

Public-Private Dialogue

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The PPD Reform Tracking Tool

A tutorial to use a tool designed to manage, track and report on Working Groups' issues

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1- Introduction

PPDs are expanding in several countries and each one can take on its own form. However the facilitator faces the same challenges in each PPD which is dealing with the follow-up of all the working groups in the same time and manage them in an efficient way in order for the PPD to succeed.

The tutorial presents the tool designed to help facilitators in this task. This is a management tool for issues raised by working groups.

This tutorial shows how you can manage issues' information in the tool:

You will learn how to use it to :

- locate and sort issues' information
- create and enter issues' records in a simple database
- run existing reports and modify them
- learn how files can be shared with other users on your network or over the Internet
- protect information in your database by assigning user accounts and privilege sets and by backing up your databases

The tool is built on the software FileMaker Pro.

8 Layouts were already designed for the purpose of effective management of working group issues.

- Issue Filing
- Alignment with World Bank Indicators
- Number of Issues per Submitter Type
- List of reforms in numerical orders
- List of reforms per working group
- Potential impact of proposed recommendation per reform and working group
- Action items and jurisdiction

These layouts were designed upon needs assessment with facilitators but must be subject to change to match your local PPD situation.

You can work with these 8 layouts in one of four modes.

- Use Browse mode to enter data and view records.
- Use Find mode to locate a record or a group of records quickly.
- Use Layout mode to specify how information will appear on the screen or when you print it.
- Use Preview mode to see what the pages will look like when you print them.

Once you have opened a database, you can switch from one mode to another using either the View menu or the mode pop-up menu at the bottom of the application window.

Current record Number

View Mode

Layout name (Issue Filing)

Current mode (Browse)

The screenshot displays the FileMaker Pro interface for the 'PPD Reform Tracking Tool'. The window title is 'FileMaker Pro - [PPD Reform Tracking Tool]'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Scripts', 'Window', and 'Help'. The toolbar shows navigation and record management icons, with a 'Records' section indicating '15' records and '17 Total (Unsorted)'. The 'Layout' is set to 'Issue Filing' and the 'View As' mode is 'Browse'. The main content area displays a record for 'Issue: Telecom Task Force' with the following fields:

- Working Group:** Banking & Finance
- Submitted by:** [Empty]
- Submitter contact:** [Empty]
- Typology Submitter:** Private Company, State, International Agency, BMO/Bus Assn, Other...
- Comp. size:** [Empty]
- State type:** [Empty]
- IA type:** [Empty]
- BMO type:** [Empty]
- Reform Numbers:** 11
- Economic Sector:** [Empty]
- Submission Date:** 3/20/2008
- Current Status:** Solved positively
- Date Solved:** [Empty]
- Reform Title:** Telecom Task Force
- Reform Type:** Institutional Change

Issue Summary:

The PS note that there are many issues related to the telecommunication wanted to raise during the private sector working group meeting. However, according to the time constraint the Private Sector couldn't raise all of the issues during the meeting within the group. (E. 1 ST PSWG March 19th 2008)

The status bar at the bottom shows '100%' zoom and 'Browse' mode.