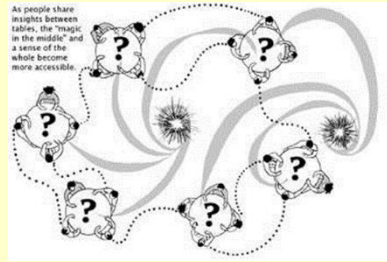




Annotated Agenda

When	What		My comments/ideas
09.30-10.00	Welcome and presentation of facilitator	facilitator introduces himself/herself (“ <i>Why do I feel it is important to be with you here today?</i> ”) Set the scene (10' max – facilitators to be strict on timing)	
10.00-10.20	Check-in question and feedback	“ <i>What do you care about that brings you here today?</i> ” Depending on the cohesion of the group: either in circle and each one speaks, or in triades and one of each group reports	
10.20-11.20	Body exercise (World Café) 20 min : round 1 20 min : round 2 20 min : round 3	Explain how the group will work during the workshop (World café) At the end of the 1 st round the facilitator asks one person to stay at the table as a “host” and invite the other table members to move to other tables as ambassadors of ideas and insights. The facilitator asks the table host to share key insights, questions, and ideas briefly with new table members, and then let people move through the rounds of questions. The hosts are the same for the 3 rounds	



World café etiquette will be available on each table. Facilitator should remind everyone about the World café etiquette

11.20-11.30

Break

11.30 : harvesting – post it

Each of the 5 thematic workshops will be asked to bring 3 key messages/ideas.

The harvesting should be done on the wall using big post-its available on each table. During the 3rd round each table is asked to write the key messages/ideas resulting from the discussions on post-its.

12.00-12.30

Check-out question and feedback

“What do I take from today’s workshop?”

One word or a short sentence on a cardboard. Participants stand up and exchange cardboards while moving around for 1 minute. Stop! Two person meet and evaluate the 2 carboards they have in hand with 2 figures making 7 together. They write these 2 numbers on the back of each card. This is done 2 more times. At the end, people counts how much the card in his/her hands is worth and the facilitator announces “who has got 21 points – 20 points – 19.... “And cards are put on the floor according to ranking

Facilitator thanks participants, asks if no more question, mentions elections, gives contact details