

19 - 25 February, 2017**Activities:**

- Desk review of existing training materials
- Elaboration of training materials for registration, distribution, communication, monitoring and distribution manual
- Elaboration of the Training PowerPoint presentation for the training materials

Key activities and actions during the week.**Elaboration of Training materials (registration, distribution, communication monitoring and evaluation)**

A desk review of all existing training materials was carried out. Information from existing training materials was consolidated into four manuals comprised covering the key areas that both supervisors and volunteers are expected to cover.

A corresponding PowerPoint presentation to be used for ToT sessions was also developed, incorporating the all key areas that supervisors are expected to know and pass on in cascaded training.

The next steps for the manuals are:

1. Sub-committees validation
2. Adaptation of the approved manual by PSI for the campaign.

Sub-committees launching

A logistics sub-committee scheduled for the week did not take place due to lack on invitations from the NMCP focal person.

Pending action that are priority:

1. Lack of prioritization by NMCP to commit time for the plan of action revision (to priority)
2. Lack of commitment from all other sub-committee focal persons except the communication focal person who has continued to realize technical committee meetings in preparation of the campaign.

Key activities that need to be implemented urgently:

1. NMCP to seriously consider committing to the campaign and giving the campaign the due importance. The current status quo can only result in PSI taking lead for the sake of the campaign.
2. Plan of action consolidation: Whilst all key areas that need revisions have been highlighted, the need for internal engagement is critical, however, the limited availability of the NMCP staff slows down to a halt the pace of activities required for successful preparation of the campaign.
3. Revisit to commencement date and focus on realistic timelines vis-à-vis elections.

Suggested way forward:

1. A need for the NMCP to show commitment to the campaign, even though they may be facing challenges on resources and competing activities
2. PMI to engage the NMCP on commitment as VectorWorks consultant cannot decide nor give instructions to NMCP staff. This engagement should focus on leadership and personnel for the campaign.

Schedule and plan of activities for 19 – 25 February 2017

| Day | Date | Location | Activity |
|-----------------|---------------------|----------|---|
| Mon - Friday | 27 Feb – 3 March | Luanda, | <ul style="list-style-type: none">- Sub-committee meeting- Key meeting should take pace as suggested |