

PARBICA 14
Recordkeeping for Good Governance Training – Ghana May 2012:
Session 3. Model Recordkeeping Policy

Workshop Plan

Aim: Introduce the model recordkeeping policy to participants and discuss how it can be used

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

- understand the purpose of a recordkeeping policy
- be aware of the difference elements of the model policy and the purpose of each element
- have a range of ideas about how the policy can be implemented
- have identified at least 1 action to take back to their organisations relating to the Model Policy

By the end of the session, the group will have:

- clarified any changes required for the Model Policy to work in the African context

Time	Content	Activity	Resources	Who
9.00-9.15am	<ul style="list-style-type: none">• Review of day 1	Presentation	PowerPoint	Mark
9.15-9.30am	<ul style="list-style-type: none">• Overview of the product and what is a policy	Presentation	PowerPoint	Anna
9.30-9.40am	<ul style="list-style-type: none">• Why have a recordkeeping policy	Group Discussion	PowerPoint	All

9.40-10am	<ul style="list-style-type: none"> • Does anyone already have a recordkeeping policy? • Group discussion on any existing policies – what’s in them? How are they used? 	Group Discussion	PowerPoint	All
10am-10.30am	<ul style="list-style-type: none"> • Morning Tea 			
10.30-10.45am	<ul style="list-style-type: none"> • Elements of the PARBICA model policy overview 	Presentation	PowerPoint	Anna
10.45-11.05	<ul style="list-style-type: none"> • What is the purpose of each element ? • How does it need to be changed for an African/your jurisdictional context? 	Group Activity 8 Sections divided amongst groups	White Board and Paper	All

11.05-11.30am	<ul style="list-style-type: none">• Reporting back	Group discussion	Word Version of Template Whiteboard	Anna
11.30-11.50am	<ul style="list-style-type: none">• Implementation of the Policy	Presentation with Group discussion	PowerPoint	Anna
11.50am-12pm	<ul style="list-style-type: none">• Actions• Sum up and close	Presentation	PowerPoint	Anna