

THE FIRST STEPS

- o Agree priorities/programs/budgets/target audiences
- o Establish clear control mechanisms
- o Establish account team (office/country)
- o Agree reporting/administrative/budgeting procedures
- o Develop written program with objectives, strategies, methods, work flow chart, evaluation criteria, budgets & timing
- o Regular schedule of meetings
- o Monthly status reports
- o Contact/conference reports
- o Six-monthly stewardship reports
- o Ascertain degree of centralised vs. decentralised control
- o Agency senior vs. mid/junior management input
- o Measurement & evaluation criteria