

These meeting agendas are designed to provide ideas and guidance for programmes implementing the DCED Standard for Results Measurement. They were developed by Aly Miehlbradt, Hans Posthumus, and Phitcha Wanitphon.

If you use these in your work, please let us know and give feedback at admin@enterprise-development.org

Example Review Meeting Agendas¹

Type:	Interventions Review Meeting	
Frequency:	Quarterly or Semi-Annually	
Duration:	½ - 1 Day	
Focus:	Market Dynamics and Selected Interventions in a Sector	
Participants:	Facilitator:	Rotating within the sector team
	Reporter:	Rotating within the sector team
	Participate:	Sector and MRM Team
Inputs:	<ul style="list-style-type: none"> • MRM information such as intervention results, field diaries and study reports • Summary of results achieved to date along the results chain • Updated intervention results chain and projections • Preliminary analysis of findings • Preliminary proposals for decisions (optional) 	
Agenda:	<p><i>See Notes 4: Example Questions for Analysing and Using Information</i></p> <p>For each intervention:</p> <ul style="list-style-type: none"> • Facts: What is happening? • Analysis: How is the intervention going? • Decisions: What should we do next? • Learning: What have we learned? How will we apply it? 	
Key Decisions:	<ul style="list-style-type: none"> • Additional info needed; plan to get it • Continue, expand, modify or drop each intervention • How to improve each intervention, as appropriate 	
Expected Output:	<ul style="list-style-type: none"> • Meeting Minutes • Updated intervention documents (within one week after meeting) 	

¹ Thanks to Phitcha Wanitphon for the first draft of these. Thanks also to contributing projects.

Type:	Sector Strategy Review	
Frequency:	Semi-Annually or Annually	
Duration:	1-2 Days (per sector)	
Focus:	Market Dynamics, Sector Strategy and all Interventions in that Sector	
Participants:	Facilitator:	Rotating within the sector team
	Reporter:	Rotating within the sector team
	Participate:	Sector and MRM Team
Inputs:	<ul style="list-style-type: none"> • MRM information such as intervention results, field diaries and study reports • Summary of results achieved to date for each intervention and the sector as a whole • Updated intervention results chains and projections • Updated sector projections • Preliminary analysis of findings • Preliminary proposals for decisions (optional) 	
Agenda:	<i>See Notes 4: Example Questions for Analysing and Using Information</i> <ul style="list-style-type: none"> • Facts: What is happening in the sector? • Analysis: How is the sector strategy going? • Decisions: What should we do next? • Learning: What have we learned? How will we apply it? 	
Key Decisions	<ul style="list-style-type: none"> • Additional information needed; plan to get it • Adjustment to sector strategy, if appropriate • Continue, expand, adjust, drop or add interventions 	
Expected Output:	<ul style="list-style-type: none"> • Meeting minutes • Updated sector strategy (within one week after meeting) • Updated intervention documents (within one week after meeting) 	

Type:	Portfolio Review Meeting	
Frequency:	Annually or Bi-annually	
Duration:	1-2 Days	
Focus:	Overall Portfolio	
Participants:	Lead by:	Team Leader
	Participate:	Management Team (Sector and MRM)
Inputs:	<ul style="list-style-type: none"> • Aggregated impacts across the whole project • Summary of results for each sector • Updated sector and project projections • Intervention projections • Preliminary analysis on the performance of each sector strategy • Preliminary analysis on the overall performance of the portfolio and comparative analysis across all sectors 	
Agenda:	<i>See Notes 4: Example Questions for Analysing and Using Information</i> <ul style="list-style-type: none"> • Facts: What is happening? • Analysis: How is the portfolio going? • Decisions: What should we do next? • Learning: What have we learned? How will we apply it? 	
Key Decisions:	<ul style="list-style-type: none"> • Additional information needed; plan to get it • Adjustment to the portfolio: continue, adjust, drop or add new sectors • Prioritisation and resources allocation among the sectors 	
Expected Output:	<ul style="list-style-type: none"> • Meeting Minutes • Updated portfolio of sectors (within one week after the meeting) • Inputs to the annual plan (within one week after the meeting) 	

Notes on Roles and Responsibilities for Interventions and Sector Review Meetings

Facilitators: Prior to the meeting, the facilitator is responsible for scheduling the meeting, identifying the discussion points to be covered in the meeting, and assigning meeting participants to research the discussion points and present their findings at the meeting. During the meeting, the facilitator is responsible for ensuring that (1) the relevant discussion points are covered in adequate depth, (2) required updates to the relevant documents are identified, and (3) key questions are identified and a plan for answering them is developed and agreed on.

Reporters: The reporter is responsible for helping the facilitator prepare for and facilitate the meeting and for documenting the discussion and conclusions during the meeting and preparing the meeting minutes.

Sector Manager: Responsible for coordinating the meeting and for appointing the facilitator and reporter for each meeting. Responsible for following up on key questions, plans and document updating.

Sector Team Members: Conduct and circulate the preliminary analysis before the meeting (as assigned by the facilitator) and revise the relevant documents with support from MRM after the meeting. Also responsible for implementing the plans and investigating key questions identified during the meeting.

MRM Team Members: Provide inputs to the meeting, support the sector team in preliminary analysis before the meeting and revision of relevant documents after the meeting. Support the sector team in investigating key questions identified during the meeting.