

### A Non-Linear Process

Based on the experiences from Mauritania, Niger and Senegal, it can be observed that the CAP-Scan process is non-linear and it needs a flexible approach from the local team in country, the Secretariat and the facilitators. The main steps that can be identified from CAP-Scan initiation to implementation are:

- Step 1:** Call for Countries announced by Cap-Scan Secretariat at website or international event. Countries fill out an 'Expression of Interest'
- Step 2:** CAP-Scan Secretariat responds by email with additional background information to interested countries. A country is asked to assign a Government Coordinating Person with whom the CAP-Scan Secretariat can communicate
- Step 3:** The Cap-Scan Secretariat and the local team in country meet via video/tele-conference to exchange information
- Step 4:** A country assigns a Government Coordinating Person who organizes a local team in country and who identifies a local facilitator to guide the process
- Step 5:** The CAP-Scan Secretariat informs the local development partners about the interest of the country to implement the CAP-Scan
- Step 6:** The CAP-Scan Secretariat works with the local team to set dates
- Step 7:** The CAP-Scan Secretariat organizes an international facilitator to guide the process. The CAP-Scan Secretariat writes the ToRs for the facilitators
- Step 8:** The CAP-Scan Secretariat, the local team and the international facilitator meet via tele/video-conference to decide on the CAP-Scan implementation, e.g. setting the dates for the individual meetings and the final workshop. Local development partners are invited to join to technically and financially support the process
- Step 9:** The local team works on preparatory steps, e.g. collecting and reviewing existing documents, scheduling of working sessions and planning of final workshop
- Step 10:** The local team holds the individual working sessions and the final workshop
- Step 11:** After the workshop, the local team disseminates the results to stakeholders in-country. The CAP-Scan Secretariat disseminates the results to the international partners
- Step 12:** The international facilitator writes a final report of the CAP-Scan process. The CAP-Scan Secretariat places all information on the CAP-Scan website

**Step 13:** The local team in country follows up on the implementation of the action plan. It is advised to link the actions to ongoing initiatives in country. Donors are invited to technically and financially support the actions.

Depending on the stage a country is in, the CAP-Scan can be beneficial *before* strategic planning and resource decisions; *during* the implementation of strategic plans and resources; and *after*, at the completion and evaluation stage of the strategic plan. The CAP-Scan can serve as a feedback loop on either the inputs or the outputs of a strategic plan, such as the national development plan or the PRSP. The government itself provides information for strategic policy formulation, to build capacity for performance improvements, and providing feedback into future policy and implementation decisions.