

EXTENSION OF SOCIAL PROTECTION TO THE INFORMAL ECONOMY

Hanoi, 10-11 Jan 2019

METHODOLOGICAL NOTE

DAY 1

Challenges for the extension of social protection to the informal economy (9:00-10:30)

1. Presentation by Quynh Nguyen
 - Time: 20-25 minutes, max 30 minutes
 - Interactive elements: 2-3 Kahoot questions
 - Seating arrangements: small tables
2. Q&A, discussion
 - Time: up to 30 minutes
 - Interactive elements: Facilitated by Quynh and Loveleen
 - Seating arrangements: small tables
3. Activity: matrix on informal workers' profiles
 - Time: 30 minutes
 - Interactive elements: (1) flipcharts are put up on the wall (2) the blank matrix is drawn on the flipcharts (3) participants write the challenges on the post-its – TBC (4) participants place the post-its on the matrix
 - Seating arrangements: small tables, participants walk about
 - Material needed: big empty wall, four big chart papers or flipcharts, coloured post-its, coloured markers, matrix template

Activity: Experiences in extending health and pension coverage (11:00-12:30)

1. Group work and analysis
 - Time: 45 minutes
 - Interactive elements: (1) participants are divided into four groups (2) two groups work on pensions and two groups on health, preferably people working on health should be in the pensions group and vice-versa – TBC if health is to be included (3) the groups are given the background documents on pensions and health (4) the groups read the background documents themselves (5) they prepare short PPTs based on the background documents and their own experiences (6) the PPTs follow a template like covered and uncovered population, challenges, and possible ways ahead
 - Seating arrangements: small tables
 - Material needed: one laptop per group, background documents, PPT template

2. Presentations by groups
 - Time: 45 minutes
 - Interactive elements: the four groups are given 7 minutes each to present
 - Seating arrangements: small tables, participants present at the tables
 - Material needed: one laptop per group

Maternity and Sickness benefits (13:30-15:00)

1. Presentation by Silke Steinhilber
 - Time: 20-25 minutes, max 30 minutes
 - Interactive elements: 2-3 Kahoot questions
 - Seating arrangements: small tables
2. Q&A, discussion
 - Time: up to 15 minutes
 - Interactive elements: Facilitated by Silke and Loveleen
 - Seating arrangements: small tables
3. Presentation by Doan Trang
 - Time: 20-25 minutes, max 30 minutes
 - Interactive elements: 2-3 Kahoot questions
 - Seating arrangements: small tables
4. Q&A, discussion
 - Time: up to 15 minutes
 - Interactive elements: Facilitated by Doan and Loveleen
 - Seating arrangements: small tables

Activity: Force field analysis (15:30-17:00)

1. Group work and analysis
 - Time: 60 minutes
 - Interactive elements: (1) participants are divided into four groups (2) each group identifies the change needed e.g. "everyone has access to maternity or sickness benefits" (3) each group identifies the main factors against this change or the main factors that prevent the extension of coverage, for this they can refer to the matrix from Session 1 (4) each group collectively assigns points out of 10 to each of the factors (5) each group identifies the main factors for this change or the main factors that facilitate the extension of coverage (6) each group collectively assigns points out of 10 to each of the factors (7) the points on both sides are totalled (8) depending on which side is higher, conclusions are drawn
 - Seating arrangements: small tables

- Material needed: four flipchart stands, force field template drawn on the flipcharts, four green markers, four red markers
2. Presentations by groups
 - Time: 20 minutes
 - Interactive elements: the four groups are given 5 minutes each to present
 - Seating arrangements: small tables, participants present at the tables
 - Material needed: flipcharts with completed force fields
 3. Self-reflection: "2 things that stuck with me today"
 - Time: 10 minutes
 - Interactive elements: participants are asked to reflect on what they found striking from the day's discussions
 - Seating arrangements: small tables

DAY 2

Good practices from ASEAN countries on extension of coverage (9:00-10:30)

1. Day 1 recap
 - Time: 5 minutes
 - Interactive elements: Facilitated by Nuno or Betina
 - Seating arrangements: small tables
2. Presentation by Nuno Cunha
 - Time: about 20 minutes, max 25 minutes
 - Seating arrangements: small tables
3. Q&A, discussion
 - Time: up to 30 minutes
 - Interactive elements: Facilitated by Nuno and Loveleen
 - Seating arrangements: small tables
4. Activity: Myth busters
 - Time: 30 minutes
 - Interactive elements: (1) participants are shown four statements on the screen (2) they discuss with others at their table (3) the table flashes the "myth" or "reality" card for the statement (4) some participants are asked to explain their answer
 - Seating arrangements: small tables
 - Material needed: Myth busters PPT, 6 "myth" cards, 6 "reality" cards

R28 and multi-tier extension approach of MPSIR (11:00-11:30)

1. Presentation by SID
 - Time: 10 minutes, max 15 minutes
 - Seating arrangements: small tables
2. Q&A, discussion
 - Time: up to 15 minutes
 - Interactive elements: Facilitated by SID
 - Seating arrangements: small tables

Child/family benefits – exploring the possibilities of multi-tier extension (11:30-12:30)

1. Presentation by Shea McClanahan
 - Time: 20-25 minutes, max 30 minutes
 - Interactive elements: 2-3 Kahoot questions
 - Seating arrangements: small tables
2. Q&A, discussion
 - Time: up to 30 minutes
 - Interactive elements: Facilitated by Shea and Loveleen
 - Seating arrangements: small tables

Activity: Options to expand coverage (13:30-15:00)

1. Role play: advocating to Ministers
 - Time: 90 minutes
 - Interactive elements: (1) participants form five groups: four groups play the roles of officials in ministries or SID, the fifth group plays the role of a high-level committee comprised of ministers (2) the four groups work on maternity, sickness, child, and pensions (3) they are given 30 minutes to choose one policy scenario to expand coverage of that benefit and prepare arguments for the scenario (The scenario should attempt to reach universal coverage for that benefit in Vietnam, through the strategy they think best. The sales pitch should consider different aspects, like coverage, financing, etc.) (4) the groups are given 7 minutes each to present their scenario and arguments to the high-level committee (5) the high-level committee will try to shoot down each scenario
 - Seating arrangements: small tables, high-level committee sits at the forefront
 - Material needed: one laptop per group

Activity: Ways forward (15:30-16:30)

1. Rooms of change

- Time: 10 minutes
- Interactive elements: rooms of change depict the psychological process of change from “content” to “denial” to “confused” to “motivated for change” (1) four rooms, namely content, denial, confused and motivated, are depicted in four corners with A4 sheets (2) participants are asked to occupy one room, depending on what they think of current social protection coverage in Vietnam
- Seating arrangements: participants walk about
- Material needed: A4 sheets depicting the four rooms, one descriptive statement per room written on the sheet

2. Fish bowl

- Time: 50 minutes
- Interactive elements: (1) participants are invited to the fish bowl (2) people in the “motivated” category are asked to join the inner circle to share what changes they think are necessary (3) others are asked to share their thoughts (4) at the end of the discussion, participants are asked if anyone would like to change their chosen room
- Seating arrangements: chairs arranged in two concentric circles, one with 5 chairs and one with the remaining chairs