

## PLATFORM PROTOCOLS: SYNERGIZING ALL CPDE UNITS

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The organisational structure of CPDE is complex. The Global Council is the highest decision-making body and under it, there are the set of Co-Chairs and a Coordination Committee. There are seven (7) global sectors, six (6) geographical regions and 17 sub-regions. There are regional secretariats, sub-regional and national focal persons. At the global level, there are five (5) thematic working groups and various reference groups.

Recognising the importance of cooperation, coordination, communication, integration and inclusiveness within and among CPDE units at the regional, sub-regional and country levels, and to enhance performance and accountability in development effectiveness work, all CPDE constituencies shall use these Protocols in their work, especially with other CPDE units.

The primary objective of the protocols is to foster synergies between all the units of CPDE so that they can both work individually to achieve their respective mandates, but also with each other to attain the collective goals of CPDE as a platform. The protocols cover the regions, sub-regions and countries.

### Gathering Data, Monitoring of Activities and Reporting

- A. All constituencies and CPDE units shall submit regular reports to the global, regional or sectoral secretariat/ coordinators, whichever is applicable, on matters relating to all CPDE activities, and other activities outside of the CPDE programme, but related to the CPDE.
- B. A system of reporting shall be established to gather country, sub-region and regional data to feed into global level demands and database of CPDE. To achieve this:
  - i. Countries shall gather and report country level activities and issues to the sub-regional coordinator;
  - ii. Sub-regional coordinators shall gather and report activities and issues to the regional secretariats and coordinator;
  - iii. Regional secretariats shall gather and report activities and issues to the global secretariat;
  - iv. Countries and sub-regions may submit data or information simultaneously to the regions and global secretariat.
- C. For implementation of the CPDE programme and participation in activities outside of the said programme, information shall be shared with all CPDE units prior to these activities taking place. Reports shall be submitted to the appropriate bodies after the activities.
- D. Persons attending any activity initiated by CPDE, or other meetings as dedicated/agreed CPDE representative, shall report back to the respective region, sub-region and national constituency and/or relevant CPDE group that he/she is representing.

## Coordination of Plans and Activities

- A. The integration of sectors into the governance structure of CPDE in the regions, sub-regions and countries helps ensure the participation of sectors in CPDE activities in these various levels.
- B. Efforts shall be made to harmonize the planning of annual programme between and within different regions, sectors and working groups. This can be achieved by coordinating planning between and among these groups to ensure that everyone is included. Coordination will help eliminate duplication of activities. To achieve this,
  - i. Working groups shall work with the appropriate region, sub-region or country level CPDE units when conducting activities in these countries, or related to countries or CSOs within these units.
  - ii. Regions, sub-regions and national planning shall be coordinated with the appropriate working or reference group when the plan involves the mandates of the specific working or reference group.
  - iii. Sectors shall coordinate with the regions, sub-regions or countries when conducting CPDE-related activities in the region, sub-region or country.
- C. On the other hand, activities and plans of sectors and working groups shall be made in coordination with the appropriate local CPDE structure. For country-level activities, the sectors shall coordinate with country focal-persons or coordinators; for sub-regional activities, with the sub-regional coordinators and for regional activities, with the regional secretariats and coordinators.

## Working Arrangements

- A. CPDE's governance structure at the global level shows a clear interface of geographical and sectoral CSOs. This structure shall be reflected down to the national level, thus:
  - i. CPDE regional, sub-regional and national structures shall be established. These structures shall ensure the integration of different sectors, especially in decision-making processes and implementation of activities.
  - ii. In countries where it is not yet possible to create coordination committees, the sub-regions shall establish country focal persons.
  - iii. Sectoral representation to the regional, sub-regional or country coordination committees shall be the decision of the respective sectors. Other organizations may recommend prospective members to the sectors for their respective outreach.

## Communication

To achieve synergy among all CPDE units and constituencies at the regional, sub-regional and country levels, each unit shall establish a communication line with the other units to ensure coordination and information gathering and dissemination. Each CPDE unit or constituency shall take full advantage of the CPDE website, the list serves, emails and other similar media for gathering and sharing information.

Communication processes will be set up between sub-regional and sectors representatives to enable and facilitate better outreach, engagement and closer cooperation between sectors and sub-regions.

The Communications Working Group of CPDE shall ensure the efficient flow of communication within CPDE and between CPDE and other parties. The working group shall release communication guidelines for the guidance of CPDE and its constituencies.

## **Contact Information**

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