

# Minute of Meeting

Annual Group Meeting (1<sup>st</sup>)

Vietnam Network for Monitoring and Evaluation

**Timing:** 16<sup>th</sup> Nov 2015

**Venue:**

Peapros Office- B1-2304- Mandarin Garden Building- Trung hoa- Hanoi- Vietnam

**Participants:**

1. Nghiêm Bá Hưng - PEAPROS - Interim President
2. Nguyễn Thị Thu Quế - CeDRE - Interim Secretary
3. Nguyễn Tiến Dũng - McAD - Board Member
4. Nguyễn Thị Thùy Sinh - CeDRE - Board Member
5. Ngô Gia Trung - PEAPROS - Board Member
6. Nguyễn Đức Trung - Freelancer - VNME Member
7. Thái Minh Hương - Freelancer - VNME member

**Objectives**

1. Review 2015 plan
2. Update the operation of VNME in 2015 to Members
3. Discuss about strengthening the organisation and next steps

**Detail contents**

1. Review planned activities

Based on the action plan has been prepared and presented during the workshop at Sunway hotel- Hà nội in collaborate with MES and CaMES, the results of activities as follows:

Ref	Issue Area	Q4/2014	2015	2016	2017	Status up to now 16 <sup>th</sup> Nov 2015
<b>1. Institutional</b>						
	Complete constitution	x				Draft has been completed. Not yet finalized to be applied.
	Fully registered		x			Not yet - Not feasible to register now.
	Set up management board center		x			Not yet - Management Board members identified.
	Website update	x				The web has been set-up since 2013. Change the hosting service to a new service provider. Need to regularly update.
	Design Logo	x				Just simple
<b>2. Networking</b>						
2.1	Domestic					

Ref	Issue Area	Q4/2014	2015	2016	2017	Status up to now 16 <sup>th</sup> Nov 2015
	Membership selection criteria	x				Identified in the Constitution. Will be official applied after finalizing the Constitution.
	Expand the membership		x	x	x	We got more members, especially Youth Evaluators.
	With MESMARD and NGO-Network		x	x	x	Relations to some NGOs, which are the representative of NGO-Networks has been made. (MSD, LIN...)
	CSOs		x	x	x	CSOs in Vietnam is including NGOs
2.2	<i>International</i>					
	CaMES		x	x	x	Member of VNME and member of CaMES associated to jointly apply for regional bidding.
	MES		x	x	x	Yes
	IOCE		x	x	x	Yes, paid the membership fees for 2014, 2015, submitted proposal for SG and has awarded
	EvalPartner		x	x	x	Yes, keep in touch
	APEA		x	x	x	Yes
<b>3. Capacity Building</b>						
3.1	<i>Management team</i>					
	Network management		x			Conducted the first AGM
	RBM		x	x	x	None official training
	IRBM		x	x	x	None official training
	TOT-Skills		x			None official training
3.2	<i>Members</i>					
	Training on M&E (basic and advance)		x	x	x	None official training
	Training on RBM		x	x	x	None official training
	Training on Advocacy		x	x	x	None official training

## 2. Constraints

### 2.1.Objective

- The legal establishment face a lot of constraints due to the political environment with restricted government policies and regulations over CSOs.

### 2.2.Subjective

- VNME members are mostly consultants from private sector, working in small firms, therefore, all the members are busy with their own individual/ firm committed works.
- Board of members and its members efforts are interrupted and discontinuous.

### 3. Update new information

#### 3.1. Activities have been done

- VNME in 2015 has successfully implemented the P2P Grant funded by IOCE, including the organization of 02 seminars in Hanoi in the framework of support for EvalPartner 2014, of which 01 workshop (03 days) to introduce the basic knowledge about RBM and 01 workshop (2 days) with CaMES on learning, sharing information relating to the establishment of organizations.
- Drafting the draft constitution for the Network.
- The Board of members developed and maintain the relations with Domestic and International agencies and organizations to gradually build the organizational reputation and network.
- Have to admit some new members to the Network, although the membership (with fee) is still a discussing issue.
- Conduct several discussions with NGOs to consult on the contents of the draft constitution and alternatives to official register VNME.
- Discuss with NEU and other potential partners for cooperation and conduct joint activities with the network.
- Maintain the website of the VNME
- Joined to participate in learning, sharing experiences and discussions with international organizations in the forums, seminars and conferences held in Malaysia, Thailand and Nepal.

#### 3.2. New information

- Representatives of VNME (Interim President and the Youth Evaluator) participated the Global Forum in Kathmandu- Nepal on M&E from 23- 25/11/2015.
- Prepared and submitted the proposal for Small Grant 2015 on RBM training. The proposal has been approved by IOCE to conduct the RBM training for Key members of VNME and potential partners in the future (proposed institute, University, College of ARD management (MARD)).

### 4. Discuss about strengthening the organisation and next steps

#### 4.1. Strengthening the organisation

In the first Annual Group Meeting, Board of members discussed and decided to refresh and strengthen leadership of VNME. The Meeting nominated and agreed the following members to take the positions in the new term (2016-2017):

- Mrs. Nguyễn Thị Thu Quế: New Interim President;
- Ms. Le Mai Chang: Secretary, Representative of Youth Evaluators;
- Ms. Nguyen Thi Thuy Sinh: Treasurer and Website Administrator, Board member;

#### 4.2. Next steps

- Continue to carry out activities as planned, complete the constitutions, promote membership and expand members, update information on the website;
- Create member database;
- Prepare the detail work plan to carry out the training program in term of Small Grant 2015 program funded by IOCE with 03 proposed IRBM modules;
- Inform to MES, APEA, IOCE about new Leadership of VNME.

## Work plan

Nr.	Activity	Expected Implementation Period/ Dates	Team members responsible for implementation	Person in charge	Supporting member	Deadline
1	Identify and finalize participant selection criteria	Nov. 2015 (1 day)	VNME- MES			
	Identify criteria set Design commitment form			Que	Hung	05/1/2015
	Group Meeting to share updates: - P2P activity results in 2014 - New Small Grant Award and implementation steps - Requirements to join Small Grant program - Select participants to join and sign commitment between VNME and selected participants - Establish new board (new election) to elect new president, secretary and members - Update and disseminate information on VNME website			Hung Que	Mr. Lim Dr. Aru	16/12/2015
				Que- Hung- Key members		20/1/2016
				Trung- Sinh		10/1/2016
2	Work with NEU/ Institutes, Management Colleges to discuss about concept, collaboration plan and recruit appropriate trainer(s) to join SGP program: - Prepare the Concept notes about the training program - Work with NEU/Institutes and Management Colleges to discuss and sign MOU between two parties - Send Training program and invitation letters to potential clients	Nov. 2015 (2 days)	VNME			05/1/2016
				Dr. Aru and Mr. Lim	Que, Hung	10/1/2016
				Que, Hung, Sinh		10/1/2016
3	Discuss with MES about the contents and road map for this project - Work on detailed training plan (timeline, requirement for preparation Terms and Conditions) - Discuss and prepare the MOU between VNME- VN selected potential Organisation- MES- MUST University on the strategy plan (include actions, work components, responsibilities, deliverables, budget for each action)	Nov. 2015 (2 days)	VNME- MES	Que coordinates among VNME- MES- MUST  Hung coordinates among	Mr. Lim Dr. Aru	1/2016  After the first course in Jan 2016

Nr.	Activity	Expected Implementation Period/ Dates	Team members responsible for implementation	Person in charge	Supporting member	Deadline
				VNME- NEU- MES- MUST  Que- Hung- NEU- MES will develop the final MOU		
4	Review, customize the training document  Preparation works for conducting training courses - Venue - Contract signing - Logistic works to run SG program - Sending invitation letter to participants	Nov. 2015 (10 days)	MES- VNME	Dr. Aru Mr. Lim  Sinh/ Que/ Chang  Que/Hung/ Sinh/ Chang	Que  Que	16/1/2016  5/1/2016  10/1/2016
5	Conduct 1 <sup>st</sup> course	Dec. 2015 (3 days)	MES- VNME	Que/Hung/ Chang/ Sinh	Sinh	26-27- 28/1/2016
6	Case study	Dec. 2015 (5 days)	VNME- MES	Participants	Que/Hung Mr. Lim Dr. Aru	30/1/2016
7	Conduct 2 <sup>nd</sup> course	Jan. 2016 (3 days)	MES- VNME	Que/Hung/ Sinh/ Chang	Sinh	26-27- 28/2/2016
8	Case study	Jan. 2016 (5 days)	VNME- MES	Participants	Que/Hung Mr. Lim Dr. Aru	2/3/2016
9	Conduct 3 <sup>rd</sup> course	Feb. 2016 (3 days)	MES- VNME	Que/Hung/ Sinh/ Chang	Sinh	11-12- 13/3/2016
10	Project completion (formulating completion report and financial report)	Mar. 2016	MES- VNME	Que/ Hung/ Sinh/ Chang	Sinh	End of March 2016

Nr.	Activity	Expected Implementation Period/ Dates	Team members responsible for implementation	Person in charge	Supporting member	Deadline
11	Start with APEA Evaluation Year 2016	Jan.2016	VNME	Hung/ Que and VNME Key members	- APEA (Mrs Isha) - MES (Dr. Aru) - IOCE (Mrs Lynn)	From Jan 2016 to June 2016

Hanoi, dated 17<sup>th</sup> Nov 2015

Meeting Secretary



Nguyen Thi Thu Que

Representative of VNME



Nghiem Ba Hung