Guidance for facilitators of thematic working groups
Wednesday 2nd of December 2020, 11.00 – 12.00 (CH Time)

*** Participants keep their camera on during the whole duration of the session ***

Working Groups (60min)

Step 1: Attribution of roles in the group (2min)

- **Time keeper and video recorder**: She/he is the person responsible for the time keeping. She/he will be responsible for recording the discussion and send the file to matias.andelic@eda.admin.ch at the end of the session
- **Rapporteur (pre-defined):** She/he is the person responsible to share back the results of the working group in the plenary

Step 2: With regard to the thematic of this group, how has the situation evolved and changed in your country/region ? (15 minutes)

- Facilitator invites field colleagues from SDC to briefly describe in 3 minutes how the pandemic has impacted the thematic in her/his country or region
- Each field colleague describe in 3 minutes the situation in her/his context

Step 3: With regard to the thematic of this group, what has been undertaken to cope or mitigate the impact in your country / region ? (15 min)

- Facilitator invites again field colleagues from SDC to briefly describe in 3 minutes what has been undertaken **and by whom** to cope and/or mitigate the impact on the thematic ?
- Each field colleague describe in 3 minutes the situation in her/his context

Step 4: With regard to the thematic of this group, do you know of good, innovative, emerging practices in the region and beyond that could inspire SDC? (15 min)

- Facilitator invites all participants (HQ, external experts and field colleagues to share any innovative and emerging good practice identified in the region and beyond)
- All participants that do have an exemple, share it in 3 minutes with the audience
- It is also possible for participants to use the chat function and share their ideas and references in writing

Step 5: With regard to the thematic of this group, what would you recommend SDC should do? (15 min)

- Facilitator invites all participants to post their main recommendations in the dedicated groupmap board
- Facilitator review the recommendations with the group and get agreement on the top 3 that will be shared in plenary by the rapporteur.