How to Monitor and Evaluate the Public Meetings

Key M&E questions

- How many people attended the Public Meetings? Which community leaders were present?
- How did Community Partners react to the pledges and special requests made by Dialogue Champions at the first Public Meeting?
- [Second Public Meeting only] What actions, if any, did Community Partners take in response to the requests put to them at the first Public Meeting?

Approach

The proceedings of the first and second Public Meetings can be documented by one of the coordinators. Prior to each Public Meeting, the two coordinators should meet and agree which of them will play this role.

The coordinator who is taking notes should pay particular attention to:

- The number of people present at the meeting (an estimate is sufficient, paying attention to the rough proportion of children, young people and older people);
- Which community leaders and Community Partners are in attendance, and which institutions and organisations they represent;
- The statements of the community leaders in response to the special requests presented to them;
- Any other remarks about the Dialogue process made by officials, e.g. in their welcoming comments; and
- General observations about the atmosphere of the meeting, e.g. dynamics in the room, level of interest shown by attendees, etc.

Following the Public Meetings the coordinator should develop a brief report which covers:

1. **Introduction**: Background to the activity
2. **Method**: Description of when, where, and in what setting the meeting was held, as well as overview of number and type of participants
3. **Results**: Main results of the Public Meeting
4. **Discussion and conclusions**