

## Agenda for the TEC Copenhagen meeting: 19 Oct 2005

The meeting will take place at the Schaeffergaarden conference centre which is less than one hour from Copenhagen Airport:

Address: Jægersborg Allé 166, DK-2820 Gentofte

Phone: +45 39 77 28 00

Fax: +45 39 77 28 01

Email: [info@schaeffergaarden.dk](mailto:info@schaeffergaarden.dk)

Web: <http://www.schaeffergaarden.dk>

How to get there: <http://www.schaeffergaarden.dk/168.0.html>

The event will begin with a dinner hosted by Danida at 19:00 on Tuesday October 18<sup>th</sup>

The meeting itself will begin at 09:30 on Wednesday October 19<sup>th</sup>.

The purpose of the meeting is to establish the dissemination and utilisation plan for the TEC outputs by looking at the characteristics of the different audiences and how we can best reach them and influence implementation of whatever recommendations flow from the TEC process.

<i>Time</i>	<i>Programme</i>	<i>Led by</i>
09:30	Welcome and introductions	Susanne Frueh
09:45	Developments since the last TEC meeting	Susanne Frueh
10:00	Current progress on the TEC joint evaluations (short briefings)	Evaluation Managers
10:40	Planned TEC activities*	John Cosgrave
10:50	The Synthesis report	John Telford
<b>11:10</b>	<b>Coffee</b>	
11:30	Possible fora for dissemination.	Rachel Houghton
11:40	Learning from Joint Evaluations*	TBA
11:55	Factors affecting the utilisation of evaluation recommendations*	Rachel Houghton
12:10	Identification of the main audiences for the TEC process	Group process facilitated by John Cosgrave
<b>12:30</b>	<b>Lunch (courtesy of Danida)</b>	
13:30	Group work around identified audiences (or sets of audiences) and answer the following questions for each: <ol style="list-style-type: none"> <li>1. What are the characteristics of our target audience?</li> <li>2. How can we best reach them?</li> <li>3. How can we encourage utilisation within this audience?</li> </ol> The groups may suggest additional outputs or repackaging of the TEC outputs to reach and influence the specific audiences.	Small Groups. Facilitated by different members of the TEC team.
<b>15:00</b>	<b>Coffee</b>	
15:30	Plenary session: Developing the TEC dissemination and utilisation plan.	Facilitated by John Telford
16:45	Wrap-up	Susanne Frueh
17:00	Close	

It would be appreciated if attendees could prepare a simple A2 or A1 poster showing what processes their own organisation is likely to apply to the recommendations flowing from the TEC process. These posters will be displayed during coffee time.

Agencies that are carrying out evaluations of their own Tsunami response are also invited to prepare a simple A2 or A1 poster showing how this is developing or what the main recommendation were.

\*Papers on these topics will be circulated by October 12<sup>th</sup>.