



BCO Partners Meeting, Bern, 5-7 September 2007 Meeting Programme

DAY ONE: Wednesday, 5 September 2007

Venue: Hotel Kreuz, opposite Hotel Metropole

Time	Session	Who
1300	LUNCH	
14h00	Welcome, Housekeeping and Process outline	LF, KW
14h10	Introduction to the objectives of the session	KW
14h20	Short statements by partners of any C2 activities completed, ongoing or planned. 3 minutes per partner	KW
14h45	Presentation of the C3 scoping study by DS – up to the present proposals. Q&A on facts, clarification	DS
15h15	Discussion of the present outline proposal: to reach, if possible, formal agreement that this is the way BCO partners want to go forward, subject to resources being available.	Plenary
15h45	Second part of DS presentation – the four investigation proposals in more depth; outline TOR for implementing them; budget required.	DS
	TEA	
16h00	Clarification of resources available. Discussion: if there is discrepancy (ie the proposals will cost more than we have) what are our options? Decision needed if possible (though we might make it at the end, after the more detailed discussion of the four investigations)	LF
16h05	Discussion of the investigation topics and proposed approaches in more depth. We should aim to agree the following: a) Agree on the scope, broadly, of each of the proposed investigations	Groupwork and Plenary

	b) Profile of the consultant(s) required; suggested names c) Clarification of which partner/who is involved in each investigation. Responsibilities, resources available d) Budget envelope for each investigation, broadly e) Process for going forward: <ul style="list-style-type: none"> • Process for recruiting consultants • Process for designing research • Contracts: revision of DS' contract with BCO; subcontracts • Timetable Report back in plenary, and discussion.	
17h00	Wrap-up: agreement on how to present this to the full BCO meeting on the following day.	KW,DS,LF
18h00	Networking Dinner hosted by SDC (including BCO partners and SDC operational colleagues) Venue TBA.	All

DAY TWO: Thursday, 6 September 2007

BCO Learning Day

BCO Meets SDC – Integrating ICT into Development Initiatives and Processes, Latest Lessons and Impact Assessment from the Field Perspective

Venue: SDC Headquarters

Time	Session	Who
8h15	Coffee	
8h30	Welcome, Introductions and housekeeping Process outline	LF,AE,GW,P K
8h45	<i>Session 1:</i> Introduction to BCO and overall ICT4D context	GW,PK
9h15	<i>Session 2:</i> 3 x BCO Partner Stories on Integrating ICTs into development initiatives and processes Breakout group discussions: 10 minute presentation, 50 minutes of questions and comments, scribe to capture discussion	RF,BCO Partners
10h15	TEA	
10h30	<i>Session 3:</i> Impact Assessment of ICT4D	DS
11h00	Wrap-up and Conclusions	GW
11h45	Departure to Blausee	
12h45	Arrival in Blausee	

DAY TWO: Thursday, 6 September 2007

BCO Impact Assessment Session

Venue: Hotel Blausee

13h00	LUNCH	
13h50	Welcome and Process outline	AE, RF
14h00	<i>Session 4: Where are we so far: a report back on C1, key C2 activities and C3 scoping study and outputs of Day 1</i> Q&A Plenary discussions	DS Plenary
14h30	<i>Session 5: What next?</i> C3: Presentation of C3 plan in greater detail Comments and discussion	RF,BCO partners
1530	TEA	
16h00	Groupwork to discuss issues and concepts relating to IA	RF,DS
17h00	Dinner at Hotel Blausee	

DAY THREE, 7 September 2007

BCO Business Session

Venue: Hotel Blausee

Time	Session	Who
8h15	Coffee	
8h30	Welcome and Process outline	LF, RF
8h40	<i>Session 6: 6 x Partner Presentations:</i> 10 minutes each, plus 5 -10 minutes of questions and comments Brief discussion after each report. - What struck me most! - New thoughts! Main themes/issues/learnings and potential collaboration captured on card.	RF(time) Partners(issues)
	Break and stretch game mid way	RF
10h20	TEA	
10h30	<i>Session 6 cont: 2 X Partner Presentations</i>	Partners
11h15	Report back on collaborations discussed at Johannesburg meeting	Partners
11h30	<i>Session 7: Clarification, clustering and voting on ideas around synergies, collaboration opportunities, knowledge sharing, learning</i>	RF, group
12h0	Small group self selection and breakout group	Group work

0	discussions Learning and networking: Is there a project where partners can work together as BCO or bilaterals?	
13h00	LUNCH	
14h00	Report back from breakout group discussions to capture discussion and recommendations.	Plenary
14h30	<i>Session 8:</i> Presentations and discussion of BCO partner collaboration/engagement in IGF and GK3. Any other events, training events to note?	GW,LF,Plenary
14h45	TEA	
15h00	<i>Session 9:</i> Dialogue around future of BCO	Plenary
15h50	<i>Session 10:</i> Next BCO meeting	LF,RF
16h00	<i>Session 11:</i> Evaluation	Plenary
16h30	Thanks and closure	AE,RF,LF
17h00	Departure on bus to Hotel Ambassador, Bern	

Notes for BCO partners for the BCO meeting

1. Please bring details of meeting dates you'd like to share with partners.
2. Please prepare a BCO partner report using the traditional template. Please send it to me. These will be tabled at the meeting.
3. Partner reporting: Please prepare a presentation consisting of **no more than two** brief case studies (one each) of:

A project that went well - What? Why? What are the implications for your organisation and the sector? What should BCO take note of from this success?

A project that went badly, or presented unanticipated challenges - what happened? Why? What are the implications for your work, for the sector, and for BCO?

And/Or: a new idea, programme or project - to present to BCO for discussion, ideas and suggestions.

Each presenter will have a **MAXIMUM** of ten minutes to present. Draw on, not against, the three outcome areas (if appropriate). Be specific, analytical, and challenging. Please see your session as an opportunity for professional growth and development, and as an exercise in communication. Use visuals! Audiovisuals! Be interactive and imaginative!

A secret ballot will be held to determine the most fascinating/interesting/fun presentation, and a prize will be awarded to the winner.