

## Guidelines for DGMT learning briefs

### 1. PURPOSE

DGMT is interested in ensuring that the experiences and lessons learnt from programmes funded are widely shared and used. DGMT does not expect grant recipients to produce narrative reports for its own purposes, but rather to develop learning briefs that can be used by others, including other implementation partners and policy makers.

Learning briefs are thinking-in-progress and work-in-progress. You don't have to have results before you share your thinking and experience. The time to start documenting your experience is before you start implementing it!

### 2. FORMAT OF LEARNING BRIEF

DGMT would like to share the learning briefs in a standardised format, and will publish each brief as a double-sided A3 sheet, folded to produce the equivalent of four A4 sheets, each of about 600 words (total <2,500 words). Grant recipients and other writers are requested to use the following as their guide, and to provide the text copy in Word without formal design and layout:

Page number	Content
1.	Describe the challenge which your programme strategy sought to address – in terms of local/ regional and national impact. Describe the potential impact <i>if</i> the challenge were effectively addressed.
2.	Describe your programme strategy: Intended purpose, strategy and expected outcomes
3.	Describe implementation to date. Wherever possible, use project indicators to make your case.
4.	Describe implications for other implementers and for broader systems and policy development. Where possible, use a step-by-step approach to show how you succeed, or with hindsight, could have done things better.  Contact details and logo of your organisation

### 3. EDITING AND PUBLICATION OF LEARNING BRIEF

If the learning brief is particularly useful for other implementers and policy makers, DGMT will publish your learning brief as part of a series of briefs to be distributed regularly.

The following process will apply:

- On submission of your learning brief, DGMT will decide whether or not to publish it as part of the series.
- If DGMT wishes to publish it, it will be edited to ensure consistency of language grammar and spelling and to standardise its format with other briefs in the series.
- The edited brief will be sent to you for any final comments and approval. Your response is requested within two weeks of receipt of the draft. Please note that the draft brief may not be substantially reworked at this time as it will result in unnecessary editing expense.
- The learning brief will be published under the DGMT masthead as part of its learning brief series.
- The logo and contact details of the grant recipient organisation will be included on Page 4.

#### **4. INTELLECTUAL PROPERTY**

The intention of the learning briefs is to create a systematic way of sharing information from among grant recipients. The intellectual property of the learning briefs will remain with the grant organisation and/or author. However, author authorises DGMT to publish the content of the learning brief approved by the author or authorised signatory of the grant organisation, without fee or expectation of remuneration.