

APPENDIX D

Learning brief template

1. PURPOSE

We want our implementing partners to share their experiences and lessons learnt through practice. That's the way we can contribute to making our society more dynamic, interactive and innovative.

We're more interested in learning from you than having you 'report to us' (although obviously we expect you to deliver on the promises made in your proposal!). For this reason, we keep reporting to a minimum (Appendix A), but expect you to share learning briefs that can be used by others, including other implementation partners and policy makers.

2. WHAT'S IN A LEARNING BRIEF

Learning briefs enable you to reflect on and document your experience of implementing the programme for which you received funding). It includes:

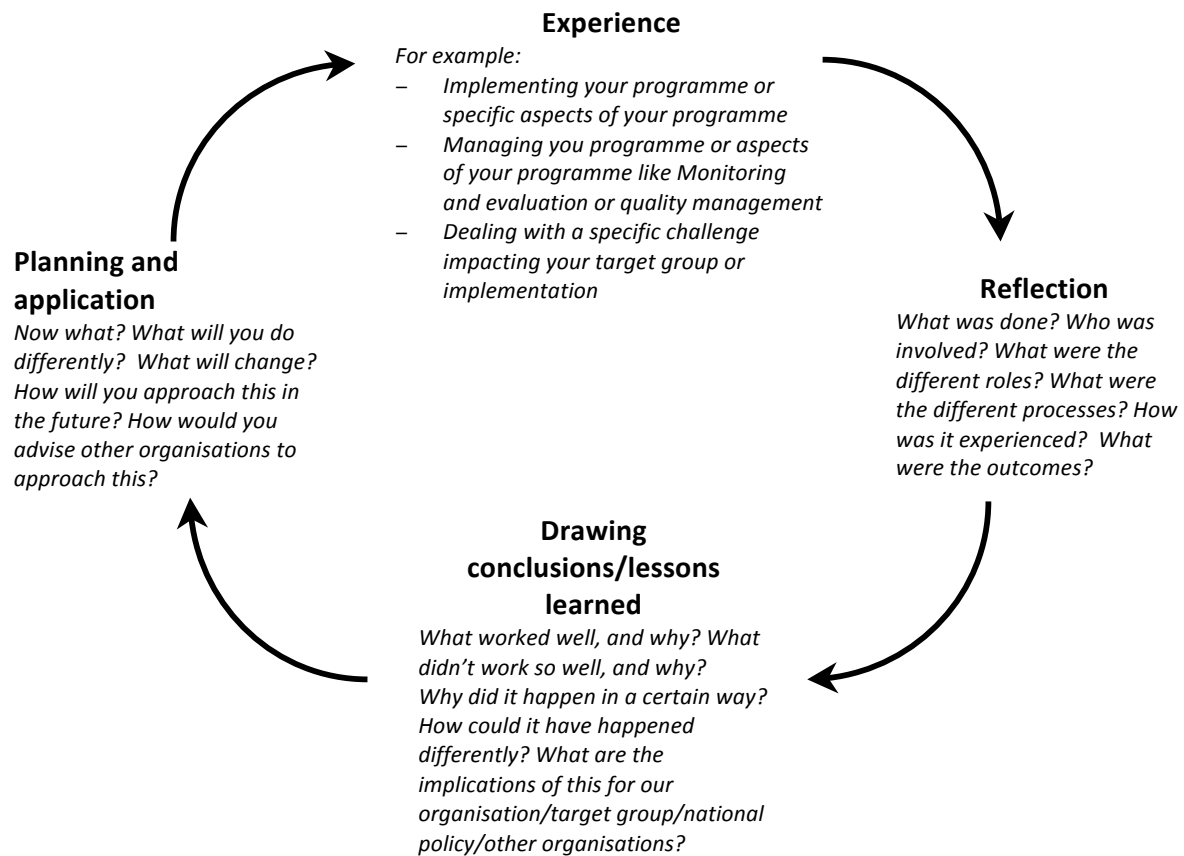
- A description of the project (or part of your project) that you wish to focus on, placing it in the context of national or local issues that need to be addressed – specifically indicating the policy or systems issue that the programme is responding to.
- An analysis of the experience of implementation (see questions to guide this analysis below)
- A reflection on the implications of the experience, for you and for others who may be tackling the same issues that you are
- Plans for the future as a result of this experience and advice to others

Learning briefs are thinking-in-progress and work-in-progress. You don't have to have results before you share your thinking and experience. The time to start documenting your experience is before you start implementing it!

3. HOW TO DEVELOP YOUR LEARNING BRIEF

Learning briefs are best developed from a process where the entire project team has the opportunity to review and reflect on what has been learned. This process should ideally be led and documented by the project manager. Drawing on Kolb's Experiential Learning Cycle, the team might approach this assignment using the following process and questions:

Kolb's Experiential Learning Cycle as applied to DGMT learning briefs:



All learning briefs are shared on our web-based Community of Partners portal and the best learning briefs are selected for publication in our quarterly Hands-on publication which is printed and distributed to all DGMT grantees and other contacts (including other national and international funders). Following are the guidelines and information pertaining to these modes of publication:

4. SHARING YOUR LEARNING WITH THE DGMT COMMUNITY OF PARTNERS

Please see Appendix F for details of DGMT's Community of Partners Portal and grantee profiles.

The following is applicable in terms of the web publication of learning briefs on the Community of Partners Portal:

- The due dates for your biannual learning brief submissions are stipulated in your grant agreement.
- The learning brief is captured in the spaces provided for learning brief updates on your DGMT grantee profile (See Appendix F).
- DGMT will review your brief to ensure quality of content and consistency of language grammar and spelling before web publication.

- Although DGMT might edit for length, language or grammatical mistakes, we will not make any changes that substantively alter the content of your brief. If the content of the learning brief is not appropriate you will be notified of the problems with the brief and asked to resubmit.
- After approval by DGMT your learning brief will be published on your Community of Partners profile which is accessible to all on the internet (See Appendix F).
- Both the DGMT Portfolio Manager and other DGMT partners implementing similar or associated programmes will receive an email notification that you have uploaded your learning brief and they will be asked to comment.
- Feedback will be reviewed before publication to ensure that it is constructive. Comments will not be edited, but inappropriate comments will not be published.
- You will receive notifications of comments to allow you to respond to comments and questions.
- If you don't have access to the internet you can send us a copy of your learning brief by mail and we will capture it electronically on your behalf.

5. EDITING AND PUBLICATION OF LEARNING BRIEF

If your learning brief is particularly useful for other implementers and policy makers, DGMT will publish your learning brief as part of our Hands-on Learning publication which is distributed quarterly.

The following process will apply:

5.1 On submission of your learning brief, DGMT will decide whether or not to publish it as part of the series.

5.2 If DGMT wishes to publish it, it will be edited to ensure consistency of language grammar and spelling and to standardise its format with other briefs in the series.

5.3 The edited brief will be sent to you for any final comments and approval. Your response is requested within one week of receipt of the draft and if needed we will do regular follow-up to ensure submission. Please note that the draft brief may not be substantially reworked at this time as it will result in unnecessary editing expense.

5.4 The learning brief will be published under the DGMT masthead as part of its learning brief series.

5.5 The logo and contact details of the grant recipient organisation will be included.

6. INTELLECTUAL PROPERTY

The intention of the learning briefs is to create a systematic way of sharing information from among grant recipients.

The intellectual property of the learning briefs will remain with the grant organisation and/or author. However, in signing this agreement, the grant recipient authorises DGMT to publish the content of the learning brief approved by the author or authorised signatory of the grant organisation, without fee or expectation of remuneration.