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**Title: Online Orientation Session for Mayors: Developing and Integrating a Birth Registration Micro-Plan into Communal/Local Development Plans**

**Date: 28 November 2024**

**13h00 – 14h30 Cameroon time (FRENCH)** <https://us02web.zoom.us/j/89156574508?pwd=geqYkayfVVJDtKLjxNl01W7AaTK3Zo.1>

**15h00 – 16h30 Cameroon time (ENGLISH)**

<https://us02web.zoom.us/j/85768170069?pwd=p9mLbfFHmuOjAEDmfPKvGkdwuf7GA1.1>

**Introduction**

The Mayors’ Forum on Universal Birth Registration (UBR) in Cameroon has emphasised the essential role of mayors in ensuring all individuals’ rights to a legal identity. Following the Forum, Charter and roadmap was developed to outline strategic actions that mayors can implement to make birth registration accessible to all within their municipalities. Both documents focuses on decentralising birth registration services, improving interoperability with health and education sectors, and strengthening local partnerships. Currently, almost all 374 mayors are fully committed to this documents.

This virtual training session aims to support mayors in translating the roadmap’s strategic goals into actionable micro plans for birth registration, seamlessly integrated into their Communal or Local Development Plans and Budgets. The training will offer a structured framework along with real-world best practices to empower mayors to address challenges, build partnerships, and improve registration access across their communities. The training will be conducted virtually on the Zoom platform, with sessions in both English and French.

**Methodology: Experiential Learning through Best Practices**

The training follows **Experiential Learning through Best Practices** methodology, emphasising the use of real-world examples and adaptation of proven strategies for local contexts. This approach includes:

* **Benchmark Case Studies**: Each step of the birth registration micro plan development process is illustrated with case studies from municipalities that have successfully integrated similar initiatives. Examples will highlight practical approaches to:
* **Community Outreach**: Successful models of outreach that leverage local leaders and community groups.
* **Interoperability with Health Systems**: Case studies showing how birth registration is integrated with maternal and child health services in health facilities, including on-site registration at health centres and during vaccination drives, which should be prioritised within legal deadlines.
* **School-Based Registration**: Examples of municipalities that partner with schools to identify unregistered children at enrolment and conduct on-site registration campaigns.
* **Budgeting and Funding**: Approaches to sustainable funding, including budget allocations within local plans and accessing external support (e.g. Ministry projects and FEICOM).
* **Management of Civil Registration Records**: Principles for managing civil registration records, including in contexts where digital technology is unavailable. This will include a case study on handling records from a privacy and confidentiality perspective, outlining actions permitted or restricted according to standard operating procedures (SOPs).
* **Interactive Learning and Reflection:** The training includes discussions, Q&A sessions, and plenary discussions guided by facilitators. Participants will engage with each case study in a larger group setting, exploring how these best practices can be adapted to their own municipal contexts.
* **Application and Reflection**: Throughout the session, mayors will have opportunities to discuss, reflect, and plan how to incorporate these best practices, ensuring that they leave with actionable steps tailored to their local needs.

This methodology fosters a practical learning environment, allowing mayors to draw insights from successful implementations and adapt these models for impactful, locally relevant solutions.

**Required Equipment and Technical Specifications**

* **Equipment**: Participants should use a computer or tablet with a working camera and microphone to engage fully in discussions and interactive elements.
* **Internet**: A stable internet connection with a minimum bandwidth of 3 Mbps is recommended for optimal performance on Zoom. A wired connection or strong Wi-Fi signal will help prevent disruptions.
* **Platform**: The training will be held on Zoom. Participants are encouraged to download the latest version of the Zoom software beforehand, and using headphones is recommended for clarity and focus. This can be done by creating an account for free <https://www.zoom.com/fr>

**Annotated Agenda**

**Objective**: By the end of the training, participants will have gained the knowledge and skills to:

1. **Develop a Birth Registration Micro Plan:** Create a detailed micro plan for birth registration that aligns with their Communal Development Plan and Budget. This plan will include specific goals, defined activities, timelines, and measurable indicators for tracking progress.
2. **Apply Best Practices in Birth Registration:** Identify and adapt best practices for community outreach, interoperability with health and education services, and the secure management of civil registration records, including ensuring privacy and confidentiality in line with standard operating procedures (SOPs).
3. **Allocate Budget for Birth Registration in 2025:** Prepare to incorporate a specific budget allocation for birth registration initiatives in their 2025 budgets, with submissions scheduled for the first week(s) of December. This allocation will support targeted activities to increase birth registration rates within their municipalities, with measurable outcomes tracked throughout the year.

| **Time** | **Topic** | **Objective** | **Mode of Presentation** |
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| **5 minutes** | **Welcome and Introduction** | Set expectations and provide an overview of the session’s objectives. | Facilitator welcomes participants, introduces objectives, and invites participants to share expectations via chat.Explain logistics (session will be recorded, microphones muted, raising hand function etc.)  |
| **15 minutes** | **Overview of Birth Registration Micro Plans** | Explain the purpose and significance of developing micro plans within the broader Communal Plan. | *Presentation with Q&A*: Facilitator introduces the presenter, who provides an overview of micro plans with case study examples. Q&A allows participants to ask questions and connect insights. |
| **20 minutes** | **Step-by-Step Guide to Developing a Micro Plan** | Guide participants through the process of creating a birth registration micro plan, highlighting best practices. | *Interactive Presentation*: Presenter uses a slide deck to guide each step, illustrating with best practices (e.g., outreach models, interoperability with health facilities, school partnerships, and budget examples). Q&A follows, allowing participants to share thoughts on local adaptation. |
| **20 minutes** | **Plenary Session: Identifying Local Strategies and Resources** | Encourage participants to discuss local strategies and resources they can leverage, using best practices as a model. | *Plenary Discussion with Facilitators:* In a large-group setting, facilitators will guide participants through a discussion on identifying two strategies or resources they currently use. Facilitators will prompt participants to share how these strategies could be enhanced by applying best practices. After the discussion, the lead facilitator will summarize key points and *insights from the session.* |
| **5 minutes** | **Bio Break** | Provide a brief pause. | *Break* |
| **15 minutes** | **Integrating Micro Plans into the Communal Plan and Budget** | Show participants how to align the micro plan with existing development goals and budgets, incorporating examples from best practices. | *Example-Focused Presentation*: Presenter shares integration methods, highlighting budget alignment and M&E frameworks. Facilitator invites participants to reflect on how these examples could apply locally. |
| **10 minutes** | **Q&A and Wrap-Up** | Address remaining questions and reinforce key takeaways. | *Open Discussion*: Facilitator opens the floor for final questions, asks participants to share one takeaway, and recaps main points to ensure understanding. |