

## Working Group Process Diagram



- Define core mission
- Identify participants (cross-section of sectors/ jurisdictions, include decision makers as much as possible)
- Identify co-leaders
- Support infrastructure for the group (staffing, communications, etc.)
- Balance need to build working relationships and danger of meeting too much

- Develop shared learning agenda
- Share knowledge among sectors
- Learn from national best practices
- Study local examples
- Study local conditions
- Balance learning with early action
- Build in a way to record and reflect on learning

- Create common strategy to direct implementation
- Start with common goals and values
- Identify 'easy' implementation steps for early action
- Agree on list of tools that need more study (don't let a controversial tool bog the process down)
- Keep the strategy broad and flexible enough to evolve and specific enough to direct action

- Look for partners with the expertise to carry out implementation on their own
- Identify implementation steps that must be implemented jointly and spend the group's limited time on these
- Don't assume implementation has to wait until the strategy is complete, if something is timely and agreed upon, implement immediately

- Use evaluation to keep each other mutually accountable and identify ways to improve strategy and implementation
- Use goals to define indicators and other evaluation tools that can measure progress easily and quickly
- Don't over-measure
- Shorten the implement-measure-adjust strategies and tools cycle as much as possible