# Programme Consultation for Medium and Large Programmes

### Background

CISU Grant Management Guidelines states that during the four-year programme period, the grantees must submit two progress reports, attend three programme consultations, and conduct one external review.

The status reports must include a results framework with aggregated results so far to assess how the outcomes are achieved over the programme period. The report format will also require the submission of a journalistically processed case description, which can be used for online dissemination of results.

The progress reports are prepared to reflect on methods and achievement of outcomes. Good advice and requirements outlined by CISU's grant system must also be addressed. The reporting is based on the programme’s own monitoring systems, as they are set up and described in the application that CISU has approved.

### Format Programme Consultation

CISU participates with the advisor associated with the programme and a grant manager if need be. The programme organisation participates with relevant programme staff and volunteers. The programme organisation is responsible for the minutes of the consultation. The agenda is finally determined at the meeting but is basically as follows:

1. Welcome and introduction of the participants.
2. Overall status of programme.
3. Programme performance (progress on results and eventual suggested changes to the results framework)
   1. Status of the programme's strategy with focus on ToC and assumptions.
   2. Results framework and status on fulfilment of outcomes.
   3. Cases/change stories used for CISU's results communication.
   4. Popular engagement in Denmark.
   5. Follow-up on monitoring visit, reports, recommendations/requirements.
   6. The coming year(s) including:
      1. Initiated/expected changes in partner portfolio, strategies, ToC, results framework, activities, etc.
      2. Planned reviews, evaluations, monitoring visits.
4. Budget status, status on own-financing and transfer of funds to next year.
5. Summary of decisions.

## Format for minutes

|  |  |
| --- | --- |
| Programme title: |  |
| Organisation: |  |
| Date: |  |
| Venue: |  |

|  |  |  |
| --- | --- | --- |
|  | Name | Position |
| Participants organisation(s) |  |  |
| Participants CISU |  |  |

### Overall status of programme

* Key observations discussed:
  + A
  + B
  + C, etc.
* If relevant actions agreed:
  + A
  + B
  + C, etc.

### Review and discussion of results

#### 2a Status of the programme's strategy with focus on ToC and assumptions

* Key observations discussed:
* If relevant actions agreed:

#### 2b Results framework and status on fulfilment of outcomes.

* Key observations discussed:
* Sample check: examples of comprehensive result framework and yearly activity plans
* If relevant actions agreed:

#### 2c Cases/change stories used for CISU's results communication.

* Key observations discussed:
* If relevant actions agreed:

#### 2d Popular engagement in Denmark.

* Key observations discussed:
* If relevant actions agreed:

#### 2e Follow-up on monitoring visit, reports, recommendations/requirements.

* Key observations discussed:
* If relevant actions agreed:

#### 2f The coming year(s) including initiated/expected changes in partner portfolio, strategies, ToC, results framework, activities, etc, and planned reviews, evaluations, monitoring visits.

* Key observations discussed:
* If relevant actions agreed:

### Budget status, situation own-financing and transfer of funds to next year

* Key observations discussed:
* Sample check: examples of yearly activity budgets
* If relevant actions agreed:

### Summary of decisions

Actions to be taken:

|  |  |
| --- | --- |
| Action: | Responsible |
|  |  |
|  |  |
|  |  |
|  |  |