Report on the SDGs Catalysts Network
1st Quarterly Meeting

under the project

CSOs For Good Governance:
Enhancing civil society’s contribution to governance and development processes in Trinidad and Tobago (CSOs4GoodGov)

December 07, 2017
UWI, SALISES, Trinidad and Tobago
1 Introduction

1.1 Background
The Caribbean Natural Resources Institute (CANARI) is a member of a consortium of seven leading civil society organisations (CSOs) on a three-year project ‘CSOs For Good Governance: Enhancing civil society’s contribution to governance and development processes in Trinidad and Tobago’ (CSOs4GoodGov), which is aimed at strengthening participation and effective involvement of CSOs in implementation of the 2030 Sustainable Development Agenda and the Sustainable Development Goals (SDGs) in Trinidad and Tobago (T&T).

CANARI is responsible for coordinating implementation of component 1 of the project on developing a mechanism for effective civil society engagement in the SDGs and will support implementation of other components. From June to September 2017, CANARI worked alongside project co-applicants to establish the SDGs Catalysts Network - an informal network of leading CSOs working across sectors to address the full range of SDGs in T&T. An inception workshop and formal launch of the Network was held on September 20, 2017. It is intended that further meetings of the Catalysts Network will be held on a quarterly basis.

This report presents the main findings of the first Quarterly meeting of the SDGs Catalysts Network, following the launch and inception workshop. This meeting was held at the Sir Arthur Lewis Institute of Social & Economic Studies (SALISES), at the University of the West Indies, St. Augustine, Trinidad, on December 07, 2017. The report provides an overview of the meeting participants, objectives and methods, and recounts the meeting’s main activities and areas of discussion as follows:

- Recap of Inception Workshop and check-in on key actions since, including information sharing and opportunities explored by Catalysts for networking and building/strengthening relationships and collaboration with other Catalysts and CSOs;

Fig. 1: Participants at the launch and inception workshop of the SDGs Catalysts Network on September 20, 2017

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1 Caribbean Natural Resources Institute (CANARI), Environment Tobago (ET), Network of NGOs for the Advancement of Women, United Way Trinidad and Tobago (UWTT), University of the West Indies-Institute for Gender and Development Studies (UWI-IGDS), Veni Apwan (VA), Women’s Institute for Alternative Development (WINAD)
• *CSOs4GoodGov* project updates including project inception report highlights and upcoming key activities under the wider project;
• Status of *CSOs4GoodGov* capacity building component, including presentation of findings from capacity needs assessment focus groups and proposed capacity building strategy;
• Introduction to development of a participatory monitoring and evaluation framework for the project;
• Next steps for *SDGs Catalysts Network* including opportunities for engaging in upcoming component 1 project activities i.e. participation in 17-week social media series and contributions to advocacy report case studies.

### 1.2 Participants

The *SDGs Catalysts Network* currently comprises 23 leading *CSO members* working across sectors in T&T to address the full range of development priorities encompassed by the 17 SDGs, with two additional members - the Agricultural Society of Trinidad and Tobago and the Family Planning Association – having confirmed their interest and participation since the inception workshop and launch in September 2017. Sixteen of the 23 members were represented at the 1st Quarterly meeting, along with all members of the *Capacity Building Working Group (CBWG)*, to give a total of 24 participants overall. See Appendix 1 for the full list of participants.

### 2 1st Quarterly Meeting Objectives

This meeting was designed to allow for sharing of updates on the project and activities of *Catalysts* and more in-depth sharing on key activities since the inception workshop. These include capacity building assessments and the development of a monitoring and evaluation framework for the project. The specific objectives for the first Quarterly Meeting of the *SDGs Catalysts Network* were to:

- Provide *Catalysts* with project component status updates and information on key activities under the *CSOs4GG* project
- Share information with *Catalysts* on results of the capacity needs assessment focus groups and proposed capacity building strategy
- Introduce a participatory monitoring and evaluation framework for input of *Catalysts*
- Check-in with *Catalysts* on actions emanating out of the Inception Workshop and discuss next activities for the *SDGs Catalysts Network*

See Appendix 2 for the workshop agenda and objectives.

### 3 Methodology

A short pictorial presentation recapping the inception workshop started off the session, followed by a brief verbal discussion to check in with *Catalysts* on any actions related to communication on the project within their networks and any networking they were able to do with other *Catalysts*. PowerPoint presentations were prepared and delivered on key *CSOs4GG* project updates, the results of capacity building focus groups and for introducing *Catalysts* to a draft Monitoring and Evaluation (M&E) framework for input. *Catalysts* were engaged in plenary discussions for feedback on presentations made. Participants were also engaged in a short mapping exercise using sticky dots to distil preferences for capacity building and in a brief brainstorming session for identifying and sharing on productivity tools and ideas for improving internal communications. Participants discussed ideas in small groups and the results were shared in plenary.

A short networking break was deliberately set to allow time for *Catalysts* to continue to connect and find synergies and opportunities for strengthening relationships – *Catalysts* could network freely and/or use the opportunity to follow up on their ‘SDGs date’ made with another *Catalyst* at the inception workshop.
A variety of resources and visual aids in the form of handouts\(^2\) were utilised. The handouts presented a summary of information initially shared at inception workshop on Catalysts initiatives mapped against the SDGs and a draft copy of the project monitoring and evaluation framework.

4 Review of Key Sessions / Discussion and findings

4.1 Recap of the Inception Workshop

Following welcome and introductions, CANARI used a PowerPoint presentation\(^3\) with visuals to briefly recap the Inception Workshop activities and key outcomes, as a refresher for participants and for the benefit of new participants. It was highlighted that the response by civil society to what the project was trying to achieve was commendable and overall Catalysts agreed on the immense value of collaborating as part of the SDGs Catalysts Network. A key outcome was the recommendation for developing a CSO advocacy strategy moving forward and engaging communications expertise to help. Participants were reminded that the inception workshop report\(^4\) was shared via email and Dropbox and could be referred to for details. A handout was distributed summarizing information initially shared at the inception workshop on Catalysts initiatives mapped against the SDGs. Reminders were also given to share with CANARI recommendations for communication experts who could be engaged to help with the development of the CSO advocacy strategy.

In plenary, Catalysts were asked to share on activities since the inception, particularly whether they were able to have their ‘SDG dates’ with other chosen Catalysts or further networking with other CSOs in their networks. Many Catalysts were unable to have their date though some did communicate and it was suggested and agreed the networking break would be utilised to do so and further any necessary discussions.

4.2 CSOsForGoodGov Project Updates

The UWTT project lead provided overarching project updates\(^5\) for the CSOs4GoodGov project reported against the log frame and budget and included highlights from the project inception report which denoted progress to October 2017. All components were reported to be within budget with slight time delay on Component 4 activities. The following key points were noted with respect to progress:

Component 1: Developing a mechanism for CSO engagement in the SDGs

- Some new members joined since the inception bringing the membership of the SDGs Catalysts Network to 23.
- CANARI has already started work and will be focusing efforts on developing the online SDGs Knowledge and Advocacy Platform which will be used to share information on the work of Catalysts and best practices. The expected launch will be early 2018, inclusive of live testing. Other upcoming activities would be elaborated on in later sessions.

Component 2: Early actions for holding Government accountable for implementation of the SDGs

- Two small grants were awarded to UWI IGDS and WINAD
  - IGDS’ project revolves around a scorecard to hold government accountable for the budget process – the first phase will be only 3 months and a resource will be hired to collect data

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\(^2\) Meeting handouts: https://www.dropbox.com/sh/v2izr7x6x9wtiyyg/AACFkbbJkyUdbKWgrU_CHNk/va?dl=0
\(^3\) Inception workshop recap presentation: https://www.dropbox.com/s/mqc398gvhgl9h6/CANARI%20Intro%20Presentation_inception%20recap.pptx?dl=0
\(^5\) UWTT project update presentation: https://www.dropbox.com/s/vk6d1qy978nyz/Presentation%20Action%20Overview_UWTT.pptx?dl=0
WINAD’s project will build on previous work done and seek to build a collaborative model for CSOs to engage with government.

- It was noted that CANARI’s co-finance advocacy project on green enterprises in Trinidad and Tobago was ongoing. Activities included working with an Action Learning Group (ALG) to explore opportunities for a more enabling policy environment for green enterprises.

- The recommendation was made that information on all advocacy projects should be shared with Catalysts (at quarterly meetings) to provide opportunities for them to identify how they can get involved.

Component 3: Organisational and advocacy capacity building and networking of CSOs
- The capacity building assessments were completed and would be presented in the following session.

Component 4: Strengthening the legal, fiscal and funding framework for CSOs in T&T
- It was noted that the TOR was developed and the Legal, Fiscal and Funding Working Group was established but had not met yet. The group included members from the UNDP, KPMG tax, Director of the NGO Unit in the Ministry of Social Development, Trinidad and Tobago Transparency Institute (TTTI) head - Dion Abdul, and UWTT Chairman - Ian Benjamin. It was further noted that UWTT had to spend extra time on project management so this component was slightly delayed.

UWTT noted that efforts were being made to firm up the best way to share information on the project component log-frames and budgets and that the presentation and a handout would be made available to Catalysts via the Dropbox.

4.3 Status of CSOs4GoodGov capacity building component

In this session, Veni Apwann (VA) reported on capacity building needs of members of the SDGs Catalysts Network, including recommendations for the priorities to be addressed under the project. A presentation6 was made on the methodology and findings from capacity needs assessments which included review of CSO self-assessments made at the start of the project, desk reviews, focus groups and questionnaires. A proposed capacity building strategy developed by the CBWG was also presented for feedback and input of participants.

Capacity building assessments focused on three core areas – Leadership, Governance and Communications and advocacy. Some of the key findings of the focus groups include:

- In the area of leadership, succession planning as well as the ability to attract and retain great staff were noted as common leadership challenges. Trust, lack of resources and/or the need to prioritise day-to-day operations were cited as the main obstacles to collaborative leadership. In general, boards were found to be mostly gender balanced.

- In the area of communications and advocacy, very few Catalysts were identified that had organisational or project communication strategies or the ability to readily articulate key messages of their organisation. Challenges exist with respect to clear and consistent messaging, inadequate communications expertise and limited identification of target audiences. It was noted that CSOs need to work on clear messaging and sharing throughout their organisations. The results clearly pointed toward the need for the SDGs Catalysts Network to develop a clear communications strategy.

- In the area of governance, a minority of CSOs had clear strategic plans/objectives and regularly updated governance documents. Key challenges noted included having competent, active and influential board members willing to assist with fundraising and regular assessment of board performance.

6 VA capacity building needs assessment results presentation: https://www.dropbox.com/s/xyvoknx2dwio2k/VA%20Presentation%207.12.17.pptx?dl=0
While a wide variety of capacity building needs were identified out of the assessments, Catalysts were most commonly interested in improvements in the areas of **succession/strategic planning**, **financial management** including grant proposal development and financial reporting, **strengthening human resources** both internally (staff/Board) and externally (volunteers) and **effective communications and advocacy**. When asked to vote, Catalysts were most interested in human and financial resource development as the first topic for peer exchange/mentoring.

The proposed capacity building strategy outlined a mixed methods approach to addressing capacity building including the use of **facilitated workshops**, **a mentor exchange pool**, **peer exchange (Veni Partaje)** and **Specialist clinics** which could leverage experts/specialists to support and give advice in specific instances. In essence, the most suitable method would be chosen to address the needs of the target audience/s identified.

Key workshops proposed include: a national consultation workshop to develop a collective civil society position on priorities for the national SDGs agenda and produce an outline advocacy strategy; a Communications and advocacy workshop to go into more depth and design a more detailed communication or advocacy strategy; and a Collaborative Leadership workshop drawing on the SHIFT! Caribbean model. The idea is that these would be intertwined with elements of peer exchange, mentoring and coaching of CSOs.

Discussions on the capacity building assessment results and proposed strategy also revealed additional capacity gaps to be addressed including the need for **building effective partnerships among CSOs** and that **CSOs need to build capacity to use recognised UN processes more effectively** – the representative from the Coalition Advocating

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7 SHIFT! Caribbean model, includes elements of individual introspection and reflection, practical application of the tools and techniques to a project, peer exchange, coaching.
for Inclusion of Sexual Orientation (CAISO) volunteered to share experiences in this area (including drawing from other groups such as Jamaicans for Justice).

### 4.3.1 Interactive exercise: Peer exchange on information sharing and productivity tools

To close the session, Catalysts were engaged in an interactive peer exchange exercise to draw out information, experiences and tips related to useful information sharing approaches/methods and productivity tools and ideas for improving internal communication in their organisations. The key idea was to create a feedback loop and the opportunity for participants to learn from each other. In small groups, participants were asked to think back on what information was shared within their organisations from the inception workshop and how. Participants were then asked to discuss the most effective way of sharing learning and information acquired with others in their organisations and to present some key points in plenary.

From the inception meeting, Catalysts shared information within their organisation and networks about the SDGs and the idea of mapping and aligning the organisation’s work to the Goals. Information was shared in a variety of ways including via email (not as effective), weekly staff meetings, directly with specific personnel in the CSO (i.e. direct sharing to those who need to use the information e.g. a Managing Director). External sharing took place via social media posts and press releases on websites and a newspaper article (ALTA). Other means of sharing which were noted by Catalysts as potentially more effective, include using a whiteboard to post notices and information (aligned to the SDGs) in high traffic areas such as the kitchen and use of technology, such as creation of WhatsApp groups (e.g. for quick communication between the Board) and social media pages and groups (e.g. for volunteers and others). One member, IAMovement, noted they utilised a physical space (We Café) for meetings and gatherings where they encourage and help facilitate collaborative sharing on key issues.


![Image](http://www.guardian.co.tt/lifestyle/2017-09-28/alta-joins-supporting-sustainable-development-goals)

![Image](https://www.dropbox.com/s/hkea32t0lywh20j/CANARI%20Whiteboard%20template.jpg?dl=0)

Productivity tools noted by CANARI included the use of meeting templates to help with reporting of key information post-meeting and a project tracking template which could be drawn up on a whiteboard and key updates made easily visible to organisation staff. To support Catalysts, CANARI agreed to share its meeting template and project tracking template.

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10 [https://www.dropbox.com/s/hkea32t0lywh20j/CANARI%20Whiteboard%20template.jpg?dl=0](https://www.dropbox.com/s/hkea32t0lywh20j/CANARI%20Whiteboard%20template.jpg?dl=0)

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**Fig. 3**: In small groups, Catalysts exchange information, experiences and ideas for improving internal communications
Other key points from the discussion were that communication needs to be two-way and allow for responses to any questions arising.

### 4.4 Developing a participatory monitoring and evaluation framework

CANARI introduced the session by noting that the proposal to the EU included a commitment to conduct participatory M&E (PM&E) of the project. The purpose of the session therefore was to review a draft framework prepared by CANARI and seek input from the Catalysts in order to finalise and use as part of the project. Participants were asked to indicate by show of hands whether they had experience in developing PM&E frameworks and using these to assess their CSO’s work. Only a few had experience but all were eager to build capacity to be able to do so.

![Catalysts discussing importance of participatory monitoring and evaluation (M&E)](image)

Fig. 8: Catalysts discuss importance of participatory monitoring and evaluation (M&E)

Using a handout and PowerPoint slides\(^{11}\) for support, the CANARI facilitator reviewed and discussed with participants the purpose of PM&E and the proposed combined methodology, which includes the use of the logical framework approach, outcome mapping, and most significant change method.

With respect to the outcome mapping, which is focused on results/outcomes as behavioural change, participants were able to start providing inputs on what they would ‘Love to see’, ‘Like to see’ and ‘Expect to see’ which could be considered progress markers or indicators of change.

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\(^{11}\) CSOs4GoodGov PM&E presentation: [https://www.dropbox.com/s/7mgnvotfceu46w/CSOs4GG%20M%26E%20v3.pptx?dl=0](https://www.dropbox.com/s/7mgnvotfceu46w/CSOs4GG%20M%26E%20v3.pptx?dl=0)
It was noted that Catalysts would need to collectively think about and create an overall ‘outcome challenge’ statement or vision of what positive behaviour should be for the project. Participants suggested that this should incorporate information on champions or shapers.

Participants also discussed the most significant change method which is concerned with results that are identified from people’s stories. Participants were asked for inputs on developing a 6-part question on what would form the basis of the story to be told.

Due to time limitations, it was agreed that a small M&E team would be pulled together to continue working on the framework. Members from Veni Apwann (Sarah MacIntosh), IAMovement (Talya Mohammed) and member of the CBWG from SHIFT! Caribbean (Alicia Small) volunteered to be on the team working with CANARI on refining the PM&E framework. In general, Catalysts appreciated the combined approach. In discussing the characteristics and merits of the different approaches, Catalysts reflected on why donors seem to resist softer approaches such as outcome mapping. It was agreed that the logical framework approach was excellent to demonstrate a well-designed project and as a planning tool and accountability measure, especially where money is involved, but that both quantitative and qualitative data is useful in monitoring and evaluating a project.

The role of Catalysts in PM&E was identified as providing inputs into developing and shaping the framework; completing the baseline and submitting PM&E information; participation in reviews at quarterly meetings and analysing results and lessons and identifying any adaptive management needed. Overall, it was agreed that collective working on such a framework would help enhance capacity to use PM&E in both individual and collective work, not only under the CSOs4GoodGov project. It was noted that based on input of the meeting the draft PM&E framework will be revised and circulated. There would be further opportunity to discuss and deepen understanding as the project goes along.
5  Next Steps for the SDGs Catalysts Network

Overall, the information shared at this quarterly meeting was well received. Key outcomes included creation of a M&E Subcommittee and feedback on areas Catalysts would like to focus on for capacity building and mentorship – there was strong interest in the mentor pool and peer exchange. Before the close of the meeting, participants discussed the way forward under the CSOs4GoodGov project and for the Network itself. Key upcoming events were reiterated – specifically the national consultation workshop carded for March 2018 to develop the advocacy/communications strategy. The next quarterly meeting of the SDGs Catalysts Network would be held in February 2018 to plan for this workshop.

Additionally, CANARI noted it will be reaching out to Catalysts to contribute case studies to be featured in a report on successful advocacy actions, which is a deliverable under Component 1 of the project. Participation was encouraged as these could potentially be featured at the national workshop and on the SDGs Knowledge Platform and also contribute to annual reporting of Catalysts activities. Catalysts were also reminded that CANARI is embarking on a 17-week social media campaign to highlight the work that Catalysts are doing towards the SDGs. Catalysts were encouraged to help in validating or adding to information shared at the Inception workshop, which would be used to craft posts.

Action items emanating out of the meeting include

- CANARI to update project Dropbox with materials and presentations from the meeting; project leads to provide all information to include.
  - UWTT will share finalised project inception report and summary component log frames and budgets.
  - Veni Apwann to share capacity assessment reports and capacity building strategy once finalised
- CANARI to create additional folder/space on Dropbox and coordinate with Catalysts for sharing of “templates” under different capacity areas
  - CANARI will share productivity tools including a meeting template and project tracking template
- CANARI to send out call for case studies to be included as part of the advocacy report
- CANARI to prepare and share quarterly meeting report
- Catalysts to notify of any upcoming key initiatives, projects and events to be shared at the next meeting

In evaluating the meeting, participants appreciated the depth of information presented and knowledge/expertise of presenters. Catalysts were happy to have opportunities for networking and felt a sense of change and togetherness and a reduction in adversarial atmosphere. Some takeaways for next engagements include the need for more interaction and less focus on administrative elements and reporting, as well as more structured/concrete deliverables between meetings for Catalysts. See Appendix 3 for further details of feedback compiled from the workshop evaluation forms.
## Appendix 1: List of participants

<table>
<thead>
<tr>
<th>Name</th>
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<th>Email</th>
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* participated virtually

Absent members: T&T Energy Chamber, SERVOL, Families in Action, CYEN-TT, YBTT, Network of NGOs of Trinidad and Tobago for the Advancement of Women (Network), Family Planning Association.
Appendix 2: Quarterly Meeting 1 Agenda

SDGs Catalysts Network Quarterly Meeting 1 under the project
CSOs For Good Governance: Enhancing civil society’s contribution to governance and development processes in Trinidad and Tobago (CSOs4GoodGov)

UWI SALISES Conference Room
December 07, 2017
8:30am – 12 noon

Meeting Objectives:
1. To provide Catalysts with project component status updates and information on key activities under the CSOs4GoodGov project
2. To share information with Catalysts on results of the capacity needs assessment focus groups and proposed capacity building strategy
3. To introduce a participatory monitoring and evaluation framework for input of Catalysts
4. To check-in with Catalysts on actions emanating out of the Inception Workshop and discuss next activities for the SDGs Catalysts Network

AGENDA

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<tr>
<th>Time</th>
<th>Registration</th>
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<td>Registration</td>
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<tr>
<td>8:40am</td>
<td>Welcome &amp; Introductions</td>
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<td>Recap of Inception Workshop and check-in- on key actions</td>
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<tr>
<td>9:00am</td>
<td>CSOs4GoodGov project updates including:</td>
<td>UWTT</td>
</tr>
<tr>
<td></td>
<td>project inception report highlights</td>
<td></td>
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<tr>
<td></td>
<td>upcoming activities</td>
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<tr>
<td>9:15am</td>
<td>Status of CSOs4GoodGov capacity building component, including:</td>
<td>Veni Apwann/Capacity Building Working Group</td>
</tr>
<tr>
<td></td>
<td>presentation of findings from capacity needs assessment focus groups</td>
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<tr>
<td></td>
<td>proposed capacity building strategy</td>
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</tr>
<tr>
<td>10:30am</td>
<td>Break (Networking)</td>
<td></td>
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<tr>
<td>10:45am</td>
<td>Developing a participatory monitoring and evaluation framework</td>
<td>CANARI</td>
</tr>
<tr>
<td>11:45am</td>
<td>Next steps for SDGs Catalysts Network</td>
<td>CANARI</td>
</tr>
<tr>
<td></td>
<td>participation in 17-week social media series</td>
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<td>contributions to advocacy report case studies</td>
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<td></td>
<td>Evaluations</td>
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<td>Thanks and close</td>
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</table>
Appendix 3: Evaluation Forms Compiled Feedback

SDGs Catalysts Network Quarterly Meeting 1
under the project
CSOs For Good Governance: Enhancing civil society’s contribution to governance and development processes in Trinidad and Tobago (CSOs4GoodGov)

December 07, 2017

Evaluation Forms Compiled Feedback

1. What is the most important thing that you learned / understood / felt from this meeting?
   • Ability to get updated on the project after absence
   • Catalysts Network presents networking opportunities
   • Importance of networking and collaborating with other organizations within the network and thinking of what change we can make collectively
   • Learned that there are CSO’s who are very willing to collaborate effectively
   • Understood that we will be working together on common “goals” not only SDGs
   • Felt a sense of change and togetherness
   • Gained a greater sense of how the Catalysts will work together
   • There is a real, sustainable way forward – didn’t feel this after inception meeting
   • Information from the meeting will be shared/made available via Dropbox link
   • M&E presentation
   • The importance of monitoring and the difference between monitoring and evaluation
   • Outcome mapping as part of M&E
   • Capacity building focus group results, including the importance of and strategies for capacity building for the individual organizations
   • No group can perform without good communication [constant sharing of experiences, open decision making and - probably good staff base]

2. What did you like about this meeting?
   • Good to be working with these folks
   • Met other partners
   • Opportunity for networking
   • The encouragement to network and collaborate
   • There were meeting objectives
   • Sharing the different components of the project
   • Variety in presentations
   • Concrete information was shared which will go far to achieving Catalysts buy in and willingness to actively engage
   • Good turnout
• The diverse turnout from SDG Catalysts
• The feedback on focus group sessions and going forward on M&E
• Stayed within promised time
• Comfortable venue
• Location at UWI
• The expertise of facilitators and depth of information presented
• Connecting the project to the bigger picture – SDGs
• Clear next steps to continue momentum
• Communication beforehand with materials
• Discussions with other members on actions that work for them and new ideas what to adopt by our organization
• Meeting activities help in capacity building and identifying further needs
• Engagement of participants when called to input
• The quality of the Skype connection was good. (Travel is a huge deterrent to participation)

3. What did you dislike about this meeting?
• Air-conditioning weak
• Bathroom locked
• Need more interactivity – less administrative items on agenda
• Not quite enough interactive activity (self criticism!)
• Not enough time
• Nothing
• N/A
• N/A

4. Did you find the overall meeting objectives were achieved?
• Yes
• Yes
• Yes
• Yes
• Yes
• Yes
• 1-3 very well
• # 4 Partially
• Yes, great job!
• Yes
• Yes
• Yes

5. How relevant do you think the content and ideas shared in the meeting was to you or your organisation’s needs and current direction?
• Very relevant – linking our activity as NGO to the SDGs
• Very relevant. As part of the VA team it was great to understand even further how integrated the components are.
• Very relevant
• Extremely, would be great if more members could attend
• The content was quite relevant to my organisations’ current direction, particularly collaboration with Government
• Very relevant especially communication and M&E
• Very relevant, especially the M&E component
• I think it is very relevant since change is needed in how CSO’s impact the Government and the content from today are the first steps to achieving this.
• Very relevant
• As always for us at ET, it allows us to break out of the loop (knowledge backwater) remoteness brings

6. What did you find particularly useful?
• Project updates
• M&E framework session
• The M&E presentation and sharing by UWI
• Format was engaging
• Sharing on ideas for communication to team members on training sessions
• The importance of working with government on their reports/projects
• M&E framework
• Exercise on internal communications
• Capacity building focus group results summary
• Creation of M&E sub-committee
• Capacity building results
• M&E sessions and feedback on ours
• Veni Apwann’s presentation

7. How could the session have been improved?
• More interactive activities
• Time
• Would like concrete things to do between now and next meeting
• N/A
• See 3
• Need to institute a direct reference to the current working document PRIOR to that particular speaker/session, in future. Less practiced Skype users may need prompting

8. What are some of the ideas introduced or discussed during the meeting that you are excited about? What are you most excited to start working on?
• I particularly liked the opportunities to hear about the organisations’ activities that are coming up
• Tracking the work of SDG Catalysts Network (M&E) and implementing SDGs
• M&E
• M&E!! can’t wait to learn more!
• Outcome mapping. I would love to see us become comfortable and proficient with this model. I look forward to our implementing it.
• Partnerships formed after (SDG/NGO dance)
• Ideas for improving internal communication
• Capacity building
• Getting capacity building off the ground
• Possible training on UN mechanisms
• Contributing our group’s experience/s to the Catalysts Network on the knowledge platform

9. What is one thing from the meeting that you will like to take back/apply in your organisation’s work?
   1. Productivity tools shared
   2. Use of Dropbox
   3. Outcome mapping
   4. Formally documenting how work is aligned to SDG implementation
   5. All
   6. Working and collaboration with Government and other CSOs
   7. Improvement for internal communications
   8. How to share info to a large group effectively
   9. How to report on progress
   10. M&E
   11. M&E handouts and CANARI’s templates
   12. White board approach for projects shared by CANARI
   13. Having project leads in our organisations create a social media post.
   14. Ideas for more structured communication

10. What would prevent you from applying the ideas discussed in this meeting?
    1. Time
    2. Nothing
    3. Feedback from organisation members/management
    4. Time
    5. Not being “ready” or not having the internal capacity to implement at this time
    6. Time
    7. Lack of uptake from board/those implementing other projects
    8. Lack of staff – otherwise it falls to volunteers – and leads to delays / hence possibly shelf dust

11. What recommendations would you like to make for this project?
    1. Evaluation form too long
    2. Include video contents / photographs as part of social media sharing
    3. Share with all CSOs in Trinidad and Tobago
    4. Have more structured deliverables to work on between meetings
    5. Continue peer learning opportunities
    6. Give a project binder to all SDG catalysts members to have handouts/materials in one place – something we can bring to every meeting.
    7. Too early to say but possibly a lesson learnt document – A Tell All.

Really enjoyed the session
Thank you!