

# Social Reporting from the dlgn f2f in Aswan

## Terms of References Reporting Team

<http://www.blog4dev.ch/dlgn-f2f2013/>

### 1 Introduction

The DLGN meets for the third time. The network experimented widely with social reporting and was playing in the past a pioneer role regarding the use of social media tools for joint reporting processes.

**Already available tools and resources are:**

- Shareweb with resources on DLG activities and products
- Blog f2f 2009 India: video and text
- Blog f2f 2011 Sarajevo: video and text
- Learn-book

Based on this experience, the steering group decided to focus this year reporting on short video statements (max. 1') and on a daily visualization of the reflection and learning process on a reporting wall.

### 2 Reporting Team

The **reporting team** consists of Hynek Bures (consultant) and Nadia von Holzen (Knowledge & Learning Processes) co-reporting-coordinators.

**Network members** are invited to participate in the reporting process: to voice their impressions and statements (video) and to contribute to the documentation and visualization of the ongoing learning process.

The **organizing team/ core group members** will assist the reporting team to capture the essential learning and do distill learning and insights into key messages.

### 3 Why social reporting and for whom?

The reporting process supports the learning process. With the social reporting we want to strengthen the reflection and learning process of the face-to-face meeting and capture key insights for the network's further use. We invite participants to make their voice, their perspective, their reflection and insights heard.

**What we want to achieve:**

- Set of recorded personal statements on key points of participants and resource persons to inspire the discussion in Aswan as well a wider audience (network members who can't attend, SCO, management)
- Compilation of distilled key messages for each session on the reporting wall.
- Online report (f2f Blog on the Shareweb) for the network's later use, the participants as back to the office report and to reach out to the wider audience

**Key target groups are:**

- The participants, organizers and facilitators of the f2f meeting
- The network as a whole, especially participants not present in Aswan

- The SDC wider audience: management; SCO working in the field of DLG

**Products:**

- Blog with video/audio/ text statements and daily digest of key insights
- Video with series of statements
- Video with impression on f2f meeting
- Reflection sheet to take notes on Learning and insights – transfer to practice during the 4 days
- Back-to-office report of participants
- Written workshop report (PDF): photos from reporting wall, blog digests, transcript from key statements

## 4 Content: key topics to cover

MONDAY: Diving into context: **Democratic movement Egypt**

- Democratization process/ context

TUESDAY: Support strategies: **Democracy means inclusive participation and accountability**

- Citizen participation and accountability (focus on programme level)
- Political economic analysis (focus on country strategy)

WEDNESDAY: Methodology: **Tools, approaches, policies**

- Measurement of outcomes
- Empowering visual methods

THURSDAY: dlgn: **the road forward**

- Learning and learning events
- Network planning, future priorities

## 5 What will we do this? And how?

**Key activities of the reporting team:**

- **Social reporting:** We capture **short key statements** that bring the personal reflection and the insights to the point: video and audio, 30'' to max. 1' (not necessarily simultaneous, latest by end of the face-to-face meeting the statements are online)
- **Daily reporting:** We document the daily reflection and learning process on the reporting wall where we distill the reflection and the insights to **3-4 daily key messages**. And we post a **daily digest on f2f blog**
- **Daily process monitoring:** "Process observer" sharing daily observations, questions, reflections on f2f process, steering questions with organizing team (daily meetings)

The reporting won't:

- Cover all different discussions of the event
- Recap discussions or presentations

**Platforms and tools:**

- Tools to capture:
  - Camera; monopod or tripod,
  - Audio recorder
  - Mobile phones
  - Reporting Wall: big wallpaper, paper and pen, colored markers, post-it notes etc.
- Tools to store: **The Face-to-face blog:**
  - Video, photo and text posts
  - Powerpoints on Scribd (for ppt and docs)
  - All docs on blog
  - Instant messages via Twitter; integrated Tweet feed on the f2f Blog: #dlgn2013

- Facebook: Group f2f DLGN Aswan

## 6 Details on reporting wall

The reporting wall needs to be a central place of the workshop, a visible and easily accessible place where people meet and chat; that gives is some sort of market place atmosphere. Ideally 8m longs (2 meter for each day).

### Questions to trigger the daily reflection at the reporting wall:

- What are the 3 words that come to our mind spontaneously after this day?
- What were the key issues we discussed/ explored? What was kind of surprising? What was really new? From what did we gain clarity? What was challenging us/ the group?
- What are our main 3-4 key insights/ key learning we take with us for the next day?
- What should happen next? How and by whom?

### Outline of the reporting wall:

The image shows a hand-drawn diagram of a reporting wall. It is a large rectangle divided into four horizontal sections. The top section is further divided into two columns. The title 'REPORTING WALL' is written at the top center. The first section contains 'DAY 1: TOPIC Sessions Questions' and '→ What we did' in the left column, and 'Drawing, foto, image, metaphor, colour, word of the day' in the right column. The second section is 'Key Messages' with three red dots below it. The third section is 'Remarks: Questions, insights, learning Statements + comments'. The fourth section is 'Rating + comments on the day (dynamic, org. approach, methods)' with a smiley face on the left, a line of red dots, and a frowny face on the right.

REPORTING WALL	
DAY 1: TOPIC Sessions Questions → What we did	Drawing, foto, image, metaphor, colour, word of the day
Key Messages • • •	
Remarks: Questions, insights, learning Statements + comments	
Rating + comments on the day (dynamic, org. approach, methods) 😊 ..... ☹️	

## 7 Individual reflection and reporting by participants

### 1. Learning and insights - transfer to practice

<b>Key topic</b>	<b>My most important insights/ my learning</b>	<b>Steps I take to transfer this learning into my work</b>
MONDAY: Diving into context: <b>Democratic movement Egypt</b> <ul style="list-style-type: none"> <li>• Democratization process/ context</li> </ul>	•	•
TUESDAY: Support strategies: <b>Democracy means inclusive participation and accountability</b> <ul style="list-style-type: none"> <li>• Citizen participation and accountability (focus on programme level)</li> <li>• Political economic analysis (focus on country strategy)</li> </ul>		
WEDNESDAY: Methodology: <b>Tools, approaches, policies</b> <ul style="list-style-type: none"> <li>• Measurement of outcomes</li> <li>• Empowering visual methods</li> </ul>		
THURSDAY: dlgn: <b>the road forward</b> <ul style="list-style-type: none"> <li>• Learning and learning events</li> <li>• Network planning, future priorities</li> </ul>		

## 2. Back to Office Report

At the last day participants will receive a print out/ as well as an email message with the following outline for their back-to-office report:

**Back to Office Report**  
on the face-to-face meeting 2013  
of SDC's network on *Decentralization and Local Governance*

**Democracy is when accountable local leaders promote inclusive participation**

by **[add your name here; and then answer the questions at the end]**

SDC's network on **Decentralization and Local Governance** (DLGN) held its third face-to-face meeting from May, 13 - 16 2013 in Aswan, Egypt. Roughly 80 network members participated. The main purpose was to build a common understanding of how to contribute substantively and measurably to the building of democratic societies.

The key topics of the face-to-face meeting were:

- DAY 1: Diving into context: **Democratic movement Egypt**
  - Democratization process/ context
- DAY 2: Support strategies: **Democracy means inclusive participation and accountability**
  - Citizen participation and accountability (focus on programme level)
  - Political economic analysis (focus on country strategy)
- DAY 3: Methodology: **Tools, approaches, policies**
  - Measurement of outcomes
  - Empowering visual methods
- DAY 4: dlgn: **the road forward**
  - Learning and learning events
  - Network planning, future priorities

The reflection and learning process is documented on the face-to-face blog:  
<http://www.blog4dev.ch/dlgn-f2f2013/>

**Personally my main learning points from the conference are:**

1. **What was my key learning (my insights and aha-moments)?**
2. **What are my next steps about bringing my insights on DLG into my working context?**
3. **With whom of the network community do I have a particular interest for future exchange and cooperation? On what?**
4. **What are my suggestions for the further improvement of the network collaboration?**

Please send a copy of this report also to Corinne Huser, Focal Point DLGN:  
[corinne.huser@deza.admin.ch](mailto:corinne.huser@deza.admin.ch)  
Many thanks for your engagement during the face-to-face meeting – it was great having you with us!

## 8 Postcard Initiative K&LP

The division Learning & Networking launched an initiative **“Transfer of Learning, a feedback from the face-to-face meetings 2013”** to collect in all face-to-face meetings taking place in 2013 answers on one evaluation question. On the last workshop day – while making the face-to-face evaluation/ review - the participants are invited to write a postcard addressed to themselves.

*Think about the last days you have spent in this face-to-face meeting. You have been sharing and reflecting with network members. What did the participation in this face-to-face meeting change for you? Was there a crucial moment? An eye opener? A moment you thought: I have to think about that, or I really want to do that...?*

***What is the one important thing you learned in this f2f meeting you will realize once back in your home office?***

## 9 Reporting Process

<b>When</b>	<b>What</b>
<b>Before f2f meeting</b>	<ul style="list-style-type: none"> <li>• Launch blog: <a href="http://www.blog4dev.ch/dlgn-f2f2013/">http://www.blog4dev.ch/dlgn-f2f2013/</a></li> <li>• Inform participants about reporting process: video, twitter, reporting wall and back to office report and present reporting team in blog post</li> </ul>
<b>Sunday evening</b> after dinner	<ul style="list-style-type: none"> <li>• Inform participants on privacy: Participants can say they don't wish to be photographed or videoed.</li> <li>• Invite participants to join the reporting activities:                             <ul style="list-style-type: none"> <li>- As bloggers: text statements and photos</li> <li>- Tweets: with #dlgn13</li> <li>- Facebook</li> <li>- Short video- and audio statements</li> </ul> </li> </ul>
<b>Monday</b> Morning End of the day	<ul style="list-style-type: none"> <li>• Introduce reporting wall</li> <li>• Invite participants to join the daily steering group</li> <li>• Launch reporting activities: Collect statements: video, audio, text, reporting wall</li> <li>• Meeting of steering group</li> </ul>
Tuesday	<ul style="list-style-type: none"> <li>• Ongoing reporting activities</li> <li>• Meeting of steering group</li> </ul>
Wednesday	<ul style="list-style-type: none"> <li>• Ongoing reporting activities</li> <li>• Meeting of steering group</li> </ul>
Thursday	<ul style="list-style-type: none"> <li>• Ongoing reporting activities</li> <li>• Back to office report</li> <li>• Postcard Initiative: <i>“Transfer of Learning, a feedback from the face-to-face meetings 2013”</i></li> <li>• Open After Action Review by steering group</li> </ul>