VANUATU
TRUSTED
OFFICIAL
STATISTICS

LESSON PLANS FOR THE TRAINING OF PARLIAMENTARY CIVIL SERVANTS

DELIVERING TRUSTED OFFICIAL STATISTICS FOR GOOD GOVERNANCE AND EVIDENCE BASED DECISION MAKING IN VANUATU

LESSON PLAN 1:
VANUATU STATISTICAL SYSTEM

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
National Statistical System and Government Frameworks

KEY CONCEPTS AND TERMS FOR THE LESSON:
National Statistical System, National Sustainable Development Plan, Corporate Plan, Business Plan

LEARNING OBJECTIVES FOR THE LESSON:
Understand that the Vanuatu Statistical System (VSS) should supply relevant, timely and usable official statistics to set priorities, make informed choices and implement better policies for sustainable development, and for data to be useable government frameworks should be aligned to national priorities.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
0 – 25 minutes (VSS Presentation) - Illustrate members of the Vanuatu Statistical System to include key data producers and users, and the VNSO as the coordinating body (diagram). - Importance of Fundamental Principles of Official Statistics to VSS- essential to the production of Trusted data needed to set priorities, make informed choices and implement better policies for sustainable development	**10 – 15 minutes (Feedback)** - Participants quick feedback on what government departments and organisations they speak too in the VSS to get data **25 – 30 minutes (Q&A)** - Participants questions and answer session following presentation
30 – 50 minutes (NSDP Presentation) - History and reasoning behind Vanuatu's transition from the Priority Action Agenda (2006-2015) to the National Sustainable Development Plan (2016-2030) - Outline of the National Sustainable Development Plan (NSDP) and its importance- localising the Sustainable Development Goals. Define NSDP Pillars, Policy Objectives, SMART Indicators and Targets - Introduction to the VNSO development of the NSDP Indicator Tracking Platform and how it will support Parliament's role in oversight, representation, budget, and legislation	**50 – 60 minutes (Game)** - VNSO facilitate NSDP Bingo. Questions read out on the importance of the NSDP to Parliament- linking relevant policy indicators to their roles, and the sectoral planning framework linkages (Corporate and Business Plans). Trainees have to match questions with answers on their board, first participant that matches three answers on their board in a row wins
60 – 80 minutes (Alignment of Government Frameworks Presentation) - Use Ministry of Finance and Economic Management to demonstrate the linkages between the NSDP, Legislation, Corporate plan, Business plan, and Individual work plans (Terms of Reference). Goals and priorities linked to the divisional outputs and performance indicators	

Time markers (left margin): 0, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75

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- These plans need to be aligned to create a harmonised government system, and data is needed to monitor progress across all frameworks

- Overview of template that aligns government frameworks with national priorities

RESOURCES / MATERIALS
Flip charts, Marker, Pens, A4 paper, NSDP M&E Framework on USB, Printed Template for aligned frameworks, Printed Bingo game, Presentations, Laptops

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LESSON PLAN 2:
DATA ENABLING DEVELOPMENT

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
Data Enabling Development

KEY CONCEPTS AND TERMS FOR THE LESSON:
Development, Quality, Timely, Disaggregated Data, Confidentiality, Political Leadership.

LEARNING OBJECTIVES FOR THE LESSON:
Understand that data is a prerequisite for delivering the NSDP, better data can help design more effective public policies; it must be transformed, analysed and used to be useful for policy making, monitoring and accountability.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
0 – 20 minutes (Better Data Presentation) - False or bad information can cause mistrust of data- risk creating bad policies from this, with examples. - Meta-data defined- a set of data that describes and gives information about other data, and its importance to the data being trusted by stakeholders. - Challenge of data not being meaningful to people- might not address people's concerns or be relevant to their lives, important then to think of new ways to produce and present data. Government may not use data when making policies, stemming from how data is poorly communicated. - Disaggregated data defined- broken down by detailed sub-categories, for example by marginalised group, gender, region, or level of education, and its importance to reveal deprivations and inequalities that may not be fully reflected in aggregated data (target resources effectively and equitably).	
	20 – 30 minutes (Game) - Quick Q&A on examples of bad or false information being used in Vanuatu. Some participants come to the front, and are given quotes of information that are either true or false. Those at the front must say the quotes are true and the group judges to see if they are telling the truth or lying.
30 – 40 minutes (Public Policies Presentation) - Development Data how to set targets, measure progress towards them (monitor policies, legislation, Plans and Frameworks), and implementing development goals. - Develop of evidence-based public policies from official statistics. - Success Story: free education due to a high number of dropouts and lack attendance. This also identified through population pyramid and lead to an increased education budget.	

Timeline markers: 0, 5, 10, 15, 20, 25, 30, 35

40	**40 – 50 minutes (Data Challenges Discussion)**
45	- VNSO lead open discussion on Data Challenges: lack of data; lack of disaggregation; lack of legal frameworks; lack of financing- NSDS evaluation; linkage to policies.

50 – 60 minutes (Game)

- VNSO to get four trainees to come to front of room and blindfold them. Participants are to take part in Chocolate tasting of different chocolate brands and given information on each to make a well-informed decision on quality and price.

60 – 90 minutes (Main Activity)

- Trainees put into groups. VNSO member to join each group to support

- Group activity using Framework NSDP, Legislation, Corporate Plans, Business Plans, Data Sources, and Indicators. Put together information given out (paper cuttings of specific components of Framework that must be ordered)

- Given a list of 3 indicators (bad and good) to each group and identify if they are SMART indicators as well as align this with an NSDP policy.

90 – 105 minutes (Data Use Feedback)

- Participants Interpret framework (data use) information, and feedback to rest of group the policy impact and decision-making that should occur.

105 – 115 minutes (Political Leadership Presentation)

- To drive sustainable development statistical laws, regulations and standards fit for evolving data needs must be developed; improve the quantity and quality of data (financing); boost statistical capacity and data literacy through new approaches for political leadership in Vanuatu.

115 – 120 minutes (Summarise)

- VNSO staff summarise key skills to interpret and use data effectively.

RESOURCES / MATERIALS
Projector, Pens, Markers blue and black, Framework activity, Flip charts, Laptops, Chocolate, Presentations

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LESSON PLAN 3:
FACTORS IN BUILDING TRUST IN DATA

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
Factors in Building Trust in Data

KEY CONCEPTS AND TERMS FOR THE LESSON:
Trust, Objective Statistics, Operational Efficiency, Good Decision-Making.

LEARNING OBJECTIVES FOR THE LESSON:
Understand that trusted statistics are crucial for monitoring progress of the NSDP implementation and for Parliament to perform its oversight and accountability role effectively.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
	0 - 5 minutes (Recap) - Participants are asked to define Official Statistics and differentiate from non-official statistics. in Vanuatu. Some participants come to the front, and are given quotes of information that are either true or false. Those at the front must say the quotes are true and the group judges to see if they are telling the truth or lying.
5 – 25 minutes (Trusted Statistics Presentation) - In-depth analysis of Trusted statistics with examples of indicators and how they can be used by government. - Relevance the degree to which a statistical product meets user needs in terms of content and coverage (Key Performance Indicators- data taken from Financial Management Information System). - Accuracy and Reliability, how close the estimated value in the output is to the true result (Surveys, Census, Administrative data pros and cons). - Timeliness and Punctuality, the time between the date of publication and the date to which the data refers, and the time between the actual publication and the planned publication of a statistic (Capacity within the VSS and the challenges). - Accessibility and Clarity, the ease with which users can access data, and the quality and sufficiency of metadata, illustrations, and accompanying advice (Open data principles). - Coherence and Comparability, the degree to which data derived from different sources or methods, but that refers to the same topic, is similar, and the degree to which data can be compared over time and domain, for example, geographic level (Interoperability of data, templates, and methodological standards). - Security and Confidentiality of Data, building trust (confidentiality measures taken by VNSO and sharing data).	

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25 - 30 minutes (Q&A)

- Participants questions and answer session following presentation.

30 – 40 minutes (Game)

- "Statistics are a Science" game, where trainees have to think through processes of fox, chicken, feed and crossing a river. Teams to think through a standardized method for success to achieve the desired outcome.

40 – 100 minutes (Main Activity)

- Trainees put into groups. VNSO member to join each group to support.

- Participants given trusted statistics on a specific Ministry (NSDP report). Using Framework (NSDP, Legislation, Corporate and Business Plans, Data), must make a list of recommendations (policy impact and decision-making that should occur) to a potential Parliamentary Committee or MP.

100 – 120 minutes (Main Activity Evaluation)

- Groups to make five-minute presentation on their recommendations and reasoning behind choices. Rest of participants critically evaluate presentations and give feedback.

RESOURCES / MATERIALS
Tablets, Markers, Flip chart paper, Presentations, Laptops, Trusted Statistical information for Main Activity

LESSON PLAN 4:
DATA SOURCES (TRADITIONAL AND NON-TRADITIONAL)

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
Data Sources (traditional and non-traditional)

KEY CONCEPTS AND TERMS FOR THE LESSON:
Census, Surveys, Administrative Data, Data Revolution, Big Data.

LEARNING OBJECTIVES FOR THE LESSON:
Understand the primary focus of Censuses, Surveys and Administrative Data, and how the information can be used to inform decision-making, and that outdated statistics limit a country's ability to measure growth, productivity and poverty, and the data revolution has the potential to transform the operations of the VSS.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
0 – 10 minutes (Knowledge Assessment Discussion) - Use flip charts to introduce traditional and non-traditional data sources.	
	10 – 20 minutes (Knowledge Assessment Discussion- Group Activity) - Participants try to list out different data sources under traditional and non-traditional, and VNSO write them down (flip charts).
20 – 40 minutes (Traditional Data Sources Presentation) - Population and Housing Census: mobilizing and training of enumerators, canvassing all households, collecting individual information. Data critical for good governance, development planning, risk reduction and crisis response, and public services funding. - Agricultural Census: forms the backbone of the agricultural statistical system- agricultural production, agricultural prices, economic accounts for agriculture and agri-environmental statistics. - Surveys: nationally representative sample- that represents the entire population of the country. Upcoming 2022 Multiple Indicator Cluster Survey. - Administrative Data: advantages- cost effective; quality assured; up to date; and has lower burden to both the VSS and respondents. Discuss Customs Asycuda system, and Health and Education systems.	
	40 - 45 minutes (Q&A) - Participants questions and answer on what are the recent Censuses or Surveys that have been conducted in Vanuatu.
	45 – 60 minutes (Main Activity Assessment) - Programme questionnaire on traditional data sources into survey solutions (survey monkey) and distribute tablets to participants. Can evaluate in real time and feedback answers to group.

Time markers (left column): 0, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55

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60 – 70 minutes (Non-Traditional Data Sources Presentation)

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- Data revolution, huge amount of digital information collected in real time.

- Sources Data: big data, web (social media), geospatial, citizen generated.

- Fuelling Better Data: combining traditional and unconventional data sources can fill statistical gaps, improving development outcomes and traditional data collection.

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70 – 100 minutes (Digital Earth Pacific)

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- Digital Earth Pacific (DEP) will build the first Pacific owned and managed operational platform for accessing and analysing decades of regional satellite imagery and other Earth observation data (Big Data).

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- Presentation led by DEP lead based at the Secretariat of the Pacific Community (SPC).

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100 – 110 minutes (Q&A)

- Participants questions and answer session following presentation, and discussion of Big Data sources in Vanuatu.

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110 – 120 minutes (Statistical Capacity Presentation)

- Statistical Capacity: strengthen statistical literacy to increase the use of statistics; ensure better leadership and governance; modernise national statistical systems through innovation; focus more on disseminating and using statistics.

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120 – 125 minutes (Summarise)

- VNSO staff summarise key components to trusted statistics, and traditional and nontraditional forms of data.

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RESOURCES / MATERIALS
Laptop, Markers, Flipcharts, A4 size paper, Pens, Tablets, Questionnaires, Presentations

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LESSON PLAN 5:
DATA INTERPRETATION AND USE (I)

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
Data Interpretation and Use.
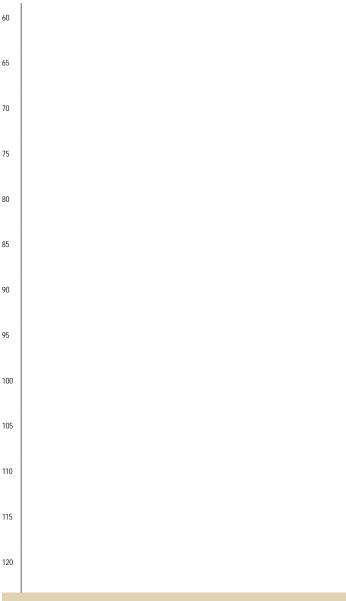
KEY CONCEPTS AND TERMS FOR THE LESSON:
Informing Policies, Data Skills, Measurement, Effective Public Policies.

LEARNING OBJECTIVES FOR THE LESSON:
Understand practical skills related to the reading of tables and graphs summarizing data, understanding summary statistics describing variable of interest – a set of data values describing a given feature.

LESSON CONTENT	
Trainer activity and teaching points	**Beneficiary activities and tasks**
	0 - 10 minutes (Recap) - Participants are asked to define what trusted official statistics are, and examples of data sources.
10 - 25 minutes (Statistical Literacy Presentation) - Importance of statistical literacy- ability to understand and reason with statistics and data. - Necessary to understand materials presented in publications and source good information from producers of statistics. - Improves the understanding of how better data can help design more effective public policies.	
	25 – 30 minutes (Q&A) - Participants questions and answer session following presentation.
30 – 50 minutes (Data Interpretation Presentation) - Data Interpretation and use through reports produced by the Ministries. Outline how data should be used to formulate evidence-based policies or conduct M&E activities. - Introduce how to effectively and correctly communicate data to tell a story using tables, graphs and maps. - Present a story based on analysis and give interpretation guidelines	
	50 – 60 minutes (Game) - All participants to play the game of whispering a statement to each other and see if it changes as it moves round the group- understand the importance of interpretation and communication of information.

(Timeline markings: 0, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55)

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60 – 120 minutes (Main Activity)

- Trainees put into groups. VNSO member to join each group to support.

- Give each group a specific sector to focus on (Trade, Health etc). Outline core components of a Case Study include evaluation template- fully understand criteria.

- Reports: close-up, in-depth, and detailed examination of a data case or cases, within the Vanuatu context. These reports to be interpreted, and information used to make a Case Study and recommendations that would drive development towards achieving the NSDP.

- Use NSDP Baseline Survey, NSDP M&E Framework, available Legislation, Corporate and Business Plans.

- Must use Framework developed previously, and align to a specific Ministry Corporate and Business Plan, and the relevant legislation, using data to support recommendations made.

RESOURCES / MATERIALS
Presentations, Laptops, Pens, Paper, Group work activities, Case Study Template, Case Study Evaluation Tool

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LESSON PLAN 6:
DATA INTERPRETATION AND USE (II)

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
Data Interpretation and Use.

KEY CONCEPTS AND TERMS FOR THE LESSON:
Informing Policies, Data Skills, Measurement, Effective Public Policies.

LEARNING OBJECTIVES FOR THE LESSON:
Understand practical skills related to the reading of tables and graphs summarizing data, understanding summary statistics describing variable of interest – a set of data values describing a given feature.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100 105 110 115 120	**0 – 80 minutes (Group Work carried on)** - Trainees put into groups. VNSO member to join each group to support - Give each group a specific sector to focus on (Trade, Health etc). Outline core components of a Case Study include evaluation template- fully understand criteria. - Reports: close-up, in-depth, and detailed examination of a data case or cases, within the Vanuatu context. These reports to be interpreted, and information used to make a Case Study and recommendations that would drive development towards achieving the NSDP - Use NSDP Baseline Survey, NSDP M&E Framework, available Legislation, Corporate and Business Plans - Must use Framework developed previously, and align to a specific Ministry Corporate and Business Plan, and the relevant legislation, using data to support recommendations made **80 – 110 minutes (Main Activity Evaluation)** - Groups make presentation to VNSO, who act as MPs. Trainees need to persuade them. VNSO grade presentations using template criteria. - Participants interpret data and recommending what decisions or policies should be made.

110 – 120 minutes (Summarise)

- VNSO staff summarise key skills to interpret and use data effectively.

RESOURCES / MATERIALS
Presentations, Laptops, Pens, Paper, Group work activities, Case Study Template, Case Study Evaluation Tool

LESSON PLAN 7:
DATA COMMUNICATION (1)

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
Data Communication.

KEY CONCEPTS AND TERMS FOR THE LESSON:
Communication, Impactful Stories, Stakeholders, Citizens.

LEARNING OBJECTIVES FOR THE LESSON:
Understand that data communication is critical to making data meaningful, it can help bridge the data literacy gap and engage with the public.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
0 – 20 minutes (Communication Tools Presentation) - Key aspect communication, present data in a clear and understandable form to all users. - Different tools of dissemination reports, briefs, videos, infographics, and platforms.	**0 - 10 minutes (Recap)** - Participants are asked to outline key aspects of data interpretation and use, and frameworks to apply.
	20 – 25 minutes (Q&A) - Participants questions and answer session following first presentation.
25 – 45 minutes (Data Storytelling Presentation) - Data Storytelling: define a focus followed by plot-scripting- set the scene, show rising action, have a climax, and contain a "happy" ending. The script needs to identify a hook through specific characters that can drive the story. And it needs to close with a moral, explaining why the insights matter.	
	45 – 50 Minutes (Q&A) - Participants questions and answer session following first presentation (quick evaluation to trust understanding of data storytelling).

Timeline markers (left column): 0, 5, 10, 15, 20, 25, 30, 35, 40, 45

50 – 90 minutes (Communication Tool Interactive Demonstration)

- Use of PopGIS3: mapping tool, at a range of geographical levels from Area Councils up to Provinces. Allows users with no GIS background to create and share maps using either the data hosted in the site or their own datasets.

- se of NSDP Indicator Platform: read data and visualise the information through graphs, tables, and maps. community. It improves access to official statistics and metadata.

- International Trade Dashboard: read data and visualise the information through tables and graphs.

50 – 90 minutes (Communication Tool Interactive Demonstration)

- Participants follow the demonstration on PopGIS3, NSDP Platform and Trade Dashboard on their own laptops.

90 – 120 Minutes (Main Activity)

- Trainees put into groups. VNSO member to join each group to support.

- Use data to create maps with PopGIS3, relate to information from NSDP indicator platform and Trade dashboards.

- Create a story of impact, how data has effected a change- putting a human element and develop a one-page brief.

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RESOURCES / MATERIALS
Presentations, Laptops, Flip Charts, Pens, Markers, Template for Brief, Data to be used for PopGIS3

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
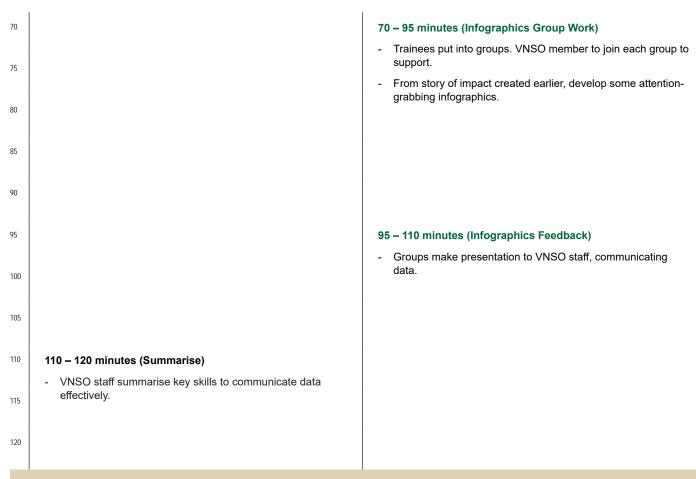Data Communication.

KEY CONCEPTS AND TERMS FOR THE LESSON:
Communication, Impactful Stories, Stakeholders, Citizens.

LEARNING OBJECTIVES FOR THE LESSON:
Understand that data communication is critical to making data meaningful, it can help bridge the data literacy gap and engage with the public.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
	0 – 40 minutes (Main Activity carried on)
	- Trainees put into groups. VNSO member to join each group to support.
	- Use data to create maps with PopGIS3, and relate to information from NSDP indicator platform.
	- Use Trade Dashboard.
	- Create a story of impact, how data has effected a change- putting a human element and develop a one-page brief.
	45 – 50 Minutes (Q&A)
	- Groups make presentation to VNSO staff, communicating data and recommending what decisions or policies should be made.
50 – 70 minutes (Infographics Presentation)	
- Power of infographics for high-level decision-makers, tool to allow people to easily digest information through the use of visual data, charts, and statistics.	
- Use of PowerPoint to transform into memorable, attention-grabbing and even persuasive graphics.	
- Use NSDP reports.	

Time markers (left column): 0, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65

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70 – 95 minutes (Infographics Group Work)

- Trainees put into groups. VNSO member to join each group to support.

- From story of impact created earlier, develop some attention-grabbing infographics.

95 – 110 minutes (Infographics Feedback)

- Groups make presentation to VNSO staff, communicating data.

110 – 120 minutes (Summarise)

- VNSO staff summarise key skills to communicate data effectively.

RESOURCES / MATERIALS
Presentations, Laptops, Flip Charts, Pens, Markers, Template for Brief, Data to be used for PopGIS3

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BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
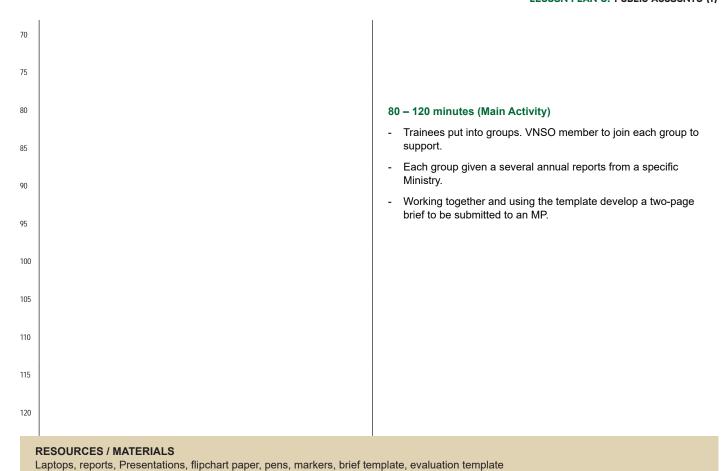Public Accounts.

KEY CONCEPTS AND TERMS FOR THE LESSON:
Value for Money, Economy, Public Spending, Accountable, Delivery of Public Services.

LEARNING OBJECTIVES FOR THE LESSON:
Understand the key role of data in public sector accountability; enables parliament to examine the Government's use of resources and agencies' financial operations and focuses on whether agency programs are achieving their aims.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
	0 - 10 minutes (Recap) - Participants are asked to explain key aspects to effective data communication, and what tools can be used.
10 – 25 minutes (Public Accounts Presentation) - Background information on the primary role of Government and the type – e. g Westminster system. - Public accounts legal framework and the role of government. - Key responsibilities of Public Accounts: examine accounts and financial affairs of Republic of Vanuatu; report of Auditor General; report to parliament as to what corrective actions have been undertaken by Government to improve the economy, efficiency and effectiveness; consider annual reports of Government Ministries and report to Parliament.	
	25 – 35 minutes (Q&A) - Open discussion on the role of Public Accounts. Additionally, the Public Accounts Act (legal framework) and its impact to government. - Process to follow, and the promotion of transparency and accountability building trust.
35 – 70 minutes (Government Financial Statistics Presentation) - Key Performance Indicators for Public Accounts. - Budget for a financial year and overall government revenue generation and expense. - Core components of Government Financial Statistics. - Use of Key Performance Indicators in the to monitor and evaluate the Republic of Vanuatu. - Overview of template to evaluate report submitted by government ministries.	**55 - 60 minutes (Q&A)** - Participants questions and answer session following presentation.

Time markers (left column): 0, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65

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80	**80 – 120 minutes (Main Activity)**
85	- Trainees put into groups. VNSO member to join each group to support.
90	- Each group given a several annual reports from a specific Ministry.
95	- Working together and using the template develop a two-page brief to be submitted to an MP.
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RESOURCES / MATERIALS
Laptops, reports, Presentations, flipchart paper, pens, markers, brief template, evaluation template

BENEFICIARIES: Parliamentary Civil Servants	DATE:	TIME: 2 hours	NO OF BENEFICIARIES:

TITLE OF UNIT / SCHEME OF WORK:
Public Accounts.

KEY CONCEPTS AND TERMS FOR THE LESSON:
Value for Money, Economy, Public Spending, Accountable, Delivery of Public Services.

LEARNING OBJECTIVES FOR THE LESSON:
Understand the key role of data in public sector accountability; enables parliament to examine the Government's use of resources and agencies' financial operations and focuses on whether agency programs are achieving their aims.

LESSON CONTENT

Trainer activity and teaching points	Beneficiary activities and tasks
	0 – 90 minutes (Main Activity carried on) - Trainees put into groups. VNSO member to join each group to support. - Each group given a several annual reports from a specific Ministry. - Working together and using the template develop a two-page brief to be submitted to an MP.
	90 – 110 minutes (Main Activity Feedback) - Groups make presentation to VNSO staff.
110 – 120 minutes (Summarise) - VNSO staff summarise key components to Public Accounts, and their importance to Government and Parliament.	

(Time markings on left margin: 0, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110, 115, 120)

RESOURCES / MATERIALS
Laptops, reports, Presentations, flipchart paper, pens, markers, brief template, evaluation template