# Methodological Guidelines for Technical Cooperation Week

## Stage 1

Product: Online consultation

Responsible: Technical Support Team

Delivery Date: 22 July

➢ The agri.stats/SurveyMonkey link will be sent to all participants at 10:30 a.m., when they will be advised of the date when the survey closes.
➢ A reminder will be sent on the morning of the 23rd and another in the afternoon.

## Stage 2

Product: 8 Inputs (Regions, DTC, PMU and Observers) for the group work.

Responsible: Technical Support Team

Delivery Date: 24 July

➢ The technical support team organizes the input received during the online consultation and compiles the results into 8 documents.
➢ The documents include the responses from the regions + DTC + PMU + Observers
➢ The technical support team sends the report to the participants in the group.

## Stage 3

Activity: Group work

Responsible: Regional Coordinators and Facilitators

Delivery Date: 29 July to 1 August
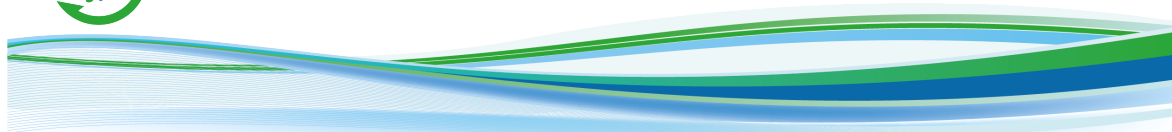
## Before the session

➢ The Regional Coordinator appoints a Facilitator for each group (inform priscila.zuniga@iica.int by 24 July). Ideally, the Facilitator should be a person who encourages the participation of all members of the team, and who promotes consensus and decision-making.

➢ The Facilitator will be in charge of coordinating the work of the group, compiling and sending the responses to the questions assigned in the agri.stats/SurveyMonkey instrument.

➢ It would be advisable for the Regional Coordinator and the Facilitator to do some groundwork prior to the group exercise, in order to ensure greater participation in the discussion and adherence to the timeframe allotted to achieve the objectives, as well as to define a work methodology for the session. Some suggested approaches are:

  o Analyze questions and responses in advance.
  o Identify the main ideas, clusters of responses.
  o Prepare drafts with proposed responses.
  o Divide tasks among members of the group.
  o Define the times for discussion and arriving at a consensus, and also read the responses in advance.
  o Determine the frequency and relative importance of clusters of responses that are given.

## During the session

➢ On the day of the group work, the designated Facilitator should:

  o Connect via the Zoom link 30 minutes in advance to do the necessary checks and to allow for general consultation with the technical support team prior to the session.
  o At the appointed time, the session will begin, starting with an explanation of how the data collection instrument works (format of the responses: the space provided is for one answer of 1200 characters to respond to question 1 and the other question specified). As an alternative, it is suggested that before entering information directly into the instrument, responses should be typed in Word, and then pasted into the spaces provided.
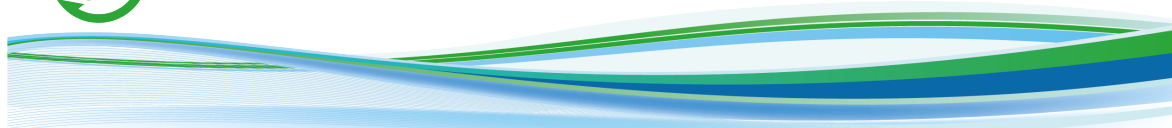
- o All staff involved in the process will contribute to the discussion, and a response will be prepared for each of the questions assigned to the group, using the documents that were previously sent to the respective group.
- o At the end of the discussion, click on the "send" option of the agri.stats/SurveyMonkey instrument.

## After the session

- ➢ After the session, the technical support team will send a report to the Regional Coordinator, compiling the responses from each group, organized by region.
  - o Regional Coordinators will systematize the information received and present it to the members of the Programming Committee in an online meeting.
  - o Product: Regional responses to the five questions that were collectively determined by each group.

## Stage 4

Activity: Integration and preparation of a proposal

Product: "IICA's Technical Cooperation Commitments" document.

Responsible: Programming Committee
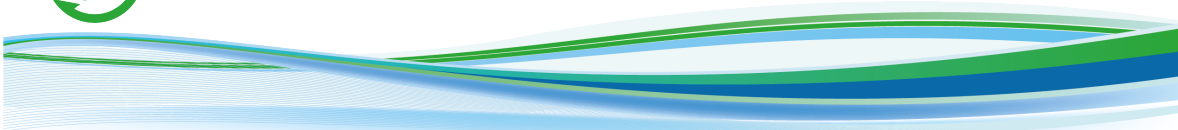
Date: 9 - 12 August.

- ➢ Based on the input provided, the Programming Committee will prepare a document entitled "IICA's Technical Cooperation Commitments".

## Stage 5

Activity: Presentation of the "IICA's Technical Cooperation Commitments" document.

Responsible: Programming Committee

Date to be confirmed

➢ Organize a meeting with all IICA staff, including the Director General, to present the "IICA's Technical Cooperation Commitments" document.

## *Technical Support Team*

➢ At all stages, the "Technical support team" will be available to answer any queries or doubts about the process.
➢ The technical support team will work alongside the work groups, to guide the discussion and to provide any necessary clarification on the questions that have been assigned.
➢ Its main goal is to provide technical support, so that the proposed objectives of each work session may be achieved.
➢ The members of the technical support team are as follows:

| Members | Unit | Contact Information |
|---|---|---|
| Laura Meza | DTC | laura.meza@iica.int |
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