

IMF (East AFRITAC)
Regional Public Financial Management (PFM) Workshop
Strengthening Budget Documentation
Workshop Agenda
NOVEMBER 27- DECEMBER 1, 2017 ENTEBBE, UGANDA

Day 1: November 27

Time	Subject	
0830 – 0850	Registration	
0900 – 0930	Welcoming Remarks	
0930- 1000	A presentation on the objective and Agenda of the workshop What is the motivation for the workshop?	
THEME 1: DEVELOPING AND COMMUNICATING STRATEGIC PLANS, FISCAL STRATEGY AND EXPENDITURE PRIORITIES AND ESTIMATES		
1030- 1230	Session 1.1-Developing and communicating the Strategic plan The facilitator will discuss the purpose of strategic planning in the budget process. Using key planning documents such as the national development plan; sector strategic plans, planning and investment manuals, the presenter will examine their strategic and legal basis; the timing within the budget calendar; the major decisions that need to be taken at the planning stage; the institutions/skills/systems required to facilitate the process; the data/ information required to prepare the documents and how it enables analysis and decision making; the sources responsible for generating the data/information; how to ensure linkage between the plans and the budget; how to harmonize data/information from complementary sources; and the audience targeted.	
1330- 1530	Session 1.2- Developing and communicating the fiscal strategy The facilitator will discuss purpose of the fiscal framework in the budget process. Using key documents such as the budget framework papers, budget policy statements, budget outlook papers and plan and budget guidelines, the facilitator will examine their strategic and legal basis; fiscal responsibility requirements, the major decisions that need to be taken at this stage; the data/ information required to prepare the documents and how it enable analysis and decision making; the institutions/skills/systems required to facilitate the process; the sources responsible for generating the data/information; how to harmonize data/information from complementary sources; and how to ensure efficient communication to the targeted audience.	
1600- 1730	Session 1.3 Country Presentations. 3 Countries will present how they prepare their national development and sector plans and their medium term fiscal framework specifying their broad content and the targeted audience.	

Day 2: Nov. 28		
0830-1030	<p>Session 1.4 Determining and communicating expenditure priorities and budget estimates.</p> <p>The facilitator will discuss purpose of determining expenditure priorities and preparing budget estimates. Using the Budget Estimates books, the facilitator will discuss the legal and strategic reasons for budget estimates. He/she will further examine the good practice mechanisms for determining expenditure priorities; the process for harmonizing expenditure needs with the available budget ceilings and demonstrate how the annual decisions impact the medium term. The facilitator will present the appropriate structure and documentation for communicating the budget estimates. He/she will discuss the institutions/skills/systems required to facilitate the process; the data/information required to prepare the documents and their sources; how to ensure linkage between strategic planning and the budget; use of budget systems to facilitate preparation and communication of budget priorities and estimates. Discussion will also focus on the use the IFMIS and the websites for data analysis, presentation, storage and wider dissemination of budget documentation; and the recent adoption of the program structure in communicating the budget.</p>	
THEME 2- DEVELOPING DOCUMENTATION FOR BUDGET APPROVAL		
1100-1300	<p>Session 2.1</p> <p>The facilitator will discuss the appropriate documentation for budget approval. Based on the general legal, strategic and good practice requirements the facilitator will present the range of documents required to facilitate appropriate discussion and decision making during the budget approval process; the data/information that need to be communicated by these documents; the institutions/skills/systems required to facilitate the process; other complementary documents/sources that inform budget approval; purpose of the message and other complementary audience and the appropriateness of the communication contained in the budget. Discussion will also focus on the need for brevity, focus and suitability of the budget documents. Some of the issues include the use of program structure to approve and implement the budget and public participation in the approval process</p>	
THEME 3 DOCUMENTATION FOR MONITORING, REPORTING AND ACCOUNTING		
1400-1530	<p>Session 3.1:</p> <p>The facilitator will discuss the key communication in the in-year and annual reports. Using these reports as a basis, the facilitator will discuss the essence of budget monitoring, reporting and accounting; the institutions/skills/systems required to facilitate the process; the data/information required as inputs to the process; the use of the IFMIS and the websites for data analysis, presentation, storage and wider dissemination of budget documentation.</p>	
1600-1730	<p>Country Presentations</p> <p>3 Countries make presentations on the preparation of the annual and medium term budget estimates(MTEF), and the in-year and annual financial performance reports; such as quarterly budget execution</p>	

	reports and annual financial statements specifying their broad content and the targeted audience	
Day 3: November 29		
THEME 4 STRENGTHENING BUDGET COMMUNICATION¹		
0830-1230	Session 4.1: Core Principles The facilitator will discuss the core principles of clear budget communications, premised on the idea that lucid, accessible writing improves communication, supports improved fiscal planning, increases effectiveness, and enhances accountability	
1330-1700	Session 4.2: Practical session The presenter will facilitate group drafting of budget documents based on the principles learned from session 4.1. Participants will conduct several hands-on exercises in an interactive session	
Day 4: November 30		
0830-1200	Session 4.3: Peer Review Seminar The presenter will facilitate an interactive peer-review session during which participants will make presentations on draft budget documents from session 4.2. The plenary will evaluate the strengths and weaknesses of the drafts prepared.	
THEME 5 WAY FORWARD		
1200-1300	Session 5.1: Retreat for country delegations Country participants will retreat to review their budget documentation and propose an action plan for their improvement	
1300-1400	Lunch	
1400-1500	Session 5.2: Retreat for country delegations(continued) Country participants will retreat to review their budget documentation and propose an action plan for their improvement	
1530-1700	Session 5.3: Plenary Country delegations will present their action plans for plenary input	
Day 5 December 1		
0830-1100	Session 5.4: Plenary on takeaways from the workshop. Facilitators will present consolidated proposals on structure, size of selected budget documents for discussion and adoption.	
1130-1230	Session 5.5: Wrap-up and Closing Session	

¹ This theme will focus on practical guidance in improving budget communications, based on: thinking clearly; telling a story; logical structuring of documents; maintaining a thematic policy focus; focusing your audience; writing with clarity and simplicity; reducing unnecessary detail and summarizing without losing content; providing inciteful analysis; minding the presentation layout; and developing a professional and collaborative editorial process.

The experts will facilitate the participants to prepare budgets with the right structure; size; consistency; transparency; quality; and clarity that not only communicates the objectives but also consistent with the legal requirements