

**Workshop on Developing an Inclusive Strategic Plan for CAPSA  
and the Fifth Session of Technical Committee  
Santika Hotel, Bogor, Indonesia  
7-9 December 2009**

**WORKSHOP - DAY ONE: MONDAY DECEMBER 7**

**REGISTRATION:** 08.15 – 9.00

**SESSION 1:** 09.00 -09.30

INTRODUCTION (Mr LeRoy Hollenbeck and Ms. Ann Junadi)

**SESSION 2:** 09.30 – 10.30

GETTING TO KNOW EACH OTHER

- ICE BREAKER: GETTING TO KNOW ONE OTHER
  - WORKSHOP GROUND RULES
  - EXPECTATIONS
- (**FACILITATOR – Mr. Keith Hargreaves**)

COFFEE BREAK: 10.30 – 11.00

**SESSION 3:** 11.00 – 11.30

BACKGROUND TO THE WORKSHOP AND INTRODUCTION TO CAPSA

- INTRO TO CAPSA. REVIEW OF THE CURRENT CAPSA , BACKGROUND TO THE WORKSHOP, ETC (**Mr. LeRoy Hollenbeck**)

**SESSION 4:** 11.30 -13.00

DOWN TO BUSINESS:

- WHAT MIGHT CAPSA LOOK LIKE, INCLUDING :
    - NEW ROLE?
    - A NEW STRUCTURE?
    - NEW WAYS OF WORKING?
    - EXPANDED GEOGRAPHICAL/REGIONAL FOCUS
    - NEW NETWORKS?
    - NEW SOURCES OF FUNDS/RESOURCES?
    - NEW WAYS OF REPORTING/INCREASING VISIBILITY?
    - NEW REALITIES TO BE ACCOMMODATED–INCLUDING OUTSIDE CHALLENGES?
- (**FACILITATOR – Mr. Keith Hargreaves**)

LUNCH BREAK: 13.00 – 14.00

**SESSION 5:** 14.00 -15.30

DISCUSSION OF IDEAS PRESENTED

- DISCUSSION ON IDEAS AS PRESENTED  
(**FACILITATOR AND Mr. LeRoy Hollenbeck**)

COFFEE BREAK: 15.30 – 16.00

**SESSION 5 (Cont.):** 16.00 -17.30

DISCUSSION OF IDEAS PRESENTED: Continued

- CONTINUED DISCUSSION ON IDEAS AS PRESENTED  
(**FACILITATOR and Mr. LeRoy Hollenbeck**)

**SESSION 6:** 17.30 – 18.00

CLOSING

- END OF DAY ONE ROUND-UP  
(**FACILITATORS, Mr. LeRoy Hollenbeck**)

DINNER AT CAPSA: 19.00 – FINISH

***WORKSHOP - DAY TWO: TUESDAY DECEMBER 8***

**SESSION 1:** 09.00 -10.30

RECAP, WHAT WE LEARNED, AND THE WAY FORWARD

- RECAP OF YESTERDAY'S SESSIONS (**FASILITATOR**)
- REPORTING BACK ON COMMENTS AS GROUPED UNDER HEADINGS  
(**FACILITATOR Mr. LeRoy Hollenbeck**)
- WAY FORWARD (**Mr. LeRoy Hollenbeck**)

COFFEE BREAK: 10.30 – 11.00

**SESSION 2:** 11.00 -12.30

FEEDBACK, EXPECTATIONS AND CLOSING

- FEEDBACK ON WORKSHOP ITSELF
- CHECKING EXPECTATIONS HAVE BEEN MET  
(**FACILITATOR**)
- CLOSING AND THANKS (**Mr. LeRoy Hollenbeck**)

**TC MEETING - DAY THREE: WEDNESDAY DECEMBER 9**

**SESSION 1:** 09.00 -10.30

- GOING OVER THE OUTPUTS FROM THE WORKSHOP
- DISCUSSION ON THE FULLNESS OF IT
- ADDING ANY INPUT THAT HAS NOT BEEN FULLY ARTICULATED

COFFEE BREAK: 10.30 – 11.00

**SESSION 2:** 11.00 -12.30

- FORMULATING THE BROAD BRUSH STROKES OF THE CAPSA STRATEGY
- ENSURING THERE IS COMPLETE UNDERSTANDING OF THE STRATEGY AND CONTENTS FOR ALL MEMBERS
- GETTING BUY-IN FROM THE TECHNICAL COMMITTEE TO TAKE THE FINDINGS BACK TO THEIR RESPECTIVE ORGANISATIONS

LUNCH BREAK: 12.30 – 13.30

**SESSION 3:** 13.30 – FINISH

- FILLING IN THE CAPS AS NEEDED
- CONFIRMING THE WAY FORWARD – PRESENTATION TO ESCAP, ETC
- FOLLOW UP AND COMMITMENTS
- PREPARATION FOR NEXT TECHNICAL COMMITTEE MEEETING
- CLOSING