



Event Collaboration Canvas

Partners and interested parties are invited to work with CAPAM to hold a collaborative event in their country or region. This pamphlet describes possible event types, their components, and general arrangements. While this should serve as a guideline, CAPAM considers collaborations on a case-by-case basis and is available to discuss the needs of the host organisation and modify agendas accordingly.



What CAPAM Does

Promoting the practical requirements of good governance, just and honest government across Commonwealth countries and beyond, CAPAM provides a forum for the active exchange of innovations, knowledge and practice in citizen-centred service delivery, leadership development and growth, and public service management and renewal. We serve our members as a centre of excellence in good governance and endeavour to build a more responsive and dynamic public service.

POTENTIAL EVENT TYPES

REGIONAL CONFERENCES

Regional Conferences offer frequent opportunities for discussion, networking, and knowledge exchange. By situating these events in various places around the Commonwealth, more people are able to attend conferences near their home countries.

These events are generally held in partnership with the Ministry of Public Service or School of Public Service or an equivalent institution in a host country. The theme is chosen according to the needs of the region and invitations are tendered to countries within the region whether members of CAPAM or not.

SAMPLE SCHEDULE

DAY 1	DAY 2	DAY 3
Opening keynote	Plenary session	Plenary session
Plenary session	Concurrent sessions (2)	Concurrent sessions (2)
Lunch	Lunch	Lunch
Concurrent workshops (2-3)	Learning journeys	Concurrent sessions (2)
	Networking	Closing
Welcome and cultural evening (optional)	Free evening	

LEARNING PROGRAMMES

CAPAM works directly with national and local partners in customising **Learning Programmes** to meet the needs of individual contexts and experiences. In the past, these events have addressed issues such as: management, governance, training and public executive issues, and leadership. The format varies but is generally organised around specific knowledge acquisition in a single country and involves more targeted workshops.

PAST LEARNING PROGRAMMES

COUNTRY/PARTNER	Lagos, Nigeria, with Administrative Staff College of Nigeria (ASCON)	Gabarone, Botswana, with Centre for Specialisation in Public Administration and Management (CESPAM), University of Botswana
REGION	Africa	Africa
THEME	Commonwealth Case Writing and Development Workshop	Enhancing Leadership in Financial Administration and Accountability
ATTENDEES	32 participants	20 participants

FORA/SYMPOSIA

CAPAM holds **Fora and Symposia** with limited participation where ideas and views on a particular issue are exchanged. Participants may be senior leaders from other countries in the region with similar issues or a group of senior leaders from a single country who wish to share insights, gain knowledge and explore solutions on cross-sectoral issues and objectives.

These events include plenary sessions with learned experts interspersed with working group discussions where participants are tasked with identifying public service challenges that are particularly relevant to their context and circumstances.

PAST FORA/SYMPOSIA

COUNTRY/PARTNER	Colombo, Sri Lanka, with Commonwealth Secretariat	Gabarone, Botswana, with Centre for Specialisation in Public Administration and Management (CESPAM), University of Botswana
REGION	Asia	Europe
THEME	Leadership for Public Service Excellence	Leadership and the Current State of the Public Service
ATTENDEES	120 senior executives (32 ministries)	100 participants (45 countries)

RESPONSIBILITIES & EXPECTATIONS

PARTNER

- establishes objectives and outcomes
- advises CAPAM on a suitable venue
- assumes financial responsibility for venue and meals
- advises CAPAM on accommodations for delegates
- ensures logistical arrangements such as required IT
- provides a local organising committee and volunteers to assist with the conference
- markets event to the host country and partners
- commits to a minimum registration
- may select and invite the keynote speaker (or CAPAM can do this)

Venues may be in hotels, or for smaller events, government training facilities may be used provided they are near accommodations.

Host countries may also wish to host a cultural evening to showcase local foods and cultural performances, and/or use a half-day from the conference schedule to organise 'learning journeys' where delegates may visit some local successful projects and local sites (these activities are optional but very much appreciated).

CAPAM

- develops the programme and content customised for partner needs and according to the agreed theme
- invites speakers, taking care to ensure a diverse group from the Commonwealth and sometimes beyond
- ensures on-site management of the conference (two or more personnel) with the local organising committee
- manages registration
- provides all marketing material and uses all of its means of communication to encourage public service practitioners to participate (newsletter, e-blasts, website, social media, quarterly publication and targeted invitations)
- acts as rapporteur and produces a report following the event
- posts the event report and photos on CAPAM website and subsequently stores in archives
- reports on the event in CAPAM publications

CAPAM charges registration fees for conferences to cover the costs of programming, travel and accommodation of some speakers and marketing. CAPAM provides a preferred rate for host country participants.



www.capam.org



For more information on how to partner with CAPAM for an event, please contact:

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