

Guidance for group discussion

Thursday 3rd of December 2020, 09.15-10.15 (CH Time)

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

Good practice sharing (45-60min)

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

- **Facilitator:** She/he is the person responsible for the process. She/he ensure that the group is following the different steps of the process and that the proposed method is respected.
- **Time keeper/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

Step 2: Case presentation (10-15min)

The case giver presents her/his project/program. She/he explains the context, the goal/objectives and **aspects she/he would like to particularly highlight as good practice**. The case giver can share supporting documents (max. 5 pages) in advance if needed. She/he can also show videos, pictures and other supporting material via share screen during the session

Step 3: Clarifying questions (10-15min)

The participants (including facilitator and time keeper) may now ask clarifying questions to case giver with the intention to better understand the project/programmes as well as the key aspects that are brought forward as „good practice“.

Step 4: Silent conversation on groupmap (10 min)

The participants (including facilitator and time keeper) individually and silently reflect on their own learnings, possible applications and key emerging questions from the case discussed. They write their questions, thoughts and comments using a dedicated template prepared on groupmap.

The case giver does not participate in the silent conversation on groupmap but monitor the inputs and take notes for future reactions.

Step 5: Mirroring (15-20 min)

The case giver takes the floor and shares her/his insights, learnings and reactions from reading the peers inputs on groupmap. She/he answers the questions and enter in a discussion with the group for the remaining time of the session.

There will be NO restitution in plenary.