



private sector | development

PPD Workshop

Vienna, 2011

International workshop on

Public-Private Dialogue

Effective PPD Secretariat

5 point checklist

5 point checklist for effective PPD secretariat

- **PPD Secretariat effectiveness is concerned with operational aspects**
 - PPD facilitator daily tasks, not the program managers' concerns (tactics vs. strategy)
- **Assumptions**
 - The facilitator is the right person to lead the secretariat (i.e. fair and honest broker)
 - Secretariat financing is adequate
 - Other program management aspects are taken into considerations
 - Political/economical environment is stable, etc.

Checklist items

The Secretariat efficiency underpins each step of the Facilitator's functions:

- ✓ **Outreach**
- ✓ **Scheduling**
- ✓ **Agenda**
- ✓ **Convening**
- ✓ **Monitoring**

✓ Outreach

Involving the right stakeholders into the PPD process

- ✓ **Networking and relationships**
- ✓ **Contact database**
- ✓ **Inclusive approach**
- ✓ **Communication out**
 - ✓ Media management
 - ✓ Distribution of concept papers
 - ✓ Sharing PPD outputs
 - ✓ Disseminating PPD benefits

✓ Scheduling

Planning PPD activities to maximize chances of smooth implementation

- ✓ **Annual PPD action plan**
- ✓ **Scheduling WG meetings and Forum**
- ✓ **Sending invitations**
 - ✓ Open vs. nominative invitations
 - ✓ Following up with key participants

✓ Agenda setting

Ensuring the PPD deals with appropriate issues

✓ Filtering

- ✓ Structured proposals
- ✓ Sound solutions
- ✓ Politically / administratively feasible

✓ Preparing the agenda

- ✓ Reaching consensus

✓ Discussing, finalizing agenda with government and private sector

✓ Convening Meetings

Fulfilling the promise of the WG

✓ Convening

✓ Facilitating meetings

- ✓ Result-oriented

- ✓ Minutes taken and disseminated (not necessarily by Facilitator)

✓ Delivering on logistics

✓ **Monitoring**

Process of increasing visibility and accountability of the dialogue

- ✓ **Tracking issues monitored**
- ✓ **Summing up and analyzing traffic of issues**
- ✓ **Measuring, quantifying results and impact**
- ✓ **Feeding back results to PS and Gov**
- ✓ **Gaining buy-in from PS and Gov**