Secretariat Trust Fund Management, Replenishment and Donor Relations
Strategic Action Plan 2009

Overview & budget - May 2009 until 1st quarter 2010

Goals

- The overall goals for the FTI Secretariat for 2009/2010 are to improve the management and effectiveness of the FTI partnership and its trust funds and respond effectively to the Board and partnership. The Secretariat will support the partnership in organizing a replenishment campaign and raise new funds for the FTI trust funds.

Strategies

- Multifaceted comprehensive communications strategy for the replenishment of the Catalytic Fund
- Improve supervision of portfolio of CF managed by World Bank through intensive dialogue, updates and reports
- Strengthen reporting and dialogue with Board with Board Liaison function
- Strengthen the organization and management of the Secretariat by clearly defining roles and responsibilities

Expected Results

- Raise at least US 1.2 billion by the end of 2010
- Improve predictability of CF requests and prepare proposal for rolling allocations
- improve disbursement of CF
- Develop and operationalize new EPDF and ETF

Background

- This Strategic Action plan draws from the overall mandate of the Secretariat, as laid out in the basic documents of the partnership, the various decisions made by the Steering committee and trust fund committees as well as the preliminary findings of the FTI evaluation.

Budget

- Replenishment (consultants and other administrative costs) **$308,500**
- Consultants for support to Secretariat **$50,000**

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Outcome	Actions	Deadline	Person responsible	Resources	Progress Monitoring
Meeting preparation and follow-up					
1. Follow up from Copenhagen Minutes from Copenhagen/Rome cleared and distributed	a) Minutes cleared, distributed and on web	May 2009 Dec 2009	Linda	Michelle Jennifer	Completed
	b) FTI Secretariat action plans revised with clear responsibilities, budget and staffing plan	Dec 2009	Linda		Ongoing
2. Timely and smooth preparation of FTI meetings	a) Clarify dates for Fall '09 meeting with Italy and SC (SC/2009/4-01)	May 31	Jennifer		Ongoing
	b) Plan/logistics to organize Rome meetings vetted and discussed with co-chair	June 24	Jennifer		Completed
	c) Secretariat Meeting to assign roles and responsibilities to prepare agenda, background documents and ensuring the timely preparation of reports and follow up actions.	August 1	Jennifer		Completed
3. Support new Board and Chair	a) Respond to demands of Board and committees	July 2009 June 2010	Board Liaison Michelle		Ongoing
	b) Third CSO Seat: draft TORs and clarify resource requirements	Dec 2009	Board Liaison Michelle		
	c) Information Package to new Board and liaise with new Chair	Oct 2009	Board Liaison Michelle		
	d) Develop TORs for Secretariat support to New Chair	Dec 2009	Board Liaison Michelle		
	e) Prepare support package, briefings and mentor to support new Board members from partner countries	July 2009 June 2010	Board Liaison Michelle		Ongoing
Fragile States					
4. Education Transition Fund operational (SC/2009/4-03)	a) ETF final concept Note, Administrative Agreement, a Grant Agreement, Operational Guidelines [June 30/2009]	July 2009	Bob	Kouassi, Olav, Palak, Alberto	Ongoing

Outcome	Actions	Deadline	Person responsible	Resources	Progress Monitoring
	b) ETF Process action plan [UNICEF/FTI]	July 2009	Bob	Kouassi, Alberto	
5. Scope of FTI draft ToRS to Board of Directors	a) Proposal presented at Board of Directors meeting (SC/2009/4-02)	Nov 2009	Linda	Olav	
Briefing and Input to meetings					
6. Provide input to regional and sub regional meetings on FTI and share information with FTI partners to promote lesson learning and knowledge sharing	a) Provide input and participate in regional and international meetings (commonwealth, Nigeria, ADAE Tunis, etc.)	Ongoing	Bob, Linda, Focal Points		Ongoing
7. Briefs on FTI to regional and global meetings (i.e UNESCO High Level Group, G8)	a) Standard package updated quarterly	End of quarter	Bob		
Catalytic Fund/Steering Committee/EPDF Committee					
8. Resource mobilization/ replenishment	a) Note on explaining $1.2 billion funding requirements for CF b) Prepare a methodology for estimating country needs c) Develop detailed action plan (from section on Replenishment) d) Prepare a rolling CF process for allocations and how to address support to countries in crisis.		Kouassi	Palak	(CF/2009/4-04) and (CF/2009/4-03)
9. Support to Prioritization Task Team (CF/2009/4-09)	a) Finalize timeline and deliverables for TT on Prioritization b) Finalize model	July 15 2009	Linda	Olav	
10. Prepare status reports for FTI Trust Funds	a) Prepare status reports and allocation recommendations for the Catalytic Fund	Sept 10 2009	Kouassi	Jennifer	
	b) Prepare status report on EPDF (including status of new EPDF) (EPDF/2009/4-03)		Linda, Olav, Palak		
	c) World Bank complete and update reporting		Linda, Palak		

Outcome	Actions	Deadline	Person responsible	Resources	Progress Monitoring
	framework (including GCE report) (EPDF/2009/4-06)				
11. EPDF Committee decision follow-up	a) Complete work on EPDF activities/products database on the FTI webpage and disseminate information	July 2009	Timo		
	b) Coordinate the procurement and contracting processes	Ongoing	Linda/Palak	Secondee	
	c) Coordinate the contract execution by selected institutions	Ongoing	Linda/Palak	Secondee	
FTI Secretariat Administration					
12. Ensure Effective Monitoring of FTI Trust Funds Oversight management of Trust Funds/redesign	a) Oversee migration of financial administration activities to Multilateral Trustee Innovative Financing Unit for Catalytic Fund		Palak	Nancy	
13. Improve monitoring	a) Monthly review of budget and activities, portfolio and country support	On-going	Linda, Bob	Palak	
HR Management / Staffing Plan					
14. New Staffing actions	a) Finalize recruitment process for 3 secondments, education specialists	1 August 09	Linda	Jennifer	
15. Finalize results agreements	a) Meeting with each staff member	30 July 09	Linda	Jennifer	
16. Training plans	a) Finalize training plans for all staff	Linda			
17. FTI Secretariat Roles and Responsibilities	a) Finalize FTI Secretariat roles and responsibilities	Linda			
Communications Strategy: Strengthen the impact of FTI messages with all identified key audiences					
18. Promote FTI messages through representation at key strategic meetings in World Bank, OECD, UNESCO and other global fora.	a) Provide support to members of Board of Directors and other donor representatives to assist their outreach work on education and FTI		Bob, Focal Points, Linda and others	Angela/Aby	
	b) Develop a media strategy				

Outcome	Actions	Deadline	Person responsible	Resources	Progress Monitoring
	a) Conduct press and public information outreach to convey strong FTI messages				
	b) Provide support to in country donor group to work with local media to publicize key events in country (endorsement, joint reviews)				
	c) Develop communications package for lead donors and other in-country partners including FTI general information (standard presentation, framework, fact sheets, appraisal guidelines, and other relevant key documents)		Koli, Sandra		
19. Website revamped to bilingual constantly updated	a) Monthly website feature, publication of new procedural documents and guidelines, progress stories		Web-master	Angela	
	b) Ongoing monitoring and updating of FTI website		Yann		
	c) Develop capacity for online consultation and fora				
	d) Synthesize key messages from studies and reports for the newsflashes and website				
	e) Develop innovative approaches to the use of web site and 'virtual conferencing' to increase value of global meeting in sharing knowledge				
20. Annual Report 2009 incl. launch package	a) Prepare annual report (incl. early concept note); launch the report via press release, fact sheets, audiovisuals, brochure progress stories etc.	July 14	Linda/ Angela	Caroline	
21. Quarterly newsflash	a) Regular reporting to FTI partnership on relevant issues through newsflashes, monthly feature stories on website		Aby		
Replenishment Campaign (SC/2009/4-02)					
	Costs are included in the budget of this workplan, however, the detailed actions & deadlines are listed in a separate document				