# Organizational capacity assessment (OCA) workshop

SIPPO has created the organizational capacity assessment (OCA) tool to facilitate a participatory and qualitative assessment of the capacity of its partner Business Support Organizations (BSOs) to deliver export promotion services and to showcase SIPPO’s contribution to changes in capacity of their partner BSOs.

The tool assesses capacity in the following areas: service delivery; institutional strengthening (strategy and monitoring and results measurement); network and cooperation; digitalization; and sustainability.

The objectives of this workshop are to:

* Introduce the OCA tool and process
* Use the OCA tool to assess Vietrades’s current capacity and reflect on SIPPO’s contribution to changes in capacity

The expected output of the workshop is an OCA workshop outcome document that records the content and results of the workshop, which will be shared with all participants after the workshop is done.

The workshop will take place over two half days hybrid, on [dates] [at location, for in-person workshops]. It will be attended by representatives from Vietrade and SIPPO.

***Day 1***

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| **Time** | **Session** |
| 00:00–00:00 | Welcome and opening |
| 00:00–00:00 | Session 1: Network and cooperation |
| 00:00–00:00 | Session 2: Monitoring and results measurement |
| 00:00–00:00 | Break |
| 00:00–00:00 | Session 3: Digitalization |
| 00:00–00:00 | Session 4: Service delivery |
| 00:00–00:00 | Wrap up day 1 |

***Day 2***

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| **Time** | **Session** |
| 00:00–00:00 | Welcome and recap |
| 00:00–00:00 | Session 5: Strategy |
| 00:00–00:00 | Session 6: Sustainability |
| 00:00–00:00 | Wrap up day 2 with VIETRADE Director to reflect and verification |