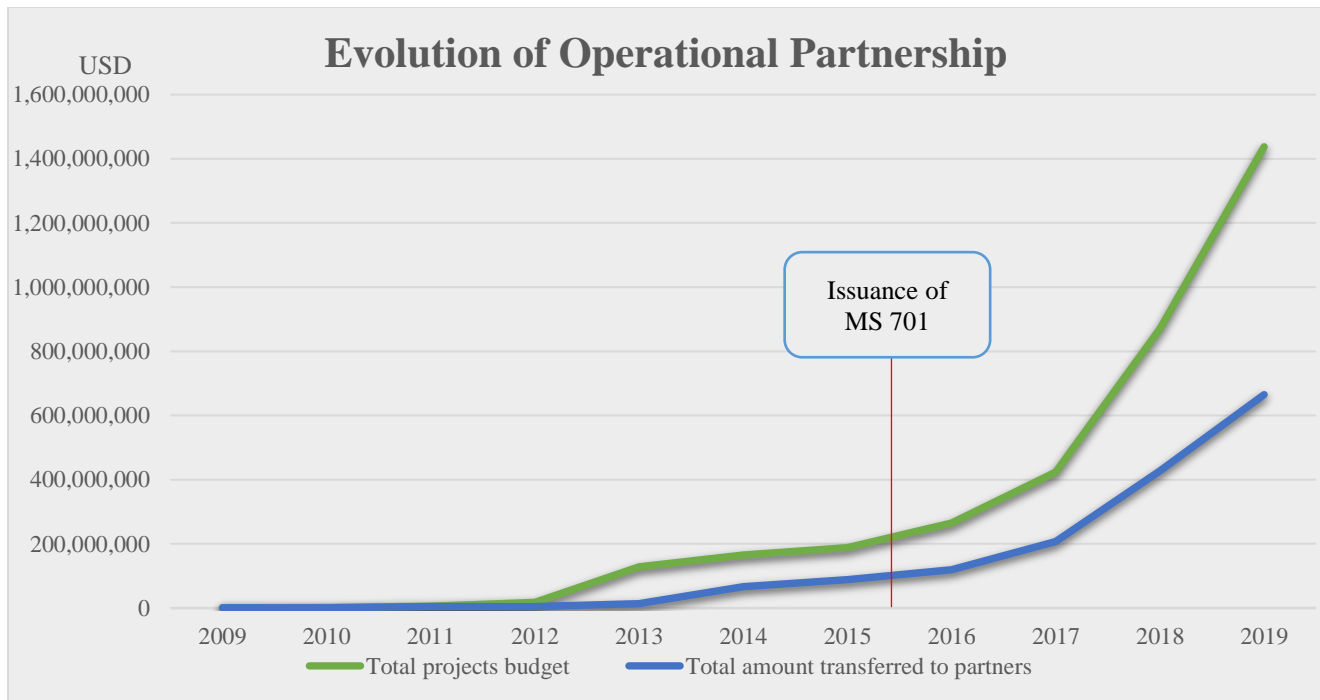




## OPIM knowledge sharing event

### Background

FAO released Manual section 701 released in November 2015 ([DG/bulletin 2015/35](#)) streamlining within the Organization a new implementation modality called Operational Partners Implementation Modality (OPIM). The OPIM/MS 701 introduces new way of implementing FAO projects through eligible Operational Partners using a risk-based approach for the management of funds transferred from FAO to its Operational Partners. The risk-based approach assigns a level of risk to implementing partners on the basis of their operational capacity. The risk level, together with the amount of funds to be transferred to the operational partner determine the intensity and type of assurance activities that must be carried out during the implementation. These assurance activities provide FAO and its resource partners with a degree of confidence that the funds will be used in accordance with the jointly agreed project results and according to FAO procedures. FAO staff members will need to understand these procedures and develop the skills to implement them.



### Objectives

After attending this training the participants will be able to:

1. Decide when OPIM can be considered within the project and apply their knowledge of factors to consider when deciding if OPIM is appropriate implementation modality;
2. Correctly and timely completing all OPIM steps within the project cycle in line with OPIM responsibilities and accountabilities
3. Prepare good quality OPIM submissions
4. Manage the operational Partnership established and monitor the compliance with the OPA by the OP
5. Organize and follow up on assurance activities



**Target Audience:** Project Formulators and Budget Holders, FAO staff involved in preparation of OPIM submissions and OPIM project management

**PROPOSED AGENDA**

**(26-29 November 2019)**

<b>DAY 1</b>		
9.00 – 9.30	Welcome and introductions, objectives of the workshop	discussion
9.30 – 10.10	<b>Session 1: OPIM introduction and overview</b> (purpose and characteristics of OPIM, FAO accountability; when to consider OPIM option)	presentation
10.10 – 11.00	<b>Session 1:</b> Practice in identifying most suitable operational modality <ul style="list-style-type: none"> <li>- 25 min exercise</li> <li>- 25 min review responses. Q&amp;A</li> </ul>	practical exercise
11.00 - 11.20	<i>Coffee BREAK</i>	
11.20 – 11.50	<b>Session 1:</b> Peer-to-peer sharing of real life experiences on the session subject, Q&A	discussion
11.50 – 12.30	<b>Session 2: OPIM workflow and sequence of step within the standard project cycle phases;</b> OPIM responsibilities and accountabilities	presentation
12.30 – 13.30	<i>LUNCH</i>	
13.30 – 14.20	<b>Session 2:</b> Practice in OPIM sequence of step within the standard project cycle phases and OPIM responsibilities and accountabilities <ul style="list-style-type: none"> <li>- OPIM steps within PC: 30 min exercise + 20 min review responses, Q&amp;A</li> </ul>	exercise
14.20 – 15.20	<b>Session 2:</b> OP Capacity Assessment (what is it and how to review its results) <ul style="list-style-type: none"> <li>- 20 min PS presentation</li> <li>- 20 min CSDA presentation</li> <li>- 20 min CSF presentation</li> </ul>	discussion
15.20 - 15.40	<i>Coffee BREAK</i>	
15.40 – 16.40	<b>Session 2:</b> Review of the capacity assessment exercise <ul style="list-style-type: none"> <li>- CSF 15 min exercise</li> <li>- CSF 15 min review responses. Q&amp;A</li> <li>- CSDA 15 min exercise</li> <li>- CSDA 15 min review responses. Q&amp;A</li> </ul>	exercise
16.40 – 17.00	<b>Session 1:</b> Peer-to-peer sharing of real life experiences on the session subject, Q&A	discussion
<b>DAY 2</b>		
9.00 – 9.35	<b>Day 1 overview:</b> Presentation of key messages from the day 1 by participants <ul style="list-style-type: none"> <li>- 15 min preparation key messages in groups</li> <li>- 20 min presentation of key messages</li> </ul>	discussion



9.35 – 10.05	<b>Session 3: How to prepare OPIM submission and approval</b> ( required documents and clearances) - 40 min PS presentation	presentation
10.05 – 10.45	<b>Session 3:</b> Practice in preparing OPIM submission and approval - 40 min work in pairs	exercise
10.45 – 11.00	<b>Coffee BREAK</b>	
11.00 – 11.40	<b>Session 3:</b> Practice in preparing OPIM submission and approval ( continuation) - 20 min work in group to consolidate answers - 20 min exercise review, Q&A	
11.40 – 12.10	<b>Session 3:</b> Peer-to-peer sharing of real life experiences on the session subject, Q&A	
12.10 – 13.10	<b>LUNCH</b>	
13.10 – 14.20	<b>Session 4: Operational Partners Agreement (OPA) and its annexes</b> - 40 min PS presentation - 10 min CSDA presentation on the OPA annex 6 with procurement plan - 20 min CSF presentation on weighted average exchange rate calculation	presentation
14.20 - 15.10	<b>Session 4:</b> Operational Partners Agreement (OPA) exercise - 50 min exercise	exercise
15.10 – 15.40	<b>Session 4:</b> Weighted average exchange rate exercise ( CSF) - 30 min exercise	exercise
15.40-16.00	<b>Coffee BREAK</b>	
16.00 – 16.30	<b>Session 4:</b> Peer-to-peer sharing of real life experiences on the session subject, Q&A	discussion
16.30 – 17.00	<b>Day 2 closure:</b> Preparation of key messages from the day 2 by participants to be presented on the morning of the day 3	discussion
17:30	<b>RAP welcome reception</b>	
<b>DAY 3</b>		
9.00 – 9.30	<b>Day 2 overview:</b> Presentation of key messages from the day 2 by participants - 30 min presentation of key messages	presentation
9.30 -10.00	<b>Session 5: OPIM Purchase Order process and approval, Request for Funds review and approval</b> - 20 min PS presentation - 10 min CSF presentation	presentation
10.00- 10.40	<b>Session 5:</b> Practice in reviewing Request for Funds - 25 min exercise in groups - 15 min exercise review, Q&A	exercise
10.40 – 11.00	<b>Coffee BREAK</b>	



11.00 – 11.20	<b>Session 5: Financial Report review and approval</b> - 10 min PS presentation - 10 min CSF presentation	presentation
11.20 – 12.00	<b>Session 5: Practice in reviewing Financial Report</b> - 25 min exercise in groups - 15 min exercise review, Q&A	exercise
12.00 – 12.30	<b>Session 5: Practice in reviewing first and subsequent request for funds and associated financial reports</b> - 30 min exercise in groups	exercise
12.30 – 13.30	<b>LUNCH</b>	
13.30 – 13.45	<b>Session 5: Practice in reviewing first and subsequent request for funds and associated financial reports</b> - 15 min exercise review, Q&A	discussion
13.45 – 14.05	<b>Session 5: OPA changes during implementation: OPA amendment, OPA suspension and OPA termination</b>	presentation
14.05 – 14.30	<b>Session 5: Practice in deciding on correct actions for managing changes during implementation</b> - 15 min exercise in groups - 10 min exercise review, Q&A	exercise
14.30 – 15.00	<b>Session 5: Peer-to-peer sharing of real life experiences on the session subject, Q&amp;A</b>	exercise
15.00 - 15.20	<b>Coffee BREAK</b>	
15.20 – 16.30	<b>Session 6: Monitoring and assurance activities</b> - 45 min PS presentation on spot checks and audits - 25 min CSF presentation	presentation
16.30 -17.00	RLC story	Presentation and discussion
<b>DAY 4</b>		
9.00 – 9.30	Colombia country story	
9.30-10.00	<b>Session 6: Implementation issues and actions exercise</b> - 15 min work in groups - 15 min review exercise, Q&A	
10.00 – 11.10	<b>Session 6: Exercise review and follow up on spot check and audit findings</b> - Exercise spot check: 15 min exercise + 15 min review exercise - Exercise audit: 20 min exercise + 20 min review exercise	Presentation exercise
11.10 – 11.30	<b>Coffee BREAK</b>	
11.30 – 12.00	<b>Session 6: Monitoring and assurance activities</b> - 10 min PS presentation on monitoring and field visits - 20 min CSDA presentation	presentation



12.00 – 12.15	<b>Session 6:</b> Procurement monitoring exercise - 5 min work in groups - 10 min review, Q&A	exercise
12.15 -12.45	<b>Session 6:</b> Peer-to-peer sharing of real life experiences on the session subject, Q&A	discussion
12.45 – 13.45	<i>LUNCH</i>	
13.45 – 14.10	India country story	Presentation and discussion
14.10 – 14.35	China country story	Presentation and discussion
14.35 -15.00	Vietnam country story	
15.00 – 15.30	Zimbabwe country story	
15.30 – 15.45	<i>Coffee BREAK</i>	
15.45 – 16.15	Training wrap up	
16:15 – 17:15	Separation of Implementation and Execution functions in GEF Programs	VC - GEF Unit and RAP and country offices