

Activity Design



BACKGROUND

Name of Event	LeAPS Program and BICTO Leveling-off Workshop
Date, inclusive of travel	October 17-18, 2024
Target Venue	Any Hotels in Cotabato City (conducive for workshop sessions)
Brief Description	A "leveling-off" workshop will be held in collaboration with the Bangsamoro Information and Communication and Technology Office (BICTO). Through this workshop, both the MILG and BICTO aims to enhance their joint efforts to foster digital growth and innovation in the Bangsamoro region, ultimately contributing to a more efficient, effective and user-friendly digital services for the local communities. The BICTO, under the Office of the Chief Minister serves as the primary agency within the BARMM for policy-making, planning, coordination, and implementation in the realm of information and communication technology (ICT). Its mandate is to foster the development, promotion, and regulation of an efficient and effective ICT infrastructure, including systems, facilities, and services, all in support of a governance framework that is transparent, systematic, and accountable. Currently, BICTO is in the process of drafting the Bangsamoro e-Governance Master Plan (BeGMP). The MILG's LeAPS Program intends to contribute to this initiative, aligning with the region's goal of advancing digital governance and enhancing public service delivery. This activity contributes to the Program's Outputs: 1. Output 1: E-services and Digital Centers established in pilot BARMM LGUs and Ministries and made accessible to women, senior citizens and PWDs 2. Output 3: The 5-year Digital Transformation Roadmap for Bangsamoro is established with sustainability measures.
Key Objectives and Outputs	The primary objective of this workshop is to ensure that the services offered by MILG's LeAPS program align with and complement the digitalization goals and strategies of BICTO. By bringing together stakeholders from both LeAPS program and BICTO, the workshop aims to facilitate a comprehensive review and adjustment of existing services to eliminate overlaps, address gaps, and enhance the overall effectiveness of digital solutions implemented in the region.

Key aspects of the workshop will include:

1. **Mapping of Current Services:** Reviewing the existing services provided by LeAPS and identifying how they align to the current services provided by BICTO and how it fits into the broader digitalization framework of BARMM.
2. **Alignment with BICTO Goals:** Ensuring that LeAPS' services are in sync with BICTO's digital strategy and objectives, thus avoiding duplication and maximizing the impact of each service.
3. **Identifying Synergies:** Finding opportunities for collaboration and integration between MILG's LeAPS program and BICTO services to provide a more streamlined and effective support system for digital initiatives.
4. **Addressing Gaps:** Identifying any missing components or areas where additional support may be required to fully meet the needs of the region's digitalization efforts.

Overall, the objective is to continue fostering a productive partnership through the LeAPS Program implementation and aimed at promoting sustainable development within the Bangsamoro region, aligned with both UNDP and MILG priorities.

The key outputs of this workshop will be:

1. **Documentation and Reporting:** Detailed documentation of the workshop proceedings, including discussions, decisions made, and agreed-upon next steps. This will serve as a reference for all stakeholders involved. The following sections will form part of the report.
 - A. **Gap Analysis:** Identifying any gaps in the current digital services provided by LeAPS and BICTO. This will highlight areas where new services are needed or where existing services can be improved.
 - B. **Service Integration:** A plan outlining how LeAPS' services will be integrated with or complement BICTO's initiatives. This plan will specify how to align the offerings of both entities to create a cohesive digital ecosystem.
 - C. **Strategic Coordination:** An outline of the strategic approach for coordinating efforts between LeAPS and BICTO. This will include communication and collaborative processes, and roles and responsibilities for potential partnership.
 - D. **Actionable Recommendations:** A set of recommendations from the 2-day discussion between LeAPS and BICTO with agreed timeline. These recommendations will be based on the assessment of current services, alignment with BICTO's goals, and identified gaps.
 - E. **Action Plan:** A list of planned activities to achieve the actionable recommendations discussed during the workshop, with identified person responsible and timeline.

These outputs aim to enhance the efficiency and effectiveness of digital services in BARMM, ensuring that they are well-coordinated, responsive to needs, and supportive of the region's overall digital transformation goals. The LeAPS PMO facilitators will present the outputs to the LeAPS Program Core Team and BICTO to ensure that all the items discussed and presented were captured in the report a month after the workshop.

ADMIN / LOGISTICAL NEEDS

Venue requirements	Any Hotels in Cotabato City (conducive for workshop sessions)																																																							
Secretariat / support staff	○ Registration ○ Communication and Documentation ○ Admin and Logistics Support																																																							
Expected Delegates	MILG-BARMM (6 pax) <table><tr><th><i>Name of Participants</i></th><th><i>Position</i></th><th><i>Sex</i></th></tr><tr><td>1. Fausiah Romancap-Abdula</td><td>Director, Operation Management Services</td><td>Female</td></tr><tr><td>2. Abdullah Lingga</td><td>Chief, Information Systems and Technology Management Division</td><td rowspan="2">Male</td></tr><tr><td>3. Mohammad Nor Anggie</td><td>Assistant Chief, Information Systems and Technology Management Division</td></tr><tr><td>4. Aiza Edon</td><td>Administrative Staff</td><td rowspan="3">Female</td></tr><tr><td>5. Muhaima Salik</td><td>Computer Programmer I</td></tr><tr><td>6. Johasnie Dimacisil</td><td>Administrative Staff</td></tr></table> BICTO-BARMM (5 pax) <table><tr><th><i>Name of Participants</i></th><th><i>Position</i></th><th><i>Sex</i></th></tr><tr><td>7. Jonathan Mantikayan, PhD.IT</td><td>Executive Director</td><td rowspan="5">Male</td></tr><tr><td>8. Engr. Brian Carl Esmael</td><td>Chief, BICTO ICT IMS</td></tr><tr><td>9. Arnold Cararag</td><td>Chief, BICTO NSMS</td></tr><tr><td>10. Datu Raffy Ralph Sinsuat</td><td>Chief, BICTO ISDMS</td></tr><tr><td>11. Noor Saleha Salem</td><td>Information Officer</td></tr></table> LeAPS PMO (6 pax) <table><tr><th><i>Name of Participants</i></th><th><i>Position</i></th><th><i>Role</i></th><th><i>Sex</i></th></tr><tr><td>12. Mitzi Anne Mendoza</td><td>Program Manager</td><td>Lead Facilitator 1</td><td rowspan="6">Female</td></tr><tr><td>13. Aiko Jane Osa-De Rosas</td><td>Monitoring and Evaluation Analyst</td><td>Lead Facilitator 2</td></tr><tr><td>14. Kristine Carilimdiliman</td><td>Web Portal and e-Services Analyst</td><td rowspan="3">Participant</td></tr><tr><td>15. Jomalene Garra</td><td>DevLIVE+ Analyst</td></tr><tr><td>16. Aliyah Gayak</td><td>Project Associate</td></tr><tr><td>17. Mary Cristiana Jo Donato*</td><td>Communications Intern</td><td>Documenter and Presenter of the #DigitalBangsamoro Summit</td></tr></table> <i>* Joey to attend virtually</i>			<i>Name of Participants</i>	<i>Position</i>	<i>Sex</i>	1. Fausiah Romancap-Abdula	Director, Operation Management Services	Female	2. Abdullah Lingga	Chief, Information Systems and Technology Management Division	Male	3. Mohammad Nor Anggie	Assistant Chief, Information Systems and Technology Management Division	4. Aiza Edon	Administrative Staff	Female	5. Muhaima Salik	Computer Programmer I	6. Johasnie Dimacisil	Administrative Staff	<i>Name of Participants</i>	<i>Position</i>	<i>Sex</i>	7. Jonathan Mantikayan, PhD.IT	Executive Director	Male	8. Engr. Brian Carl Esmael	Chief, BICTO ICT IMS	9. Arnold Cararag	Chief, BICTO NSMS	10. Datu Raffy Ralph Sinsuat	Chief, BICTO ISDMS	11. Noor Saleha Salem	Information Officer	<i>Name of Participants</i>	<i>Position</i>	<i>Role</i>	<i>Sex</i>	12. Mitzi Anne Mendoza	Program Manager	Lead Facilitator 1	Female	13. Aiko Jane Osa-De Rosas	Monitoring and Evaluation Analyst	Lead Facilitator 2	14. Kristine Carilimdiliman	Web Portal and e-Services Analyst	Participant	15. Jomalene Garra	DevLIVE+ Analyst	16. Aliyah Gayak	Project Associate	17. Mary Cristiana Jo Donato*	Communications Intern	Documenter and Presenter of the #DigitalBangsamoro Summit
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Summary of Participants (onsite):

WG	6
BICTO	5
LeAPS PMO	5
TOTAL	16

Activity Requirements**BUFFET LUNCH AND SNACKS:**

(HALAL – NO PORK and NO ALCOHOL on all meals served – with garden fresh salad, rice, soup, fruits, dessert, and 3 viands (Chicken, Beef and Seafood), with coffee and tea

#	MEALS	DAYS	PAX
1	Morning Snacks	October 17-18	16 pax
2	Lunch	October 17-18	16 pax
3	Afternoon Snacks	October 17-18	16 pax

TRANSPORTATION:

Dates	Route	# of Vehicles
October 17	Cotabato City	1 unit of SUV
October 18	Cotabato City	1 unit of SUV

PROGRAM OF ACTIVITIES

Date/time	Details	Responsible / Attendees/ Materials Needed
Day 1 – October 17, 2024 (Thursday)		
8:30am – 9:00 am (30 mins)	Preliminaries and Introduction I. Prayer II. Opening message III. Workshop Objectives / Introduction of Participants	BICTO Rep. Fausiah Romancap-Abdula, Director II, OMS, MILG-BARMM Mitzi Anne Mendoza, LeAPS Program Manager, UNDP

Date/time	Details	Responsible / Attendees/ Materials Needed
12:00 – 1:15pm (1hr and 15mins)	LUNCH	
1:15 – 2:15pm (60 mins)	Plenary Presentation • Current Digital Landscape in BARMM and the Bangsamoro e-Governance Master Plan (BeGMP) (30 mins) ○ <i>Demographics, digital infrastructures available, challenges and gaps to growth, opportunities, future digital trends</i> Plenary Discussion and Q&A (30 mins)	BICTO
2:15 – 3:15 pm (1 hr, with working break)	SWOT Analysis Part 1 (Strengths and Weaknesses) Process: - <i>Each group (LeAPS and BICTO) to identify the strengths and weaknesses, looking internally in terms of digital transformation and governance initiatives. (25 mins)</i> - <i>Each group will present their output (10 mins each)</i>	MIRO template (Canvas with image and labels)
3:15 – 4:00 pm (45 mins)	SWOT Analysis Part 2 (Opportunities and Threats) Process: - <i>Each group to identify the opportunities and threats of each group (LeAPS and BICTO) in terms of digital transformation and governance initiatives. (25 mins)</i> - <i>Each group will present their output (10 mins each)</i>	MIRO template (Canvas with image and labels)
4:00 – 5:00 pm (1 hr)	Processing: SWOT Analysis Part 1 and 2 Process: <i>The participants will review each other's outputs</i> Reflection: - <i>What are the common strengths and weaknesses?</i> - <i>What are the common threats and opportunities?</i>	MIRO template (Canvas with image and labels) Excel template for Action Plan

Date/time	Details	Responsible / Attendees/ Materials Needed
	- <i>What are the opportunities for collaboration?</i> - <i>What are the mitigating strategies that both agencies can adopt to address threats?</i> - <i>What areas can BICTO and LeAPS complement each other? How can LeAPS leverage its strengths and opportunities to align with BICTO's digital strategy?</i> - <i>How can weaknesses be addressed?</i> <i>Plenary discussion</i>	
5:00– 5:15pm (15 mins)	Wrap up of Day 1	
Day 2 – October 18, 2024 (Friday)		
9:00 – 9:30 am (30 mins)	Preliminaries - Brief recap - Presentation of output from Day 1	LeAPS PMO
9:30 - 10:45 am (1 hr & 15 mins, with 15 mins working break)	Action Planning Process/Guide Questions: - Develop action plan based on the inputs from the participants - What are the necessary actions to be taken to achieve the desired outcome (actionable recommendations)? Identify agency responsible and timeline?	MIRO Template Outputs from the SWOT Analysis and processing session
10:45pm – 11:15 am (30 mins)	How can we work together? Strategic Coordination Process/ Guide questions: - Identify communication protocol for areas of collaboration - Identify roles and responsibilities of each organization - Identify the process of feedbacking between MILG, LeAPS PMO and BICTO.	Harmonization/ Road mapping output and SWOT Analysis Aiko Jane Osa, LeAPS M&E Analyst Stakeholder Communication Plan template/ Comms Flow Map template
11:15 – 1:00 pm (1 hr and 45 mins)	PRAYER AND LUNCH	
1:00pm – 1:30 am (30 mins)	Continuation: How can we work together? Strategic Coordination	

Date/time	Details	Responsible / Attendees/ Materials Needed
1:30pm – 2:30pm (1 hr)	Presentation and Discussion of the #DigitalBangsamoro Summit for January 2025	Mary Cristiana Jo Donato, LeAPS Communications Intern
2:30pm – 3:30pm (1 hr, with 15 mins working break)	- Summary of Workshop Outputs - Ways Forward - Wrap up of Day 2	PMO Facilitators
3:30pm – 4:30pm (1 hr)	Debriefing with the MILG LeAPS Technical Working Group (TWG)	LeAPS Program Core Team (PMO and TWG)

PROPOSED BUDGET

The total estimated cost for this activity is PHP 55,000 / USD 961 with breakdown below:

Description	PHP	USD*
Meals and Venue	₱48,000	\$839
Transportation (land travel) for 2 days	₱7,000	\$122
ESTIMATED TOTAL	₱55,000	\$961

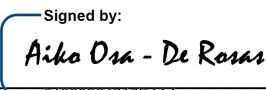
* USD 1 = PHP 57.20 UNORE as of October 15, 2024

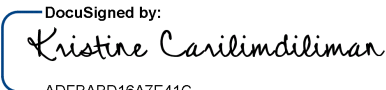
CHART OF ACCOUNT

OU	Fund	Exp Org	PCBU	Project No.	Task No.	Donor	Contract No.	Funding source
PHL	30071	42804	PHL10	00122808	3	00195	00142756	MILG

SUBMISSION AND APPROVAL:

Prepared by:

Signed by:

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Aiko Jane Osa - De Rosas
M&E Analyst
Date: 15-Oct-2024

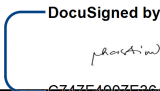
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Kristine P. Carilimdiliman
Web Portal and e-Services Analyst
Date: 15-Oct-2024

Reviewed by:

DocuSigned by:

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Mitzi Anne Mendoza
LeAPS Program Manager
Date: 16-Oct-2024

Endorsed by:

DocuSigned by:

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Marilyn Castino
Programme Analyst
Date: 15-Oct-2024

APPROVAL:

Signature	Remarks
Signed by:  4A9295B45DBA446... Vivien Suerte-Cortez Team Leader, Institutions and Partnerships Date: 16-Oct-2024	