (including the 3 already existing) in the 3 sub-regions b. Finalize the database of members, training providers and training modules by end 2009 c. Organize 3 regional events
<p>Position GIFT-MENA as a leading exchange platform in the regional panorama, including:</p>	<ol style="list-style-type: none"> 1. Reinforce linkages, visibility and promotion of GIFT-MENA (governments, donors, etc.) 2. Promote models of success from the region 3. Ensure sustained government endorsement of GIFT-MENA mission and objectives (lobbying, etc.) 	<ol style="list-style-type: none"> a. Increase GIFT-MENA visibility b. Increase membership c. Establish new partnerships (networks with similar missions, etc.)

The detailed action plan with deadline and responsibilities is available in Appendix 2.

STEERING COMMITTEE RESOLUTIONS

1. Circulate GIFT-MENA visibility kit to all potential donors
2. Explore requirements for registration in Switzerland and decide whether to register the network in Switzerland or Lebanon
3. Secretariat to issue a membership form and have it signed by all current members to validate their membership
4. Next steering committee scheduled for April 2009 (at DSG, dos-a-dos with the Training Skills TOT).

GIFT-MENA RECEPTION COCKTAIL

On the occasion of the third meeting of the network steering committee, the IOF organized a cocktail reception on Monday November 3rd, 2008, held under the auspices of His Excellency the Minister of Finance, Dr. Mohamad Chatah.

The purpose of this gathering was to introduce the donors' community in Lebanon to the GIFT-MENA network objectives and activities.

More than 25 diplomats and head of cooperation units and international organizations attended this event, in presence of committee members.

The Secretariat will follow-up with attendees to schedule meetings and explore potential areas of cooperation in support of GIFT-MENA.

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APPENDIX 1: AGENDA OF MEETING

Monday, November 3, 2008

9 :00	Welcoming of participants
9:30 – 11 :00	<p>Session 1: Introductory Session – Identifying objectives and outcomes for the meeting</p> <p><u>Objective:</u> Set a sound basis to the workshop.</p> <ol style="list-style-type: none"> 1. Welcome word by Ms. Lamia El Moubayed Bissat, Director of the Basil Fuleihan Institute of Finance 2. How did we get there and where are we going: Presentation of the GIFT-MENA network (including review of the Paris decisions and MENA background and characteristics). 3. Identification of the meeting's objectives and methodology
11:00 – 11:30	Coffee break
11 :30 – 13 :00	<p>Session 2: Situation Analysis – Where are we going? / Where should we be going?</p> <p><u>Objective:</u> Conduct a business analysis of GIFT-MENA current situation; Identify existing challenges; Brainstorm on a way forward and discuss existing solutions.</p> <ol style="list-style-type: none"> 1. Division of participants into 3 groups 2. Group work and brainstorming on GIFT-MENA (1) Internal organization and dynamics, (2) External Environment, (3) Strategic Goals and Business Lines 3. 10 minute presentations of group work results and establishment of the SWOT panorama for GIFT-MENA 4. Identification of strategic vision for GIFT-MENA
13:00 – 14:30	Lunch break
14 :30 – 17 :00	<p>Session 3: GIFT-MENA Strategy and Business Development</p> <p><u>Objective:</u> Map out a way forward; Agree on GIFT-MENA identity and future prospects.</p> <ol style="list-style-type: none"> 1. Identification of GIFT-MENA goals 2. Selection of GIFT-MENA short term objectives and activities (3 years from now) 3. Selection of GIFT-MENA medium term strategy (5 years from now) 4. GIFT-MENA action planning exercise
18::00	<p>GIFT-MENA RECEPTION</p> <p><i>Venue: Le Particulier (Beirut, Sodeco, Independence Street)</i></p>

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Tuesday, November 4, 2008

9 :00 – 11:00

Session 4: Strategy Implementation and Business Development

Objective: Establish priorities; Mobilize necessary resources

1. Membership development
2. Business development
3. Fundraising strategy

11:00 – 11:30

Coffee break

11 :30 – 13 :00

Session 5 : Monitoring and Evaluation Mechanism

Objective: Develop assessment scenarios and tools to monitor GIFT-MENA performance.

1. Assessment method
2. Performance indicators and revision criteria
3. Evaluation timeframe and scheduling

13:00 – 14:30

Lunch break

14 :30 – 16 :00

Session 6 : Results and Conclusions

Objective: Reinforce shared ownership of GIFT-MENA vision

1. Allocate tasks and responsibilities among members
2. Ratify minutes of meetings

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APPENDIX 2: DETAILED ACTION PLAN

GIFT-MENA Work Plan - December 2008- December 2009

	Dec 08	Jan 09	Feb 09	March 09	April 09	May 09	June 09	July 09	Aug 09	Sept 09	Oct 09	Nov 09	Dec 09	Partners in charge
Strategic Objective 1: 1. Build GIFT-MENA internal capacity (financial, human and technical) and expand its resource base														
Fundraising plan: (1) Develop concept papers, (2) Follow-up on interested potential donors, (3) Schedule of visits, (4) Explore potential partnerships	Draft funding plan	Review and finalization												NIA Palestine SC members
Identify and recruit potential candidate to support the Secretariat (based on funds' availability)	Draft TOR													Secretariat
Strategic Objective 2: Improve the quality of GIFT-MENA services and its delivery to members														
Develop a quality charter for the exchange of training modules (i.e. set of standards and parameters when sharing a training module)		Provision of draft		Review and amendment of draft										ADETEF and NIA Palestine SC members
Develop a user-guide for developing and implementing/using the training modules made available to members (e.g. Trainer's kit)		Provision of draft												IOF Lebanon
Finalize the e-learning module on performance budgeting, including translation to Arabic, testing and training of course coordinators/trainers		Testing of French version			Peer review (Lebanon and Tunisia suggested)			Translation and testing of an Arabic version						MoEF Morocco
Organize TOT programs on the Macroeconomic module currently revisited by ADETEF and IOF														IOF Lebanon ADETEF
Develop and organize one Training Skills regional workshop	Develop and plan the event				Host the program									DSG
Explore partnerships in providing access to the Leadership and Organizational Excellence training modules offered by the Dubai School of Government		Provision of a plan												DSG
Follow-up on the trainers' who participated in the Performance Budgeting TOT that took place in Morocco in June 2007	Report - Current status of selected trainers	Trainings to upgrade their capacities												MoEF Morocco Secretariat
Strategic Objective 3: Position GIFT-MENA as a leading exchange platform in the regional panorama														
Prepare a visibility kit for GIFT-MENA (updated brochure, presentations, with GIFT-MENA activities, achievements and action plan) and distribute it to potential donors														Secretariat
Ensure SC participation in at least 4 key international and regional events to promote GIFT-MENA					List international and regional venues Select events to be attend Identify SC members to participate Send regular reminders to members									Secretariat SC members
Further develop GIFT-MENA website to have an operational platform	Check status	Upgrade website and develop maintenance strategy												MoEF Secretariat
Membership development project: (1) Send a membership form to current members and to those who have expressed interest; (2) Hunt for new members														API Secretariat
Identify similar networks and establish linkages and cooperation														SC members
Organize 1 annual flagship event												Kuwait		API