

## Checklist for national co-ordinators from countries participating in the 2018 Global Partnership monitoring round

PHASE	ACTIONS	SUPPORT AVAILABLE
1. <b>Launch of the round</b> <i>(As soon as possible)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If your government did not receive the <b>official invitation to join</b>, write to <a href="mailto:monitoring@effectivecooperation.org">monitoring@effectivecooperation.org</a></li> <li><input type="checkbox"/> Designate a <b>national co-ordinator</b></li> <li><input type="checkbox"/> <b>Confirm government interest</b> to <a href="mailto:monitoring@effectivecooperation.org">monitoring@effectivecooperation.org</a></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>2018 Monitoring Brochure for governments.</b></li> <li>❖ Dedicated <b>website</b> with all the materials: <a href="http://www.effectivecooperation.org/2018monitoring">www.effectivecooperation.org/2018monitoring</a></li> <li>❖ <b>Monitoring dashboard</b> for historical data on previous rounds</li> </ul>
2. <b>Sensitisation and preparation</b> <i>(July-August 2018)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Review guidance material</b></li> <li><input type="checkbox"/> <b>Inform your partners and share targeted brochure.</b> <i>Good practice: A multistakeholder kick-off meeting.</i></li> <li><input type="checkbox"/> <b>Participate in training opportunities</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>2018 Monitoring Guide:</b> National co-ordinators</li> <li>❖ <b>2018 Monitoring Brochure</b> for development partners</li> <li>❖ <b>Virtual trainings</b> on managing the process and reporting on the indicators</li> <li>❖ <b>Short videos</b> with step-by-step guidance</li> </ul>
3. <b>Data collection at country level</b> <i>(August – October 2018)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Indicators 1a, 5a, 6 and 9b:</b> Share <i>Development Partner Excel</i> with your partners to obtain required data.</li> <li><input type="checkbox"/> <b>Indicators 1b, 4, 7, 8, 9a, 10:</b> Report in the <i>Country Excel</i> while you wait.</li> <li><input type="checkbox"/> <b>Indicators 2, 3:</b> Identify relevant focal points, discuss and report together.</li> <li><input type="checkbox"/> Facilitate <b>multi-stakeholder validation</b> of the collected data.</li> <li><input type="checkbox"/> Submit data by <b>31 October 2018</b> to <a href="mailto:monitoring@effectivecooperation.org">monitoring@effectivecooperation.org</a></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>DP Excel</b> to collect data from your partners</li> <li>❖ <b>Country Excel</b> to report on all the indicators</li> <li>❖ Permanent <b>online helpdesk</b> at <a href="mailto:monitoring@effectivecooperation.org">monitoring@effectivecooperation.org</a></li> <li>❖ <b>Live regular sessions</b> for questions and answers</li> <li>❖ <b>Short videos</b> with step-by-step guidance</li> <li>❖ <b>Online training</b> on development effectiveness monitoring</li> </ul>
4. <b>Final validation</b> <i>(November – December 2018)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Joint Support Team and partners</b> will help you ensure completeness &amp; accuracy of your country data.</li> <li><input type="checkbox"/> <b>Submit final (revised) Country Excel</b> before 31 December 2018 to <a href="mailto:monitoring@effectivecooperation.org">monitoring@effectivecooperation.org</a></li> </ul>	<ul style="list-style-type: none"> <li>❖ Permanent <b>online helpdesk</b></li> <li>❖ <b>Live regular sessions</b> for questions and answers</li> <li>❖ <b>Country and territory monitoring profiles</b> (draft)</li> </ul>
5. <b>Aggregation and analysis</b> <b>AND</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> With your inputs, Joint Support Team prepares your <b>monitoring profile</b> and related analysis.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Toolkit and guidance</b> to move from monitoring results to action</li> <li>❖ <b>Global reporting results</b></li> </ul>
6. <b>Reporting, dialogue and action on results</b> <i>(throughout 2019)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use monitoring results to report on <b>SDG progress</b>, such as through Voluntary National Reviews.</li> <li><input type="checkbox"/> Organise <b>multi-stakeholder meeting</b> to discuss the monitoring results and agree on actions to address issues.</li> <li><input type="checkbox"/> Participate in <b>regional and global meetings</b> to review the results</li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Country and territory monitoring profiles</b></li> <li>❖ <b>Regional and global meetings</b> to discuss results and agree on action</li> <li>❖ <a href="http://www.effectivecooperation.org/2018monitoring">Monitoring dashboard</a></li> </ul>