

PROGRAM OF ACTIVITIES

Time	Topics	Focal Person / Attendees
Day 0 – April 14, 2023 (Friday)		
8:00 am – 5:00pm	- Travel from Cotabato to Iligan - Preparation of materials - LeAPS Program Core Team (UNDP PMO and MILG TWG) / Consultants meeting - Arrival of participants / Check-In - Venue Setup (Technical, audio & F&B) - Dinner	LeAPS Program Core Team (UNDP PMO / MILG TWG) OrangeBD (virtual) Justin Talusan (virtual) LGU Butig and Piagapo Participants
Day 1 – April 15, 2023 (Saturday)		
7:00am – 7:30am	- Registration - Introduction of Participants - Overview of activity	LeAPS Program Core Team (UNDP PMO / MILG TWG) OrangeBD (virtual) Justin Talusan (virtual) LGU Butig and Piagapo Participants
7:30am - 11:30am	- Presentation of User Registration - Discussion of inclusion of GAD compliant fields and fields for M&E input (Sex, Age and Vulnerability/Disability) - Presentation of the #DigitalBangsamoro Portal and 1st e-service (Application for a Business/Mayor's Permit) Simulation of application of a service from a Citizen	
11:30am - 12:30pm	Break and Prayer Time (Lunch for those who are not fasting)	
12:30pm - 3:00pm	Conduct of UAT for the 1st e-Service (Application for Business / Mayor's Permit)	
3:00pm - 3:30pm	Break	
3:30pm – 4:30pm	Continuation: Conduct of UAT for the 1st e-Service (Application for Business / Mayor's permit)	
4:30pm – 5:45pm	Break	
5:45pm – 9:00pm	Dinner (Iftar)	
Day 2 – April 16, 2023 (Sunday)		
3:00am – 7:00am	Breakfast	
7:00am – 7:30am	Review of Day 1	

7:30am – 11:30am	Continuation: Conduct of UAT for the 1st e-Service (Application for Business / Mayor's permit)	LeAPS Program Core Team (UNDP PMO / MILG TWG)
11:30am – 12:30pm	Break (Lunch for those who are not fasting)	
12:30pm – 3:00pm	- Review of Findings (First eService) - Confirmation and Validation of Process	OrangeBD (virtual) Justin Talusan (virtual)
3:00pm – 3:30pm	Break	LGU Butig and Piagapo Participants
3:30pm – 4:30pm	Open Forum / Q and A	
4:30pm – 5:45pm	Break	
5:45pm – 9:00pm	Dinner (Iftar)	
Day 3 – April 17, 2023 (Monday)		
3:00am – 7:00am	Breakfast	
7:00am – 7:30am	Review of day 2	LeAPS Program Core Team (UNDP PMO / MILG TWG)
8:30am – 11:30am	Presentation of the #DigitalBangsamoro Portal and 2nd e-service (Application for a Certificate of Live Birth) – Simulation of application of a service from a Citizen	
11:30am – 12:30pm	Lunch	OrangeBD (virtual) Justin Talusan (virtual)
12:30pm – 3:00pm	Conduct of UAT for the 2nd e-service (Application for a Certificate of Live Birth)	LGU Butig and Piagapo Participants
3:00pm – 3:30pm	Break	
3:30pm – 4:30pm	Conduct of UAT for the 2nd e-service (Application for a Certificate of Live Birth)	
4:30pm – 5:45pm	Break	
5:45pm – 9:00pm	Dinner (Iftar)	
Day 4 – April 18, 2023 (Tuesday)		
3:00am – 7:00am	Breakfast	
7:00am - 11:30am	- Open Forum / Q and A - Review of Findings (Second eService) - Confirmation and Validation of Process	LeAPS Program Core Team (UNDP PMO / MILG TWG)

11:30am – 12:30pm	Lunch Break	LGU Butig and Piagapo Participants
12:30pm – 3:00pm	Next Steps and timeline Presentation for Training of Employees and Soft Launch of Digital Center	
3:00pm – 3:30pm	Break	
3:30pm – 5:30pm	Debriefing	LeAPS Program Core Team (UNDP PMO / MILG TWG) LGU Butig and Piagapo Participants
5:45pm – 9:00pm	Dinner (Iftar)	
Day 5 – April 19, 2023 (Wednesday)		
7:00am onwards	Hotel Check-out of participants Travel back to duty station	LeAPS Program Core Team (UNDP PMO / MILG TWG) LGU Butig and Piagapo Participants