

**PARBICA Recordkeeping Toolkit Workshop:  
Tuvalu  
Recordkeeping Requirements  
Monday 10 June 2013**

**Workshop Plan**

**Aim:** Introduce recordkeeping requirements guideline to participants and outline how it can be used

**Objectives:** By the end of the session, participants will be able to:

- understand the value of identifying recordkeeping requirements
- know how to conduct the exercise themselves

<b>Time</b>	<b>Content</b>	<b>Activity</b>	<b>Resources</b>	<b>Who</b>
1.00-1.10pm	<ul style="list-style-type: none"> <li>• Overview of session</li> <li>• Why develop this guideline?</li> <li>• What is a recordkeeping requirement?</li> </ul>	Presentation	PowerPoint	Talei
1.10-1.30pm	<ul style="list-style-type: none"> <li>• How to identify requirements</li> <li>Types of sources</li> <li>Recognising requirements</li> <li>Types of requirements</li> </ul>	Presentation	PowerPoint	Talei
1.30-1.45pm	<ul style="list-style-type: none"> <li>• Documenting requirements</li> </ul>	Presentation	PowerPoint	Talei
1.45-2.05pm	<ul style="list-style-type: none"> <li>• Group Activity – identifying your requirements</li> </ul>	Group Activity	Handout	Talei

2.05-2.15pm	<ul style="list-style-type: none"><li>• Strategies for using the requirements</li><li>• Identify immediate actions that you can pursue with regard to recordkeeping requirements after this training</li><li>• Wrap up</li></ul>	Presentation  Group discussion	PowerPoint	Talei
-------------	--	--------------------------------------	------------	-------