**How should this meeting be different to other annual M&L meetings?**

Wrapping and closing of the programme, but in a positive way that looks at achievements

What have they achieved – entirety of the programme. Message: this was a success. We are closing the first phase to show that we are now stepping into the next phase which is designed based on the experience and knowledge of the first phase.

Key emphasis on the outcome and impact indicators.

Include the main learning from the challenges and failures. What didn’t happen (as we thought) what should we have done more or less of? These lessons, not just the great ones, should feed into phase 2.

What will happen next – country selection for the new Phase

How to scale up what was done? Not to raise expectations but to install the message that they can use these achievements to prepare themselves for the expression of interest coming up. What, from the FFPO’s themselves, needs to happen next to scale up the work and continue the achievements made?

Who to invite: Press, general public, donors- make a splash. See it as a showcasing of the whole programme of work that have gone on.

**Other points to consider**

Facilitators from the 10 countries should receive a written notice from the manager that our operation will stop in January as there will not be funding remaining

M&L meeting needs to be planned and finalised during September to ensure they still fill motivated to arrange these meetings

No cost extension: we need it and should ask for it. But initially this information should be kept internally.

**The final report**

How to use all this M&L material and the format of the report we are going to write? Feedback from donors was that they want something more concise and easy to digest. Include stories but also quantitative data of change.

Focus the narrative from countries on the scale of their achievements and how they have managed to get there e.g. “ Pathways to scale” and “the challenges of getting there”.

**Table – Final country M&L meetings**

|  |  |  |
| --- | --- | --- |
| **Countries** | **FFF management member who will participate** | **Date** |
| **Africa** |  |  |
| Gambia | Anna, Duncan, Sophie | 24th of November, after BI write shop |
| Kenya | Anna, Jhony | Any time in November. But better the 4th week |
| Liberia | ??? (Maybe Jeff) | 28th of November |
| Zambia | Anna | Week of 6th of 13th of November |
| **Asia** |  |  |
| Myanmar | Jeff, Duncan | On 16 November, before the regional conference (20- 22 Nov.) |
| Nepal | Jeff, Anna | 24, 25 Nov. |
| Vietnam | Sophie | Week of 23th Oct or 6th Nov |
| **Latin America** |  |  |
| Bolivia | Jhony | Any time in November back to back with Nicaragua |
| Guatemala | ??? | Any time in November |
| Nicaragua | Jhony (Maybe Jeff) | Any time in November. But better the 4th week |