

# DOs AND DON'Ts IN PREPARING AND IMPLEMENTING DA PROJECTS

	DOs	DON'Ts
<b>Preparing a Project Concept Member States</b>	<ul style="list-style-type: none"><li>✓ Consult the searchable Catalogue on DA projects to familiarize yourself with prior work of the DA. Ensure that your project builds upon and/or complements the existing work.</li><li>✓ First, identify the IP-related challenge your project aims to address. Determine the root causes of the challenge, which are often not only related to IP.</li><li>✓ Reflect on the assistance you intend to mobilize from WIPO to tackle the problem.</li><li>✓ Ensure a stringent intervention logic that explains clearly how WIPO's support (outputs) will lead to the expected positive changes (outcomes).</li><li>✓ Distinguish clearly between outputs (deliverables of the project) and outcomes (their expected positive effects).</li><li>✓ Reflect what external factors beyond the direct control of the project need to be in place to ensure that the outputs will lead to the expected outcome.</li><li>✓ Consult key stakeholders that might be concerned before drafting your concept note, including national IP Office(s), ministries, company associations, academia, etc.</li><li>✓ Ensure that your project addresses IP-related issues that are relevant and of common interest to several countries.</li><li>✓ Although you may directly prepare the project proposal and submit it to the CDIP, prepare a draft concept note first and discuss it with the Development Agenda Coordination Division (DACD).</li></ul>	<ul style="list-style-type: none"><li>✗ Do not propose a project that merely repeats work done in prior DA projects.</li><li>✗ Do not design your project around activities such as studies, trainings, workshops, and publications.</li><li>✗ Avoid looking at possible solutions from the angle of IP alone, and for the selected beneficiaries only.</li><li>✗ Avoid proposing projects that aim at benefitting only a particular country or institution.</li></ul>

	DOs	DON'Ts
<b>Negotiating your proposal in the CDIP Member States</b>	<ul style="list-style-type: none"> <li>✓ Mobilize support of the Regional Groups in the CDIP for your proposal, before formally submitting it for consideration by the Committee. Integrate any suggestions you receive as you deem appropriate.</li> <li>✓ Use the DACD's assistance to amend your proposal based on other comments by Member States.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Do not submit proposals to the CDIP without prior consultation with the different Regional Groups.</li> </ul>
<b>Project implementation</b> Project manager, participating countries	<ul style="list-style-type: none"> <li>✓ Use the logical framework as a planning, management, and monitoring tool.</li> <li>✓ Define indicators for each of the outputs and expected outcome. Choose indicators that are specific, measurable, achievable, relevant, and time-bound (SMART).</li> <li>✓ Set up a clearly agreed-upon project management structure in each of the pilot/beneficiary country. Where several institutions are involved, appoint one focal point, and establish a steering mechanism for consultations. The DACD may provide guidance, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Do not implement the project in silos. Coordinate with relevant internal colleagues and inform the DACD of any issue that may arise in the implementation process.</li> </ul>
<b>Identification and dissemination of lessons learned</b> DACD, Project manager, Member States	<ul style="list-style-type: none"> <li>✓ Building upon the findings, conclusions, and recommendations of the final evaluation of the project, identify the key takeaways for disseminating the project outputs, which will be available on the WIPO website.</li> <li>✓ Consider other channels to disseminate results to a broader audience. These may include side events to the CDIP Meeting (for CDIP participants, WIPO staff), media releases (for the public in beneficiary countries), policy briefs (for governments in beneficiary countries) or other means that may ensure better visibility and potential uptake of project results.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Do not let the results of a project go to waste.</li> </ul>