



**Transforming our world through evaluation: engagement and partnerships
for the better world we want**

Third EvalPartners Global Evaluation Forum Program

Introduction

**Bishkek
Kyrgyz Republic
April 26 to 28, 2017**

EvalPartners, the Global Partnership for evaluation capacity development, together with the International Organization for Cooperation in Evaluation (IOCE), the United Nations Evaluation Group (UNEG), the Global Parliamentarians Forum for Evaluation, the Kyrgyz M&E Network, and the Eurasian Evaluation Network are organizing the Third Global Evaluation Forum to be held April 26 to 28, 2017. The Parliament of the Kyrgyz Republic and the Government of Kyrgyz Republic are strong partners of the event.

The Third Global Forum in 2017 will bring together government representatives, parliamentarians, development partners, foundations, the private sector, universities, the civil society, and the evaluation community to review progress of the EvalAgenda 2020, particularly in support of the SDGs, and to map out productive partnerships for the future.

The Theme

Accomplishments
Lessons
Good practices
Collaborations
Responsibilities
Plan for more results

The theme of the Third Global Forum is “**Transforming our world through evaluation: engagement and partnerships for the better world we want**”. EvalPartners and its Networks are actively engaging in operationalizing the EvalAgenda 2020 in line with the 2030 SDGs. The Global Forum will be a platform to review progress made 17 months after the launch of EvalAgenda 2020. This initial period was crucial in preparing stakeholders (including government partners, parliamentarians, the evaluation community, the civil society, and development partners) in using the EvalAgenda 2020 for evaluation capacity building. Stock-taking will help **celebrate accomplishments, draw lessons learned, identify good practices, explore fruitful collaborations, raise awareness of responsibilities, and plan for more results in coming years.**

A visible output:
a Partnership
Statement

The ultimate objective of the Global Forum is a renewed commitment to the achievement of the 2030 SDGs through the implementation and improvement of the EvalAgenda 2020. New energy will be found in documenting results, exchanging success stories, identifying barriers, prospecting for cross-fertilization, building bridges, and setting short-term and medium-term goals. The visible output of the Forum will be **a Partnership Statement setting expectations of various components of the evaluation ecosystem and reaffirming an engagement towards immediate and ultimate global development goals.**

Participation

The Third Global Forum will bring together some 150 delegates including VOPE representatives, government representatives, parliamentarians, EvalPartners Management Group members, Global EvalPartners Network members, and representatives from development partners and private sector networks with an interest in the SDGs and evaluation.

Summary Program

The Third Global Evaluation Forum will be inaugurated on April 26, 2017, with high level representation from the parliament and government of the Kyrgyz Republic, EvalPartners leaders, and representatives of development partners. It will close on a special event involving Parliament of the Kyrgyz Republic. In between, highly interactive sessions will allow Networks to take stock of their action and to plan for the future. Interactive sessions will also build the conversation across Networks and within and across sectors of governance and society. The objective of this global Forum is to ensure that productive bridges are built.

Table 1 – Bird’s Eye View of the Program

Summary Program	Tuesday, April 25		Exhibition Hall
	6pm-6:30pm	Information session for rapporteurs (Progress Hall)	
	6:30pm-7:30pm	Information session for facilitators (Progress Hall)	
	7:30pm-9pm	VOPE Toolkit training (Progress Hall)	
	Wednesday, April 26		
	9am-10:30am	Opening plenary (Main Hall)	
	10:30am-11am	Coffee break (1 st floor restaurant)	
	11am-12:30pm	Reflection on core questions: 2 rounds of 40-minute discussions	
	12:30pm-1:30pm	Buffet lunch (Mezzanine)	
	1:30pm-5pm	Network meetings	
	3pm-3:30pm	Coffee break (1 st floor restaurant)	
	6:30pm-9:00pm	Awards Ceremony and Reception (Main Hall)	
	Thursday, April 27		
	8:30am-9am	Stock-taking plenary: key messages (Main Hall)	
	9am-10:30am	Cross-Network meetings	
	10:30am-11am	Coffee break (1 st floor restaurant)	
	10:45am-11am	Group photo	
	11am-12:30pm	Sectoral meetings	
	12:30pm-1:30pm	Buffet lunch (Mezzanine)	
	1:30pm-3pm	Cross-sectoral meetings	
	3pm-3:30pm	Coffee break (1 st floor restaurant)	
	3:30pm-5pm	Learned perspectives from thought leaders (Main Hall)	
	5pm-7:30pm	Delegates on their own for dinner	
	7:30pm-9pm	Presentation Marketplace (Progress Hall)	
	Friday, April 28		
	8:30am-9am	Stock-taking plenary: key messages (Main Hall)	
	9am-10:30am	Network meetings	
	10:30am-11am	Coffee break (1 st floor restaurant)	
	11am-12:30pm	Plenary presentation and discussion (Main Hall)	
12:30pm-1:30pm	Buffet lunch (Mezzanine)		
1:30pm-3pm	Transportation to the Parliament of the Kyrgyz Republic		
3pm-5pm	Closing ceremony at the Parliament of the Kyrgyz Republic		
Saturday, April 29			
9am-5pm	EvalPartners Management Group meeting		

Networks and participating organizations (e.g., UN agencies, private sector, academic sector) may exhibit at the Forum. A Kyrgyz handy craft booth will also be available featuring local production.

Room Inventory

Bridal Room	3 rd floor
Crystal Hall	First floor, left of the reception desk
D'Or Restaurant	12 th floor
Diplomat Room	12 th floor
Exhibition Hall	1 st floor
Hotel Lobby	1 st floor
Main hall	2 nd floor
Mezzanine	3 rd floor
Progress Hall	12 th floor
Queen's Hall	First floor, right of the reception desk
VIP Room	First floor, behind the reception desk

Tuesday, April 25, 1pm to 5pm, and Wednesday April 26, 8:15am-9:00am

Activity: Registration

Registration in the lobby. Video shots projected on screen.

Tuesday, April 25, 6:00pm-6:30pm

Activity: Information session for rapporteurs

Location: Progress Hall.

Objective: To agree on a common template to report results of the various events.

Language: English.

Speakers, facilitators, participants: Forum co-chairs, Forum report writer, and rapporteurs named in the program

Format: The focus of the event reports will be discussed and a common reporting format will be agreed upon.

Output: Common reporting template.

Tuesday, April 25, 6:30pm-7:30pm

Activity: Information session for facilitators

Location: Progress Hall.

Objective: To agree on the facilitation task and on expectations for a synthesis of discussions.

Language: English.

Speakers, facilitators, participants: Forum co-chairs, Forum report writer, and facilitators named in the program

Format: The focus of the immediate event feedback will be discussed and a common reporting format will be agreed upon.

Output: Common reporting template.

Tuesday, April 25, 7:30pm-9pm

Activity: VOPE Toolkit training

Location: Progress Hall.

Objective: To introduce the Toolkit as a VOPE resource and to obtain feedback from VOPE representatives.

Language: English.

Speakers, facilitators, participants: Toolkit champion(s) and VOPE representatives.

Format: Benoît Gauthier, Toolkit champion, will make a 30-minute presentation on the origin, contents, and use of the VOPE Toolkit. A question-and-answer period and time for discussion of strengths and opportunities for improvement will follow. Participants will have the opportunity to identify resources that could be usefully added. Benoît will collect testimony on use of the Toolkit.

Output: Commitment to feed and disseminate.

Wednesday, April 26, 9am-10:30am

Activity: Opening plenary

Location: Main Hall.

Objectives: To position the discussions at the Forum and to state its expected result. More specifically, to situate the EvalAgenda 2020 within the SDGs.

Language: Two-way Russian-English simultaneous interpretation.

Speakers, facilitators, participants: Tessie Catsambas is Master of Ceremony

- Ziad Moussa and Colin Kirk, EvalPartners Co-Chairs (7 minutes)
- Altynai Omurbekova, Vice speaker, National Parliament of the Kyrgyz Republic (10 minutes)
- Oleg Pankratov, Vice prime-minister of the Kyrgyz Republic Government of the Kyrgyz Republic (10 minutes)
- Olfa Soukri Cherif, Tunisia Member of Parliament, Member of the GPFE Steering Committee (7 minutes)
- Tessie Catsambas and a video on the EvalPartners journey (7 minutes)
- Marco Segone, UNEG Chair (7 minutes)
- Tatiana Tretiakova, National M&E Network of the Kyrgyz Republic (7 minutes)
- Ada Ocampo and Benoît Gauthier, Forum Co-Chairs (5 minutes)

Format: Keynote speeches and interactions with delegates.

Output: Context for subsequent discussions.

Wednesday, April 26, 11am-12:30pm

Activity: Reflection on core questions

Locations: See below.

Objectives: To brainstorm on the core questions posed by the SDGs to the EvalAgenda and to offer an array of answers to consider through the rest of the Forum.

Speakers, facilitators, participants: A facilitator and a note-taker support delegates. Delegates will have selected their 2 sessions at the registration desk.

Format: Concurrent round table discussions (15 tables of 8 to 10 individuals; one table per core question); 40-minute discussions in 2 rounds – delegates change tables after 40 minutes. In each discussion, participants will be asked to take stock of the national, regional, and international situation with regard to one question, and to propose perspectives for the future. A facilitator will keep the discussion moving forward and a note-taker will ensure quick reporting.

Table 2 – SDG Themes¹ and EvalAgenda Pillars² = Core Questions

Three Main Pillars of the EvalAgenda 2020

		Individual Capacity of Evaluators	Institutional Capacity toward Evaluation	Enabling Environment for Evaluation
Five Key Themes of the SDGs	People	1 How do we ensure that evaluators embed equity and gender in their approaches?	2 How can evaluation promote dignity, equality and right-based approaches?	3 Which factors will help improving governance and inclusiveness through evaluation?
	Planet	4 What contribution do we expect evaluators to make to the promotion of ecologically conscious values?	5 How can evaluation equip institutions to support sustainable growth and responsible use of resources?	6 Which conditions will allow a full contribution of evaluation to sustaining our world?
	Prosperity	7 How can evaluators be trained to consider all facets of prosperity and to put the voiceless and the marginalized at the center?	8 How can evaluation contribute to reducing institutional barriers to prosperity for all?	9 What evaluation mechanisms can help foster innovation and social responsibility?
	Peace	10 How can individual evaluators contribute to a grand societal goal like freedom from fear and violence?	11 How can evaluation strengthen values and systems that reduce conflict and promote shared wellbeing?	12 How can national evaluation systems contribute to safe, democratic, and inclusive societies?
	Partnership	13 How can evaluators support global and regional partnerships for sustainable development?	14 How can evaluation help in reaching out to the most vulnerable and develop genuine partnerships for addressing their needs?	15 Are conditions in place to foster the participation of all countries, all stakeholders and all people?

¹ <https://sustainabledevelopment.un.org/post2015/transformingourworld>

² <http://evalpartners.org/global-evaluation-agenda>

Table 3 – Locations, Facilitators and Rapporteurs

	Individual Capacity of Evaluators	Institutional Capacity toward Evaluation	Enabling Environment for Evaluation
People	1 L: Main Hall Table 1 F: Josette Arevalo R: Byron Real	2 L: Main Hall Table 2 F: Ana Luisa Gusman and Lori Bell R: Jahid Quadratullah	3 L: Main Hall Table 3 F: Kieron Crawly R: Sawsan Al-Zatari
Planet	4 L: Main Hall Table 4 F: Romeo Santos R: Olga Schetinina	5 L: Crystal Hall F: Kathryn Newcomer R: Antonio Hercules	6 L: VIP Room F: Colin Kirk R: Khalil Bitar
Prosperity	7 L: Queen’s Hall F: Jennifer Mutua R: Hur Hassnain	8 L: Bridal Room F: Ziad Moussa R: Miché Ouédraogo	9 L: Lobby Table 9 F: Svetlana Negroustoueva R: Julia Espinosa Fajardo
Peace	10 L: Lobby Table 10 F: Karen Rot-Munstermann R: Samandar Mahmodi	11 L: Lobby Table 11 F: Keiko Kuji-Shikatani R: Erica Mattelone	12 L: D’Or Rest. Table 1 F: Piroshini Trikawalagoda R: Rituu Nanda
Partnership	13 L: D’Or Rest. Table 2 F: Antonella Guidoccio R: Imad Haroon	14 L: Diplomat Room F: Riitta Oksanen R: Antonina Rishko-Porcescu	15 L: Progress Hall F: Jérôme Gandin R: Serge Eric Yakeu Djiam

Outputs: Synthesis charts showing key take-aways will produced and displayed in the afternoon.

Wednesday, April 26, 1:30pm-5pm

Activity: Network meetings

Locations:

- EvalSDGs, Main Hall
- EvalGender+, D’Or Restaurant
- EvalYouth, Crystal Hall
- EvalIndigenous, Queen’s Hall
- Global Parliamentarians Forum, Progress Hall

Objectives: To celebrate accomplishments, draw lessons learned, identify good practices, explore collaborations, and plan for more results.

Language: English.

Speakers, facilitators, participants: Each Network organizes its own activity and identifies a facilitator and a rapporteur. Delegates who are not already network members are invited to associate according to their personal interest and expertise.

Format: This will be the first of two opportunities given to Networks to pause and reflect on their action. While Networks may adapt the concept to their situation, this session should be used to take stock of accomplishments and to study ways in which networks can integrate some of the

concerns and perspectives identified in the previous activity, based on the 15 core questions. Networks will be expected to produce draft results maps and general action plans with a 2020 horizon; these outputs will be revised on day 3.

Networks must also reserve some time to acquire feedback on the draft Bishkek statement; feedback must be relayed to Forum co-chairs by 6pm (treasurer@ioce.net and aocampo@unicef.org).

Outputs: Network result maps and action plans until 2020.

Wednesday, April 26, 7:30pm-9:30pm

Activity: Award ceremony

Location: Main Hall

Objective: To celebrate remarkable accomplishments and the local culture.

Language: English.

Speakers, facilitators, participants: Marie Gervais and Ada Ocampo are Masters of Ceremony.

Format: At the end of a day of discussions on the progress made towards the implementation of the Global Evaluation Agenda 2016-2020, time has come to celebrate our collective work and to recognize individual contributions that have been critical to the advancement of EvalPartners' vision and to the Global Evaluation Agenda. This session is conceived as an open and relaxed ceremony. It will start with an introduction on the reasons for the importance of EP awards and the process followed to nominate and select awardees. It will be followed by a celebration of individual and collective achievements. A buffet reception will ensue.

Outputs: Up to 7 awards granted to EvalPartners members in recognition for contributions at the global, regional, national levels; and to the YEE movement.

Thursday, April 27, 8:30am-9am

Activity: Stock-taking plenary, key messages

Location: Main Hall.

Objective: To take stock of the key messages surfacing from the discussions of the previous day.

Language: English.

Speakers, facilitators, participants: Natalia Kosheleva and Tessie Catsambas.

Format: Brief exposé.

Outputs: Wider awareness of the previous day discussions.

Thursday, April 27, 9am-10:30am

Activity: Cross-Network meetings

Location: See below.

Objective: To explore collaboration and cross-fertilization among Networks based on the previous Network discussions.

Language: English.

Speakers, facilitators, participants: 5 parallel mixed meetings of representatives from the 5 Networks (one or more representatives from each Network in each meeting; delegates who are not network members are distributed among the meetings). Each network identifies one facilitator and one rapporteur.

Format: Representatives from the 5 Networks will assemble in mixed groups. A brief presentation of the result map and action plan developed on day 1 by the host Network will be made followed by a collective analysis of the points of contacts and opportunities for collaboration with the host Network and among Networks. Avenues for cross-fertilization will be identified and reported. Proposed discussion questions are:

- Which types of anchors have worked well in the past or could be improved in the future?
- Are there Network affiliations that are more natural or easier to implement?
- Which joint activities could reinforce the action of each Network?
- What type of coordination mechanism could be implemented among Networks?
- What could be done right after the Forum to start these collaborations?

Meetings will take place in the following rooms; delegates will receive their assignment to a meeting group and meeting room during the April 26 Network meeting:

Meeting #	Host Network	Location
1	EvalSDG	Main Hall
2	EvalGender+	D'Or Restaurant
3	EvalYouth	Queen's Hall
4	EvalIndigenous	Crystal Hall
5	Global Parliamentarians Forum	Progress Hall

Outputs: Synthesis charts showing key take-aways will produced and displayed in the afternoon.

Thursday, April 27, 11am-12:30pm

Activity: Sectoral meetings

Locations: See below.

Objective: To explore ideas and action around the use of evaluation, engagement, and partnerships in accelerating progress towards the SDGs

Language: English.

Speakers, facilitators, participants: A facilitator will briefly introduce the discussion questions. A note-taker will report for each meeting. Delegates are asked to attend the meeting closest to their affiliation.

Format: Sectors are:

Sector	Facilitator and rapporteur	Location
Governments / parliaments	F: Aru Rasappan R: Awuor Ponge	Queen's Hall
Development partners	F: Inga Sniukaite R: Alexis Salvador Loye	D'Or Restaurant
Private sector	F: Cynthia Clapp-Wincek R: Kassem El Saddik	Progress Hall
Academic sector	F: Marie Gervais R: Adema Joldoshbekova	Cristal Hall
VOPE 1	F: Adeline Sibanda R: Anis Yonus	Main Hall Table 1
VOPE 2	F: Mallika R. Samaranyake R: Saule Khamzina	Main Hall Table 2

Representatives from the various sectors will meet in homogeneous groups. They will discuss the following questions, in the context of the unfolding and evaluation of the SDGs:

- What is the current supply/demand for evaluation in this sector?
- What are the barriers to increased supply/demand for evaluation?

- How engaged are individuals in this sector in the idea of evidenced-informed problem analysis, solution-seeking, and decision-making?
- What types of partnerships would be most effective in increasing the supply/demand for evaluation?
- Which recommendations do sectors make to EvalPartners to engage them optimally?

Outputs: Synthesis charts showing key take-aways will produced and displayed in the afternoon.

Thursday, April 27, 1:30pm-3pm

Activity: Cross-sectoral meetings

Locations: See below.

Objective: To explore ideas and action around the use of evaluation, engagement, and partnerships in accelerating progress towards the SDGs.

Language: English.

Speakers, facilitators, participants: Six parallel joint meetings of representatives from the different sectors (one or more representatives from each sector in each meeting).

Format: Participants will regroup in mixed collectives including all sectors and Networks, around the following questions:

Questions	Facilitator and rapporteur	Location
1. Implementing the SDGs: What is the most effective approach of evaluators and evaluation in the current implementation of the SDGs?	F: Dorothy Lucks R: Bhabatosh Nath	Main Hall Table 1
2. Evaluating the SDGs: What is the relative responsibility of national evaluation systems and of international entities?	F: Aru Rasappan R: Susan Tamondong	Main Hall Table 2
3. SDGs and the Global North: How can the Global North be brought into the discussion on the SDGs and their evaluation?	F: Jyrki Pulkkinen R: Shylock Muyengwa	D'Or Restaurant
4. Evaluation partnerships: How can we sustain EvalPartners for the long term?	F: Ziad Moussa R: Sheradil Baktygulov	Progress Hall
5. Implementing the EvalAgenda 2016-2020: What are the most promising strategies to continue the implementation and reporting on the EvalAgenda 2016-2020?	F: Marie Gervais R: Heather Bryant	Cristal Hall
6. SDGs, EvalAgenda, and cultural contexts: How can the specifics of national and cultural contexts be factored into the SDG and EvalAgenda equation as assets rather than constraints?	F: Larry Bremner R: Liv Lafontaine Navarro	Queen's Hall

Outputs: Synthesis charts showing key take-aways will produced and displayed.

Thursday, April 27, 3:30pm-5pm

Activity: Learned perspectives from thought leaders

Location: Main Hall.

Objectives: To identify key powerful ideas emerging from discussions and articulate them toward the achievement of the SDGs.

Language: English.

Speakers, facilitators, participants: Thought leaders in the fields of evaluation, policy making, policy implementation, and development with exchanges with participants. Our leaders are:

- Robert Lahey (observer consultant, Canada);
- Indran Naidoo (development agency official, South Africa and USA);
- Natalia Nikitenko (parliamentarian, Kyrgyz Republic);
- Donna Podems (consultant and academic, South Africa);
- Jyrki Pullkinen (government official, Finland).

Format: After two days of intense discussions slicing up the Forum theme of “Transforming our world through evaluation: engagement and partnerships for the better world we want” from many angles, leaders in the evaluation field will provide delegates with their understanding of the key emerging ideas. The implications of these nodal issues will be analyzed. A lively discussion with delegates will ensue.

Outputs: Key messages to include in the Partnership Statement.

Thursday, April 27, 7:30pm-9pm

Activity: Presentation marketplace

Location: Progress Hall.

Objective: To discuss emerging topics dear to delegates.

Language: English.

Speakers, facilitators, participants: Delegates.

Format: This is a free and self-organizing presentation marketplace. Delegates with impromptu presentations coordinate to present their ideas and discuss them with participants.

Outputs: New connections and new ideas.

Friday, April 28, 8:30am-9am

Activity: Stock-taking plenary, key messages

Location: Main Hall.

Objective: To take stock of the key messages surfacing from the discussions of the previous day.

Language: English.

Speakers, facilitators, participants: Natalia Kosheleva and Tessie Catsambas.

Format: Brief exposé.

Outputs: Wider awareness of the previous day discussions.

Friday, April 28, 9am-10:30am

Activity: Network meetings

Location:

- EvalSDGs, Main Hall
- EvalGender+, D'Or Restaurant
- EvalYouth, Crystal Hall
- EvalIndigenous, Queen's Hall
- Global Parliamentarians Forum, Progress Hall

Objective: To factor learnings from the Forum into the Network action plans.

Language: English.

Speakers, facilitators, participants: Each Network organizes its own activity and identifies a facilitator and a rapporteur. Delegates who are not already network members will be invited to associate according to their personal interest and expertise.

Format: This will be the second opportunity given to Networks to pause and reflect on their action. While Networks may adapt the concept to their situation, this session should be used to reconsider the action plans drafted on day 1 based on the opportunities for cross-Network fertilization, bilateral and multilateral partnership projects, various sectoral perspectives, and emerging ideas. The discussions will focus on delivering on the EvalAgenda 2020 in support of the evaluation of the 2030 SDG goals.

Outputs: Revised Network result maps and action plans until 2020.

Friday, April 28, 11am-12:30pm

Activity: Plenary presentation and discussion

Location: Main Hall.

Objectives: To hear brief reports from each Network and to reaffirm the commitment to the EvalAgenda.

Language: English.

Speakers, facilitators, participants: Network leaders, EvalPartners co-chairs, facilitated by Benoît Gauthier.

Format: Each of the 5 Networks will have 10 minutes to report to delegates the results of their work and to highlight the opportunities for collaboration and partnership they identified. EvalPartners co-chairs will conclude on the commitment to the EvalAgenda.

Outputs: Partnership Statement.

Friday, April 28, 3:00pm-5:30pm

Activity: Closing ceremony at the Parliament of the Kyrgyz Republic

Location: Parliament of the Kyrgyz Republic.

Objective: To seal the partnership among all sectors.

Language: Two-way Russian-English simultaneous interpretation.

Speakers, facilitators, participants: Kyrgyz parliamentarians, EvalPartners co-chairs. Opened to all local participants.

Dress code: Formal. The following are not allowed in the Parliament premises: jeans (any color), sports shoes, sleeveless shirts/blouses.

Format: The closing ceremony will take place in the Main Meeting Hall of the National Parliament of the Kyrgyz Republic (Zhogorku Kenisha of the Kyrgyz Republic). Before the start of the ceremony there will be screening of videos of parliamentarians for evaluation campaign (10 min). Presentations:

- Tursunbekov Chynybai, Speaker of the National Parliament (10 minutes);
- Jigmi Rinzin, Member of Parliament, Bhutan (5 minutes);
- Samuel Hoyos, Member of Parliament, Colombia (5 minutes);
- Evelyne Mpagi-Kaabule, Member of Parliament, Uganda (5 minutes);
- Marco Segone, UNEG Chair (7 minutes);
- Ziad Moussa and Colin Kirk, EvalPartners Co-Chairs, Partnership Statement presentation (7 minutes).

After the speeches, all participants will be invited to the hall to sign the Partnership Statement on the big poster and a group photo (15 minutes). Buffet in the hall with some national music (30 minutes). Parliamentarians from other countries will be invited to “friendship meetings” with Kyrgyz Republic parliamentarians (30 minutes). Others will be offered a tour around the Parliament with a recount of the history of parliamentarism in the Kyrgyz Republic. (concurrent with the “friendship meetings”).

Output: Partnership Statement.

Saturday, April 29, 9am-5pm

Activity: EvalPartners Management Group meeting

Location: Crystal Hall.

Objectives: To take stock and to plan future action.

Language: English.

Speakers, facilitators, participants: EPMG members and Network co-chairs (by invitation).

Format: Working meeting.

Output: Action plan.