

Applying a Generic Tool for Policy – Data Integration across all Sectors

5 - 8 June, 2018

Apia, Samoa



Workshop Report

Organized by ESCAP with support through the 10th tranche of the UN Development Account

1. Background

The following report details the outcomes of the workshop on “Applying a Generic Tool for Policy – Data Integration across all Sectors”, held in Apia, Samoa from 5 - 8 June, 2018.

The workshop is part of a process which has been in operation since mid-2017 to develop a tool which countries can adopt to review their national and sector plans/policies in developing a National Sustainable Development Indicator Set. The tool being promoted by the workshop, EPIC (Every Policy is Connected), is based on an existing rights-based tool for assessing policy inclusiveness for the health sector (EquiFrame¹).

Samoa has been instrumental in the testing of this tool from the outset, and as such, are the first country in the Asia-Pacific region to fully apply the EPIC tool across all 14 sectors of the Government of Samoa. Given the large workload associated with covering all 14 sectors, it was proposed by the Government of Samoa to conduct the exercise over two workshops, covering 7 sectors each. This report thus focuses on the outcomes of the first of this two workshop series.

From the Government of Samoa’s perspective, one of the primary motives behind testing the EPIC tool in Samoa was to use the tool as a window of opportunity to strengthen and push the integration and linkages of statistical work with the national planning and policy-making bodies, to ensure they all work towards the same national and global goals, despite differences in lines of work, via durable and effective partnerships. The other important motive was to use the tool to identify data availability, data waste, data gaps and also data classifications and methodologies at the national and sector plans and policies, in order for SBS to strategically plan its on-going investments in data collection and data compilation efforts, towards achieving national and global data needs including the SDG indicators.

2. Workshop facilitators and participants

Facilitation

The workshop was facilitated by ESCAP, with support from the Pacific Community (SPC), and a consultant who had been assisting ESCAP develop the tool. The final resource team comprised of:

- Arman Bidarbakht (ESCAP – Statistics Division)
- Sharita Serrao (ESCAP – Statistics Division, Statistician)
- Chris Ryan (ESCAP – Pacific Office, Statistician)
- Sanjesh Naidu (ESCAP – Pacific Office, Economic Affairs Officer)
- David Abbott (SPC – SDD, Manager, Data Analysis & Dissemination)
- Hasheem Mannan (Consultant)

From Samoa Government, the workshop was supported by:

¹<https://www.hhrjournal.org/2013/08/equiframe-a-framework-for-analysis-of-the-inclusion-of-human-rights-and-vulnerable-groups-in-health-policies/>

Coordination

The workshop was coordinated by the staff from the Census and Survey Division (CSD) of the Samoa Bureau of Statistics (SBS) and the Economic, Policy and Planning Division (EPPD) of the Ministry of Finance. The coordination team comprised of:

- Taiaopo Faumuina (CSD-SBS)
- Lilomaiaava Samuel Ieremia (EPPD-MoF)
- Maliliga Peseta Vasa (EPPD-MoF)
- Lewis Sinclair (CSD-SBS)
- Kaisarina Moananu (CSD-SBS)
- Alefa Leofo (CSD-SBS)
- Junior Ah Yen (CSD-SBS)
- Aniva Gisborne Nati (CSD-SBS)
- Talaimalo Simanu (CSD-SBS)
- Iosefa Lualua (CSD-SBS)
- Joy Pagaialii (EPPD-MoF)
- Felicity Pogi (EPPD-MoF)
- Saufua Maiava (EPPD-MoF)
- Faavae Mulitalo (EPPD-MoF)
- Darin Faolotoi (EPPD-MoF)



Workshop facilitators and lead coordinators from Samoa SBS and MoF with Mr Lavea Tupa'imatuna Iulai Lavea, CEO, Ministry of Finance & Aliimuumua Malaefono Taua, CEO, Samoa Bureau of Statistics.

Participation

The workshop was attended at various stages throughout by up to 80 persons which came from a range of government departments across Samoa, as well as representatives from the UNCT. From the Government of Samoa, participants came from the host coordinators (Samoa Bureau of Statistics and the Economic Policy and Planning Division of the Ministry of Finance) as well as representatives from each of the 14 sectors identified as key development areas across government which included:

1. Agriculture
2. Community Development
3. Health
4. Law and Justice
5. Trade, Commerce and Manufacturing
6. Tourism
7. Public Administration
8. Environment
9. Communications
10. Education
11. Energy
12. Finance
13. Transport
14. Water & Sanitation

Whilst the workshop was focused on the first 7 sectors listed above, and thus participation from these sectors was strongest, some representation from the other sectors still occurred for the project work, to gain a better understanding for the second workshop scheduled for September.

From the UNCT, representatives from UNDP, WHO, UNICEF, FAO and UNESCO attended components of the plenary sessions on Days 1 and 4.

3. Workshop proceedings

The workshop was conducted over four days from June 5-8. The first of these days focused on a plenary session which was open to representatives from all 14 sectors across Samoa government, followed by 2.5 days focusing on project work for the 7 sectors of focus in Workshop 1, and closing with another plenary for taking the work forward. More details for each session are provided below.

Workshop Opening

The workshop was opened by the Honorable Minister for Samoa Bureau of Statistics, Afioga Salā Fata Pinati. His opening remarks were preceded by the opening prayer from Rev Taumafai Komiti, and welcoming remarks from Mr Maiava Iosefa Maiava, Head of ESCAP Pacific Office and Ms Simona Marinescu, Samoa UN Resident Coordinator.



PART 1: Plenary Session – scene setting

Session 1.1: A National Sustainable Development Indicator Set (NSDIS) and its link to Policy and Budget Processes

This session consisted of two presentations from ESCAP. The first of these addressed the need of developing a one-stop-shop of national priority indicators (NSDIS), including the procedures which should be followed to construct such a dataset, and the structure of what it may look like given the large number of indicator frameworks it may wish to address. Samoa Bureau of Statistics in partnership with the Planning Division from MoF have already started developing such a dataset, focusing at first with mapping the SDG indicator framework to their national set, with work planned to take this further to accommodate other relevant regional and global indicator frameworks.

The second presentation looked at the need to build strong links between the budget, national and sector plans, and global development goals. To facilitate this, priorities in sector and national plans need to have issues and policies/ strategies clearly identified, with appropriate quantifiable targets and performance measures. A core national SDS indicators which helps track trends can provide a source for designing and resourcing activities to support progress in development priority areas. The existing annual budget process is a fundamental driver for implementation of national priorities, and performance indicators can be better used by line departments and agencies to justify submissions (and by the planning and finance department for vetting submissions). Common indicators for planning and budgeting would allow for consolidated reporting (perhaps annually) structured

around the budget and plan implementation. Such reports would contain information on the allocation of resources, the resulting activities, and development outcomes. They could track the implementation of national development priorities, and inform domestic policy, as well as global and development partner reporting requirements. The presentation concluded by highlighting several benefits that would emerge if planning and budget systems were well linked. These benefits include:

- a more coordinated approach to the implementation of government priorities that helps achieve better development outcomes, including achievement of the Sustainable Development Goals;
- improved accountability for performance by implementing departments and ministries; and
- a better use of performance information to align resource allocations with policy priorities.

A guidance note (jointly prepared by ESCAP and IMPF-PFTAC) on improving linkages between plans and budgets was made available to participants.

Session1.2: Update on the seven sectors

This session consisted of each of the seven sectors providing an update on the progress of their sector plans. Information provided during this session on behalf of each sector covered the timeframes of the plans, implementation status, use of monitoring frameworks and alignment with the SDGs. The seven sector plans addressed covered:

1. Agriculture Sector Plan, 2016 –2020
2. Community Development Plan, 2016-2021
3. Public Administration Sector Plan, 2013/14 - 2017/18
4. Health Sector Plan, 2008-2018
5. Law and Justice Sector Plan, 2016/2017 – 2019/2020
6. Trade, Commerce and Manufacturing Sector Plan, 2017/18 – 2020/21
7. Tourism Sector Plan, 2014-2019



Dulcie Wong Sin
Sector Coordinator
Tourism Sector



Fulisia Sale
Rep for Sector Coordinator
Trade, Commerce &
Manufacturing Sector



Tracy Warren
Rep for Sector Coordinator
Public Administration
Sector



Roni Fereti
Sector Coordinator
Law & Justice Sector

Session1.3: Building a tool to identify data/indicator requirements from national policies and plans

This session introduced the EPIC tool and accompanying guidelines and templates. Participants were walked through all documents and templates and familiarized with the objectives of each, including how and when they should be used. A schematic view of the final outcome after completing the exercise was then presented, which gave the groups a preliminary idea of why we do this and what

should be expected, keeping in mind the end product and ultimate goal, so participants didn't get lost during the exercise.

Definition of major terms (core concepts, Issues, and target groups) were then introduced with small examples from the agriculture policy document so that all participants had the same understanding of these concepts.

In a participatory session, each of the participants was given one number from 1 to 39 and tasked to read the corresponding core concept and provide an example to describe it to the rest of the group, which gave the group confidence and a common understanding of the CCs.

To complete this session, steps 5, 6, and 7 (as described in the tool) were practiced in plenary by taking a few paragraphs from the agriculture sector plan.

PART 2: Project Work – National Requirements

Session 2.1: Project work – Identifying Data/Indicator Requirements to meet National Needs

The major part of the 4-day workshop involved participants working in their sector groups to apply the EPIC tool to their sector plans in order to identify key issues and target groups as stipulated in the plan (including those which may have been missed), along with corresponding indicators. This session of the workshop was divided up in to four key steps which tackled the following:

Step 1: Identification of the key issues presented in the planning document, either in the narrative for the various sub-components, or the accompanying log-frame/planning logic. Once identified, each sector was required to identify the corresponding target groups, if any, which the focus of that issue applied to.

Step 2: Identification of which of the 29 core concepts presented during the workshop were applicable to each key issue identified during step 1. It was possible a number of core concepts were relevant to just the one issue, so all were required to be listed.

Step 3: Utilizing the list of core concepts as a guide, which each sector had identified as being relevant to their sector, assess whether there were any additional issues which were not addressed in the planning document, which could be included

Step 4: Identify indicators which were contained in their sector plans, and matching these to the issues identified in Step 1, to assess the adequacy of the coverage of indicators, with respect to the issues raised.

TRADE, COMMERCE & MANUFACTURING SECTOR



LAW & JUSTICE SECTOR



PUBLIC ADMINISTRATION SECTOR



HEALTH SECTOR



COMMUNITY SECTOR



TOURISM SECTOR



AGRICULTURE SECTOR



Session 2.2: Mapping Global/Regional Initiative to National Indicator Requirements

A series of presentations were provided on the last morning of the workshop to address a number of issues relating to the progress of SDG implementation in Samoa, and the need for acknowledging and hence mapping regional and global indicator frameworks to nationally identified indicators.

The first of these presentations was provided by the CEO of the Ministry of Foreign Affairs, Mrs Peseta Noumea Simi, who provided an extremely informative update on the progress of SDG implementation in Samoa. This was followed by an update from Mr Tanielu Tagimaiala Isara from the Samoa Bureau of Statistics, on the progress made on assessing the relevance and availability of SDG indicators to the Samoan context. It was reported that this work had progressed well, with upcoming activities planned with each sector to finalize its development in the near future.

Two more presentations were held during this morning session, with the first of these provided by Mr David Abbott from SPC, who provided an update on the work being done in the region on the Pacific Roadmap for Sustainable Development (PRSD), and its corresponding indicators, as well as providing an overview of a range of global and regional indicator frameworks which Samoa should consider in fine tuning its own national set of indicators. The last presentation was from Ms Sharita Serrao from ESCAP who introduced the corresponding project work, which guided the participants through the exercise of continuing the mapping work of SDG indicators of relevance to their sectors to the indicator frameworks being developed from their sector plan and the SDS.

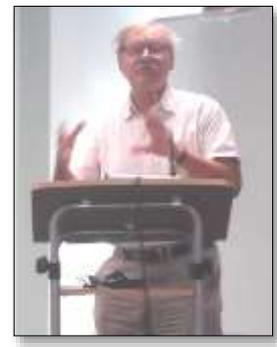
Sector groups then spent the rest of the morning and sometime after lunch progressing the task of determining the relevance of indicators from the SDG framework to their respective sectors.



**Peseta Noumea Simi
Chairperson-Samoa SDG taskforce &
CEO-Ministry of Foreign and Trade**



**Tanielu Isara
Principal Officer, SBS**



**David Abbott
Manager, Data Analysis and
Dissemination, SPC**

PART 3: Plenary Session – moving forward

Session 3.1: Sector feedback on progress thus far & Session 3.2: Moving forward – preparations for Workshop 2

The last two sessions of the workshop were combined in order to give sector groups an opportunity to present the progress of their project work, and provide feedback on how they found the manner in which the workshop was conducted. Excellent constructive feedback was provided by a number of participants which has been summarized in section 4 of this report, along with the views of the workshop facilitators.

The plan for moving forward with this work, both immediately following the workshop, and in the lead up to the second workshop tentatively scheduled for late September was also discussed, with these activities also outlined in more detail in section 4 of this report.

Workshop Closing

The workshop was officially closed by Mr Lavea Tupa'imatuna Iulai Lavea, CEO, Ministry of Finance, after a wonderful display of song and dance which was kindly organized through the Samoa Tourism Authority.



4. Recommendations for moving forward

As discussed in Section 3 of this report, the last sessions of the workshop were devoted to receiving feedback from participants on how the process went for workshop 1, in order to better prepare for the second workshop tentatively scheduled for early September. During the final afternoon of the workshop, feedback from participants was sought through an evaluation form and a group discussion. Views from workshop facilitators, and co-organizers from SBS and Planning were also collected. The findings from these consultations along with a short-term strategy of key activities which need to be undertaken before workshop 2 are summarized as follows:

4.1 Summary of key recommendations for action before Workshop 2

This section summarizes the eight key recommendations from both the participant's feedback as well as the facilitators/resource persons views. A more detailed list of these findings can be found in Appendix 1.

1. Development of an EPIC Manual: During the participant feedback the point was clearly raised that it would be easier for workshop participants if they had a well-developed manual to consult during project work, with sound examples illustrating how to apply the tool. Whilst a guidelines document was circulated, this clearly wasn't sufficient to guide participants through the project work
2. Clarification of indicator production process: Participant feedback also emphasized that they felt lost during the workshop as it wasn't clear to them as to how this work would fit in to their ongoing work programmes, and when it should be applied, and by whom. Recommendation is to address this more appropriately in the manual, and make clear in the opening session of the workshop
3. Different types of policy/planning documents: The first workshop didn't have the opportunity to delve in to the different types of documents which should be consulted whilst identifying key issues and indicators for each sector. More time needs to be spent on this prior to the workshop, and discussed during the early stages of the workshop
4. Strategy for improving Core Concepts knowledge: One of the more challenging aspects of the workshop was having participants understand the Core Concepts, and understanding their value in identifying what sorts of issues should be captured by sector policies/plan. The suggestion to address this is to develop an exercise to promote this understanding for completing prior to the workshop, which can provide that initial understanding of this component of the tool, and thus further developed during the workshop
5. Tackle one component of a planning document: Time was a major constraint during the workshop, with many aspects of the project work rushed, not enabling participants the opportunity to fully grasp key elements of the tool application. To remove this problem, it is proposed that the workshop just focus on one aspect of the planning document, so more time to absorb the process can be achieved
6. Improved excel worksheets: Most sector groups felt the excel worksheets adopted for the project work needed much more attention, to make them easier to understand and easier to apply the tool. One such suggestion was it was felt that just the one excel file should be sufficient, with each stage of the tool application being linked with this file more suitably
7. Indicator component of the workshop: There was not sufficient time to move on to the indicator component of the tool, which was a key area of interest for most participants. Apart from making more time for this activity in the next workshop it is recommended to hold a session on the different types of indicators which can be produced, along with clearer guidelines on how mapping to SDGs, etc should take place.

8. Develop the agenda: Better flow, more space for group work and reporting. Samoa context more prominent at the start and less technical presentations throughout. Organize for counterpart national facilitators to lead the proceedings and also sector discussions, with resource team to back-up.

4.4 Planned activities before Workshop 2 (scheduled for September 3-7)

During the last session of the workshop three activities were discussed by the participants and workshop facilitators/organizers, to be conducted before the second workshop. These activities are listed as follows:

Activity 1: Sector groups finalize the list of issues and target groups as presented in stages 5-7 of the EPIC guidelines for their entire sector plan. Where necessary, workshop facilitators will support this process (timeline 11/6 – 13-7)

Activity 2: SBS and MOF (EPPD) conduct a series of workshops for each sector, to map the SDG framework to the results of the sector analysis from the workshop, to see how the SDG framework can provide meaningful indicators to monitor progress of existing issues in planning/policy documents

Activity 3: (funding dependent): ESCAP make a visit to Samoa to conduct a series of two workshops to track progress of the work undertaken by the first seven sectors, and introduce the workshop approach to the seven sectors included for workshop 2.

5. Workshop website

All documents and power point presentation used during the workshop can be found on the following website link:

<https://www.unescap.org/events/samoa-workshop-applying-generic-tool-policy-data-integration-across-all-sectors>

Appendix 1 – Detailed summary of recommendations

Overview of feedback from Workshop Participants

Workshop Material:

1. Need to be clear in the tool or guideline documentation how it should be applied, by whom, and when.
2. Need a solid tool manual with clear examples on how to apply the tool in practice
3. The manual should provide a schematic of expected outputs from tool application with clear path for each till it creates the final impact
4. Make excel spreadsheets more user friendly, and to the extent possible automated
5. Make guidelines simpler for excel sheet exercises
6. Better explanation of the Core Concept and indicator mapping processes

Workshop Process:

Before

1. Make clear what skills are required prior to workshop (eg, excel)
2. Need to provide more advanced information about the workshop and the EPIC tool and possibly preparatory work should serve participants to familiarize themselves with the tool and Core Concepts

During

3. Consider alternative modalities such as working with sectors one-on-one in separate workshops
4. Allocate more time to practical sessions – less time on lectures
5. Spend more time on indicator development, and linking to SDGs. If needed, extend the workshop duration to allocate enough time on these steps
6. Workshop was too short – lengthen to two weeks when multiple sectors are involved
7. One possibility is to focus EPIC on just one aspect of the plan during the workshop
8. Better coordination of advice from workshop facilitators

After

9. Need follow-up sessions/refresher course with SBS/MoF

Overview of suggestions from the facilitators/resource people

Workshop Material:

1. Better instructions in the guidelines/manual on how to address the indicator phase of the EPIC tool
2. Better developed excel worksheets
3. Provide better materials on what global/regional indicators frameworks could be consulted
4. Provide guidelines on how to address cross-cutting issues such as gender and disability
5. In the Core Concept (CC) component of the guidelines, need to reference each CC – where did it come from?
6. Investigate possibility of creating different sets of CCs, depending on the type of sector/policy without missing any important/relevant CC.
7. Review how “issues” not covered in policy are best tackled in guidelines/manuals
8. Need to adapt the tool so it can better cater for countries which don’t have advanced policy/planning systems in place
9. Look for an alternative term to replace “core concepts”. Bearing in mind that the CCs provide a checklist which needs to be ticked off in the development of policy/plan/strategy

10. Development of a handbook on data integration for policy and planning to serve as a really useful practical tool for planners and policy analysts, something that is really lacking across the region at the moment

Workshop Process:

Before

1. Develop a better flow to the workshop process, with National progress presentations up front
2. Produce an exercise activity to assist participants understand the Core Concepts in advance
3. Facilitators need to be more aware of indicator development in country prior to workshop

During

4. Focus the workshop on one component of the plan, to better illustrate the tool application
5. Cover more clearly the types of indicators that are available before this component of the workshop
6. Have more interaction between sector groups – less work in isolation
7. Need a session be given to a discussion around “policy” and “strategy”, what are the different types of policy, how does policy differ from strategy etc, and where do indicators fit into policy and strategy
8. More explanation to illustrate what is meant by “mapping” indicators at the different levels, and how indicators can be formulated to be included in the national/sector plans and strategies
9. Better explanation on what is meant by an “issue”. Look for replacements for the term if needed, such as “subject matter”

Appendix 2 – Concept Note

Samoa Workshop

Applying a Generic Tool for Policy – Data Integration across all Sectors

5 - 8 June 2018, Apia, Samoa

CONCEPT NOTE

I. Introduction/Background

Asia-Pacific

The Regional Steering Group (RSG) on population and social statistics, in its first meeting held in Bangkok during 28 August to 1 September 2017, finalized a work plan to achieve the three goals of the regional strategy to improve population and social statistics in Asia and the Pacific². The first of these goals is:

Goal 1: *Enabling policy environment to maintain demand for population and social statistics. Supportive and well-coordinated policy environment is in place to ensure effective demand for the production and dissemination of the core set of population and social statistics to support SDG implementation.*

In order to carry out activities under this goal of the work plan (Annex I), the RSG recognized the importance of providing member states in the region with a generic tool that the National Statistical Offices (NSOs) can use to engage policy makers and enhance understanding and support for disaggregated statistics in the context of “Leave No One Behind” and the 2030 Agenda. A policy content assessment tool (Equiframe) has been developed for the health sector, and ESCAP has been overseeing work to test and expand this tool to adopt it to a wider range of sectors to cover all three pillars of sustainable development. This tool aims to improve linkages between data and policy and place the NSOs in a better position to engage their policy counterparts (and vice versa) to assess and prioritize the requirements for disaggregated statistics.

The work has thus far has brought together international experts and national statisticians as well as senior planning experts from selected countries to discuss results of pilot studies and put forward recommendations for developing a generic tool.

Pacific

In the Pacific region, the Ten-Year Pacific Statistics Strategy (TYPSS) was adopted by leaders of Pacific Islands and Territories in 2009 in recognition of the needs for a comprehensive plan to drive improvement and development of statistics in the Pacific region. This strategy is entering its 3rd and final phase, and the revamped goals were presented at the recent Heads of Planners and Statistics (HOPS) meeting³, held in Noumea from 14-16 November, 2017. The second of the goals points to the need for the Pacific region to know

² [https://www.unescap.org/sites/default/files/pre-ods/E.ESCAP_CST\(5\).3.Implementation_plan.English.pdf](https://www.unescap.org/sites/default/files/pre-ods/E.ESCAP_CST(5).3.Implementation_plan.English.pdf)

³ <http://hops.spc.int/>

and understand what are the core statistics required for monitoring national sustainable development priorities.

Proposed TYPSS Phase III, Goal 2

PICTS are producing and disseminating (either in-house or through TA) an agreed core set of high-quality economic, social and environmental statistics in a timely and user-friendly manner and in line with national priorities, and integrating SDG and regional reporting requirements.

Understanding data requirements, including necessary levels of disaggregation, from relevant existing national policies and plans, will form the basis for developing this “agreed core set”.

Global

This work directly contributes to the global programme of action for strengthening national statistical systems to measure, monitor and report on the sustainable development goals (DA10). Specifically, implementation of the policy-data integration tool will strengthen statistical institutional environments to measure, monitor and report on the SDGs and enhance effective policy formulation and monitoring. It will also help fill data gaps (including disaggregated data) by strengthening the enabling policy environment and facilitating effective user-producer dialogue.

II. Recent Developments

In March of 2018, ESCAP conducted a workshop entitled “Developing a Generic Tool for Policy – Data Integration”, which was held in Nadi, Fiji⁴. The workshop was attended by Samoa, Fiji and Vanuatu with representatives from the National Planning Office, National Statistics Office and Ministry of Education in attendance from each country. The objective of this workshop was to further test the revised generic tool with a focus on the education sector, specifically targeting the following areas:

- a) Language and questions adopted in the tool is more easily understood by national planners and statisticians and generic enough to be applied to other sectors;
- b) Revised guidelines are clearer and easy to follow, with step-by-step processes recommended; and
- c) Relevant policy documents for the education sector are easily identifiable and guidelines for identifying policy documents in other sectors are clear.

A series of key recommendations for moving forward with the tool were developed as a result of participant feedback on experiences within the education sector, which are being used in the development of the generic tool.

Samoa had also been involved in earlier pioneering workshops in developing this tool back in November in Bangkok, and based on associated national developments and stakeholder interest, was identified as the most likely candidate in the Asia-Pacific region to trial the application of the tool over all relevant sectors identified in their national development strategies.

III. Workshop Approach

⁴ <http://www.unescap.org/events/pacific-workshop-developing-generic-tool-policy-data-intergration>

Preliminary work undertaken thus far, with the support of the Samoan Ministry of Finance, has identified 14 key sector areas to be analysed for data needs and indicator development. The most recent Samoan sectoral plans in operation covers the following:

Workshop 1 focus

8. Agriculture Sector Plan, 2016 –2020
9. Community Development Plan, 2016-2021
10. National Environment Sector Plan, 2017-2021
11. Health Sector Plan, 2008-2018
12. Law and Justice Sector Plan, 2016/2017 – 2019/2020
13. Trade, Commerce and Manufacturing Sector Plan, 2017/18 – 2020/21
14. Tourism Sector Plan, 2014-2019

Workshop 2 focus

1. Communications Sector Plan, FY2018-2022
2. Education Sector Plan, 2013-2018
3. Energy Sector Plan, 2017-2022
4. Finance Sector Plan, 2013/14-2017/18
5. Public Administration Sector Plan, 2013/14 – 2017/18
6. Transport Sector Plan, 2013-2018
7. Water & Sanitation Sector Plan, 2016-2020

The proposed way forward for progressing this activity in Samoa is to conduct two workshops over the period June-September, 2018, with the first workshop introducing the project objective and strategy to all ministries/departments involved with each of the 14 sectors listed above, but focusing on applying the generic tool to 7 sectors initially. Selection of these 7 sectors has been made by the Samoan Government, and are listed in the first group above.

The second workshop will take place around 2-3 months after the completion of the first workshop, and will focus on the remaining 7 sectors.

Workshop 1 (5-8 June)

This workshop will be run over 4 days, conducted in three parts:

Part 1: Plenary session for all sectors (1 day)

Conduct an introduction session for all relevant ministries/departments within the Samoan Government involved in the production of the Strategy for the Development of Samoa, 2016/17-2019/20, and the 14 sector plans outlined above. Sessions conducted are expected to include:

- a) An update on Samoa's efforts to implement the Samoa Development Strategy, localise SDGs, and monitor/ report progress against plans and policy priorities
- b) The benefits of developing a National Sustainable Development Indicator Set (one-stop shop) which monitors both policy progress outlined in national plans, and regional/global reporting requirements
- c) The importance of linking policy and plans to budget processes and how
- d) An introduction to the objectives and potential benefits of the generic tool being promoted during the workshop

Part 2: Advanced application of the generic tool across 7 key sectors (2.5 days)

Having pre-selected seven sectors of focus, participants will apply the generic tool to the relevant development plans of these sectors, to better understand the key policy issues being addressed, and the corresponding data requirements (including disaggregation) required to monitor the progress of these policies/plans.

This part of the workshop will be very practical in nature, with participants working under the guidance of the workshop facilitators. Not only will participants be focussing on identifying key data requirements from their relevant national plans, but will also have the opportunity to align appropriate indicators for monitoring these plans with regional and global frameworks such as the SAMOA Pathway and SDGs.

Part 3: Plenary session on moving forward and planning for workshop 2 (0.5 day)

The final plenary session will conclude the workshop with a briefing for all 14 sectors on the progress made thus far (with the 7), and developing a plan for future work, including their roles and expected outcomes, in readiness for workshop 2.

Workshop 2

Dates, strategies and objectives will be determined based on outcomes from workshop 1, but it is envisaged to be conducted in either August or September, 2018.

IV. Workshop Objectives & Outputs

The objectives and outputs of the workshop are as follows:

Objectives

- 1) Introduce the generic tool and phased-based approach to developing a National Sustainable Development Indicator Set, to all relevant ministries of the Samoan Government involved in the production of national/sector planning documents
- 2) Apply the generic tool in detail to seven pre-selected sector plans, to test its applicability, and commence work on identifying all key data requirements from these seven sectors, as indicated in their existing planning documents
- 3) Deliberate on the most appropriate way forward for Samoa to fully adopt the generic tool, clearly outlining all data requirements Samoa wish to meet for national monitoring and regional/global reporting

Outputs

- 1) Participants leave the workshop with a clear list of data requirements, including disaggregation requirements, as outlined in all relevant policy documents relating to the seven chosen sectors.

- 2) Clear alignment is established for the seven chosen sectors, between indicator requirements for monitoring national/sector plans and the relevant indicators for reporting progress on regional/global initiatives.
- 3) Clear strategy for preparing workshop 2, scheduled to be conducted 2-3 months after this workshop.

V. Target Participants

The workshop will target the following participants from the Samoan Government

Part 1: Plenary session for all sectors

Economic Policy and Planning Division, Ministry of Finance: Senior officials involved in the production of recent national planning documents, ideally the latest Strategy for the Development of Samoa, including the Samoa Monitoring Evaluation Reporting Framework (SMERF)

Samoa Bureau of Statistics: Senior officials who have had some exposure to planning procedures and policy formulation

Other Ministries: Two government officials involved in the production of each sector plan, plus one representative from the Implementing Agency (IA)

Part 2 & 3: Application of the tool across 7 key sectors, and plan moving forward

As with Part 1, representatives from “Economic Policy and Planning Division, Ministry of Finance” and “Samoa Bureau of Statistics” will be invited, but with only one representative from those sectors which will be the focus of workshop 2, who will be observers.

VI. Resource Persons

Resource persons for the workshop will potentially include the following:

- 1) ESCAP staff from both the Bangkok head office and the Pacific sub-regional office
- 2) Expert consultants responsible for developing the EquiFrame tool for the Health Sector

VII. Timing and Venue

Timing: The proposed timing for the workshop is 5-8 June 2018

Venue: The workshop is planned to be held in Apia, Samoa, with the venue to be decided based on the guidance of the Samoan Government

Appendix 3 – Final Agenda Adopted

Samoa Workshop

Applying a Generic Tool for Policy – Data Integration across all Sectors

5 to 8 June 2018, Apia, Samoa

AGENDA

DAY 1: 5 June 2018		
08:30 – 09:00	Registration	
09:00 – 09:30	<p>Opening Session</p> <p>Opening Prayer: Rev Taumafai Komiti</p> <p>Welcoming remarks: Mr Maiava Iosefa Maiava, Head, EPO</p> <p>Introductory remarks: Ms Simona Marinescu, Samoa UNRC</p> <p>Opening of the Workshop: Honourable Minister for SBS-Afioga Salā Fata Pinati.</p> <p>Group photo</p>	
09:30 – 09:50	Short Coffee & Tea Break	
09:50 – 10:10	<p>Workshop Introduction</p> <ul style="list-style-type: none"> • Orientation: Objectives and structure of the workshop • Introduction to participants and resource persons 	<p>ESCAP (CR)</p> <p>All</p>
PART 1: PLENARY SESSION – SCENE SETTING		
Session 1.1: A National Sustainable Development Indicator Set(NSDIS) and its link to Policy and Budget Processes		
9:30 – 11:00	<p><i>1.1.1 Overview of an NSDIS - Trigger presentation (20 min)</i></p> <ul style="list-style-type: none"> • What does a NSDIS look like and why is it important to develop at a national level? • How should we construct a NSDIS in order to prioritize national development priorities, but also utilizing the content of regional and global frameworks such as the SDGs? <p><i>1.1.2 Linking Policy and Plans to Budget processes (20 min)</i></p> <ul style="list-style-type: none"> • What is the broader policy, planning and budgeting context for having a measurement framework? • What are the practical challenges in the policy, planning and budgeting space to consider for ensuring cohesiveness and use of indicators by key stakeholders? • How can we raise the use of any indicator and monitoring efforts? 	<p>ESCAP (CR)</p> <p>ESCAP (SN)</p>
11:00 – 11:30	Morning Tea Break	

Session1.2: Update on the seven sectors		
11:30 – 12:30	<p><u>1.2.1 National Sector presentations (10-20 mins each)</u></p> <p>Sector Plan to be covered</p> <ol style="list-style-type: none"> 15. Agriculture Sector Plan, 2016 –2020 16. Community Development Plan, 2016-2021 17. Public Administration Sector Plan, 2013/14 - 2017/18 18. Health Sector Plan, 2008-2018 19. Law and Justice Sector Plan, 2016/2017 – 2019/2020 20. Trade, Commerce and Manufacturing Sector Plan, 2017/18 – 2020/21 21. Tourism Sector Plan, 2014-2019 <p>Information to be discussed</p> <ul style="list-style-type: none"> • Introduction (when developed, timeframe, who’s responsible) • End of Sector Plan Outcomes • Alignment with the SDS and regional/international initiatives <ul style="list-style-type: none"> ➢ Monitoring, Reporting and Evaluation Framework (eg, Outcomes Mapping, M&E Framework) ➢ Highlight regional/international framework that sector implement/report • Implementation status/progress • Importance and use for budget/resourcing of planned activities 	Responsible Sector Coordinators
12:30 – 13:30	Lunch	
13:30 – 15:00	<i>Session 1.2.1 will continue after the tea-break if required</i>	
15:00 – 15:30	Afternoon Tea Break	
Session1.3: Building a tool to identify data/indicator requirements from national policies and plans		
15:30 – 17:00	<p><u>1.3.1 Towards a generic tool for policy-data integration</u></p> <ul style="list-style-type: none"> • <u>Presentation (20 min)</u> – Policy- Data integration <ul style="list-style-type: none"> - <i>Why and how?</i> - <i>Role of indicator framework</i> - <i>Need for a tool</i> • <u>Presentation (40 min)</u> – The EPIC Tool <ul style="list-style-type: none"> - <i>Objectives of EPIC?</i> - <i>Core Concepts and Key Questions</i> - <i>Guidelines for applying EPIC</i> 	<p>ESCAP (AB)</p> <p>Hasheem</p>

DAY 2: 6 June 2018		
PART 2: PROJECT WORK – NATIONAL REQUIREMENTS		
Session 2.1: Project work – Identifying Data/Indicator Requirements to meet National Needs		
09:00 – 10:30	<p><u>2.1.1 Group Exercise– experimenting beta version of the tool on a sample policy statement(90 min)</u></p> <p>Phase 1: Run through of how the tool is applied in practice to a sub-component of a sector plan. Includes illustrations on how issues and target groups are identified against the core concepts, both those covered and not covered in the policy (30 min)</p> <p>Phase 2: Participants practice applying the tool against another sub-component of a sector plan, using the results of Phase 1 as a guide (60 min)</p>	ESCAP (AB)
10:30 – 11:00	Morning Tea Break	
11:00 – 12:30	<p><u>2.1.2 Introduction to project work: Objective, expected outputs and instructions (10 mins)</u></p> <p>Overview of what each sectoral team will be expected to produce over the middle 2 days of the workshop</p> <p><u>2.1.3 Project work</u></p> <p>Sectors work in their small groups with support from NSO, Planning and resource persons to identify all key data requirements from the SDD, their sector plan and any other relevant planning documents</p> <p style="text-align: center;"><i>(Focus on Understanding the core concepts applicable to the policy)</i></p>	ESCAP (AB) ESCAP (All)
12:30 – 13:30	Lunch Break	
13:30 – 15:00	<p><u>2.1.3Project work</u> (cont) <i>(Focus on Issues & TGs <u>in</u> the policy)</i></p>	
15:00 – 15:30	Afternoon Tea Break	
15:30 – 17:00	<p><u>2.1.3Project work</u> (cont) <i>(Focus on Issues & TGs <u>in</u> the policy)</i></p>	
DAY 3: 7 June 2018		
09:00 – 10:30	<p><u>2.1.3Project work</u> (cont) <i>(Focus on Issues & TGs <u>in</u> the policy)</i></p>	
10:30 – 11:00	Morning Tea Break	
11:00 – 12:30	<p><u>2.1.3Project work</u> (cont) <i>(Focus on Issues & TGs <u>outside</u> the policy)</i></p>	
12:30 – 13:30	Lunch	

PART 3: PLENARY SESSION – MOVING FORWARD		
Session 3.1: Sector feedback on progress thus far		
13:30 – 15:00	<p><u>3.1.1 Updates from each sector on where they are at</u></p> <p>Each sector presentation is 10 minutes each with 5 minutes Q&A if required</p>	Responsible Sector Coordinators
15:00 – 15:30	Afternoon Tea Break	
Session 3.2: Moving forward – preparations for Workshop 2		
15:30 – 17:00	<p><u>3.2.1 Feedback from participants on generic tool and mapping (20 mins)</u></p> <p>Plenary discussion consolidating views from participants on how the process can work better in Samoa, and thus other countries. What recommendations do participants have for workshop 2?</p> <p><u>3.2.2 Brief overview of what sector groups plan to do – next steps</u></p> <p>Round the table feedback on what each sector group plan to do to complete the work before Workshop 2, and what sort of support they may need from MOF (EPPD), SBS or resource team</p> <p><u>3.2.3 Closing remarks</u></p>	ESCAP (AB & CR)

Appendix 4 – Participant Details

POLICY DATA INTEGRATION WORKSHOP PARTICIPANTS

Name	Sex	Organisation	Designation
Law and Justice Sector			
Leaso Solomona	F	Attorney General Office	Principal HR
Roni Fereti	M	Ministry of Justice	ACEO - Sector Coordinator
Shamila Leavai	F	Ministry of Justice	ACEO
Ale Mose	M	Ministry of Police	
Davina Salanoa	F	Office of the Ombudsman	Manager Corporate
Rosuneti Galuvao	F	Office of the Ombudsman	Human Rights Officer
Folasaitu T. Talaitu	F	Samoa Prison and Correction Office	Principal Policy
Fugalaaui Siaki	F	Samoa Law Reform	Senior Accountant
Agriculture Sector			
Keyonce Lee Hang	M	Ministry of Agriculture and Fisheries	Senior Officer
Rosa Viavia	F	Ministry of Agriculture and Fisheries	Policy Research Analyst
Taimalietane Matatumua	F	Ministry of Agriculture and Fisheries	ACEO-Policy and Planning
Trade Sector			
Lisi Asuao	F	Ministry of Commerce Industry and Labour	ACEO
Fulisia Sale	M	Ministry of Commerce Industry and Labour	Principal
Maxine Hunter	F	Ministry of Foreign Affairs and Trade	Senior Officer
Matilda Bartley	F	Ministry of Foreign Affairs and Trade	PFSO
Amorette Posini Danielson	F	Ministry of Foreign Affairs and Trade	PFSO
Dorothy Anetone	F	Ministry of Foreign Affairs and Trade	FSO
Sharon Aiafi	F	Ministry of Foreign Affairs and Trade	ACEO
Education Sector			
Tiunisautarlia Pamata	F	Ministry of Education Sports and Culture	Principal
Verutina Isaia Iosia	F	Ministry of Education Sports and Culture	PEO Communication
Temukisa Faumuina	F	Ministry of Education Sports and Culture	Planning Officer
Health Sector			
Gaulofa M Saga	F	Ministry of Health	ACEO
Fusi Tietie	F	Ministry of Health	Principal Coordinator
Nili Lafaele	F	Ministry of Health	Information Officer
Unaite Asi	F	Ministry of Health	Senior Health Planning Officer
Water Sector			
Ruth Ueselani	F	Ministry of Natural Resources and Environment	ACEO
Finance and Energy Sector			
Maliliga S Vasa	F	Ministry of Finance	Principal Sector Planning
Joy Pagaialii	F	Ministry of Finance	Policy Research Analyst
Samuel Ieremia	M	Ministry of Finance	ACEO
Saufua Maiava	F	Ministry of Finance	Research Officer Projects
Sione Foliaki	M	Ministry of Finance	ACEO-Energy Sector Coordinator
Faatali Simanu	M	Ministry of Finance	Research Officer
Faavae Mulitalo	M	Ministry of Finance	Research Officer
Felicity Pogi	F	Ministry of Finance	Senior Research Officer
Leilani	F	Ministry of Finance	Senior Research Officer
Feagaimaleata Tafunai	F	Ministry of Finance	Principal Analyst
Public Administration Sector			
Cam Wendt	M	Ministry of Public Enterprises	ACEO
Shalom Simi	F	Ministry of Prime Minister and Cabinet	Senior Policy Analyst
Faiuasao Samoa	M	Ministry of Prime Minister and Cabinet	Principal Policy Analyst
Natasha Darryl	F	Public Service Commission	Senior Policy Officer
Tracy W.L Warren	F	Public Service Commission	Principal Policy Analyst
Osana Liki	F	Public Service Commission	ACEO-PASCD
Jeffrey Faitua	M	Public Service Commission	Principal Officer

Community Sector			
Tarita Sione	F	Ministry of Women, Community and Social Development	Principal Research and Policy
Susan Faoagali	F	Ministry of Women, Community and Social Development	ACEO
Patricia Timua	F	Ministry of Women, Community and Social Development	SME
Leutogipaitea	F	Ministry of Women, Community and Social Development	Senior Information Officer
Carla Fonseca	F	Ministry of Women, Community and Social Development	UN Volunteer
Christabelle Gabriel	F	Ministry of Women, Community and Social Development	SPO-SWSD
Marsietenor T. Schmidt	F	Ministry of Women, Community and Social Development	Research Officer
Transport Sector			
Muliagatele Paulino	M	Ministry of Women, Community and Social Development	Senior Information Officer
Petone Tafia	F	Ministry of Works and Infrastructure	PPPO
Tourism Sector			
Robert Ah Sam	M	Samoa Tourism Authority	Senior Officer
Werner Tuatagaloa	M	Samoa Tourism Authority	Senior Officer
Dulcie W Simanu	F	Samoa Tourism Authority	TSC
Samoa Bureau of Statistics			
Leilua Taulealo	F	Samoa Bureau of Statistics	ACEO-ICT
Ailepata M Simanu	F	Samoa Bureau of Statistics	ACEO-Corporate
Mose Topeto	M	Samoa Bureau of Statistics	Statistician
Edith Taosoga	F	Samoa Bureau of Statistics	ACEO-Economic
Leota A Salani	M	Samoa Bureau of Statistics	ACEO-Finance
Uaina Kitiona	M	Samoa Bureau of Statistics	Principal Officer
Liliantelani H Leleimalefaga	F	Samoa Bureau of Statistics	Principal Officer
Aliimuamua Malaefono T Faasalaina	F	Samoa Bureau of Statistics	GS/CEO
Taiaopo Faumuina	F	Samoa Bureau of Statistics	ACEO-Census
Papalii Benjamin Sila	M	Samoa Bureau of Statistics	ACEO-Social
Lewis Sinclair	M	Samoa Bureau of Statistics	Principal Officer
Junior Ah Yen	M	Samoa Bureau of Statistics	Principal Officer
Kaisarina Moananu	F	Samoa Bureau of Statistics	Principal Officer
Talaimalo Simanu	F	Samoa Bureau of Statistics	Senior Officer
Poinsettia Epati	F	Samoa Bureau of Statistics	Senior Officer
Iosefa Lualua	M	Samoa Bureau of Statistics	Statistical Officer
Ken Faafo	M	Samoa Bureau of Statistics	Statistical Officer
Folavale Sooamaalii	F	Samoa Bureau of Statistics	Statistical Officer
Alefa Leofo	F	Samoa Bureau of Statistics	Senior Officer
Aniva Nati	F	Samoa Bureau of Statistics	GIS Officer
UN Offices			
Yi Shi	F	UNESCO	Trainee
L Tong Lee	F	UNFPA	Program Analyst
Peto	F	UN	Project Manager
Georgina Bonin	F	UNDP	Assistant Resident Representative program
Nisha	F	UNESCO	Director and Representative
Simon Marineson	F	UNDP	Resident Coordinator
Tupe Esera Aumua	F	UNICEF	CP Officer
Rasul Baghirov	M	WHO	Head
Eriko Hibi	F	FAO	Rep
Rasmiyya Aliyeva	F	FAO	Statistician
Natahlie Troubat	F	FAO	Food Security and Nutrition Officer
Resource Team/UNESCAP/SPC			
Hasheem Mannan	M	University College Dublin	Associate Professor
Sharita Serrao	F	ESCAP SD	Statistician
Arman Bidarbakht	M	ESCAP	Statistician
David Abbott	M	SPC	Manager Data Analysis
Chris Ryan	M	ESCAP	Statistician
Sanjesh Naidu	M	ESCAP	Economist