



SIM4NEXUS

Guidance for workshop organisation

1. Introduction

This guidance contains a step-by-step checklist to prepare the workshop. The categories are quite exhaustive in order to cover most situations, but you are very welcome to adapt them. If you identify any key activity missing, please let Maïté Fournier (ACTeon) know.

This guidance also contains extra focus on:

- **Reminder of the workshops objectives**
- **Tips to ensure sufficient participation to your workshop**
- **Facilitation tools**
- **Meeting room settings**
- **Ethics rules during the workshop**
- **Equipment list**

Every SIM4Nexus activity, including Workshops, must abide by our **Ethics requirements**. For more details, please report to Deliverable D9.1 available on project Place. The ethics requirements mainly relate to the use of personal data. Please consult Maïté Fournier or Floor Brouwer if you are in doubt on the ethics requirements.

Remember to use SIM4Nexus **communication tools**:

- Project flyer: <http://sim4nexus.eu/page.php?wert=Publications>
- SIM4NEXUS policy brief (related to D2.1). The brief is available at Project place: Documents -> WP2 -> WP2.1 -> Data, report, presentations -> SIM4NEXUS Policy Brief 1_Final-28August2017.pdf.
- Project summary of the achievements during the first year: [link to be added](#)

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SIM4NEXUS

2. Reminder of the workshops objectives

This part is pasted from the WP5 Roadmap.

Workshop 1

The goals of the Workshop 1 are to:

- Present in more details the work that will be performed;
- Present the timeframe;
- Build the “team” of stakeholders involved in the case study : seek their interest and commitment.

The agenda of the Workshop includes:

- A presentation of SIM4NEXUS and the case study,
- A presentation of the tools that will be available,
- A discussion on the policy challenges (in light of characterisation, system characterisation, policy review and baseline),
- A discussion on the main questions to be addressed,
- A discussion on the Nexus challenges addressed in the case study
- A discussion on relevant indicators to assess the Nexus and policies,
- A proposition of working process (including how to communicate between stakeholders and SIM4NEXUS Partners) and next steps.

The Workshop alternates plenary sessions (for information purposes: unilateral communication) and group sessions (for discussion purposes: interactive communication). The focus of the cases and main nexus challenges should be decided by the stakeholders.

Workshop 2

The goals of the Workshop 2 are to:

- Present preliminary trends and confront it with stakeholders knowledge;
- Present hypothesis for carrying-out the modelling on the case study;
- Start learning about the Nexus.

Since this second workshop is fairly technical, not all stakeholders have to be invited and/or present. All stakeholders should however receive non-technical summary of the workshop outcomes.

The agenda of the Workshop includes:

- A presentation of modelling gaps,
- An analysis of interlinkages between the Nexus issues,
- The building of the conceptual model (input to the SDM),
- An analysis of incoherencies between policies,
- A discussion on complementary questions to be addressed,
- A proposition for next steps.

SIM4NEXUS Partners or other case studies’ stakeholders can be invited to share experiences, especially if the models used, Nexus issues, or policies are related.

Workshop 3

The goals of the Workshop 3 are to:

- Present preliminary results and confront it with stakeholders knowledge;
- Start discussing potential for policy improvement;
- Presenting “Nexus-compliant” initiatives.

The agenda of the Workshop includes:

- A presentation of modelling results,
- A presentation of positive initiatives (from the case study itself or from abroad) that have integrated different Nexus sectors or solved policy incoherencies,
- Testing the Serious Game,
- A discussion on complementary questions to be addressed and proposition for next steps.

SIM4NEXUS Partners or other case studies’ stakeholders can be invited to share experiences, especially if the models used, Nexus issues, or policies are related.

Workshop 4

The goals of the Workshop 4 are to:

- Sharing and confronting the results;
- Co-develop policy recommendations;
- Evaluating the case study.

The agenda of the Workshop includes:

- A presentation of modelling results,
- A revised analysis of interlinkages between the Nexus issues,
- Playing the Serious Game,
- A discussion on policy recommendations at the case study level,
- A discussion on policy recommendations for the EU level (a synthesis of these recommendations as well as best practices will feed into WP2 reports);
- Evaluating the case study process and the added-value from SIM4NEXUS.

You will be asked to report on your Workshops’ agendas. Please include an English version detailing objectives, topics, timelines and speakers.

Example of Agenda for Workshop 1 (3:30 hours)

Objectives of the 1st workshop of <i>Case study</i> :		
▪		
<i>Coffee and welcome</i>	<i>10min</i>	<i>Chairman</i>
Introduction to SIM4Nexus and the case study	15min	Chairman
Presentation of the policy challenges identified	20min	Speaker 1
Discussion on the policy challenges and Nexus issues relevant for the case study	45min	Moderator & Speaker 1
<i>Coffee break</i>	<i>15min</i>	
Presentation of SIM4Nexus models and the Serious Game	20min	Speaker 2
Discussion on how to address the Nexus issues in the case study	45min	Moderator & Speaker 2
Proposition and discussion of working process with stakeholders	30min	Moderator & Chairman
Next steps and conclusion of the workshop	10min	Chairman

You will be asked to report on your Workshops’ main discussion points as well as conclusions and recommendations for the follow-up activities. Do not forget to nominate someone to take notes and to collect the evaluation forms.

3. Tips to ensure sufficient participation to your workshop

Stakeholder invited to workshops should cover all categories of stakeholders represented in your case study (national government, local authorities, waterboards, municipalities, NGOs, farmers associations, private companies, etc.), in order to enrich the workshop and the overall process.

To make sure that enough participants show up, here are a few tips:

- Identify the relevant stakeholders for your workshop (from all Nexus sectors you are investigating)
- Advertise widely your workshop (invite as many as possible)
- Advertise as early as possible
- Find out the emails of persons within the organization (do not use the contact@ address)
- Remind people of your workshop
- Ask people to register (to monitor the number of participants and judge if reminders are necessary)
- If needed, call directly some people to invite them to join your workshop

You will be asked to report on participation to your events. Please prepare a registration document with at least the following information.

<i>Name of the Case study</i>				<i>Date of Workshop</i>
<i>NAME</i>	<i>ORGANISATION</i>	<i>E-MAIL</i>	<i>BACKGROUND</i> <i>(policy, civil society, business, research, practitioner, ...)</i>	<i>NEXUS sector</i> <i>(energy, water, agriculture, land, climate, ...)</i>

Ethics mention: The above information will not be shared outside the SIM4Nexus consortium. Anonymised figures from the table will be used only for monitoring purposes in the project.

4. Checklist for workshop preparation

On Communication and Media relations, please report to the training documents edited by Fresh Thoughts and available on Project Place: <https://service.projectplace.com/#project/1064583176/documents/1251231543>

From 6 to 3 months before the workshop

Tasks	Who's responsible ?	Deadline
Determine the type of relevant speakers or facilitators and themes or tools addressed		
Choose the date (check other wide-ranging scale or closely related to the theme of the workshop planned)		
Search for experts, speakers (scientists, consultants, politicians, etc.) or facilitators		
Establish the budget		
Ask for the speakers or facilitators quote		
Validation of the budget by financiers or sponsors		
Identify a place for the workshop (depending on the number of participants, the small group works, accessibility, price, sound system, etc.)		
Establish a guest list		
Inform the Communication team within SIM4Nexus (Guido or Linda)		

3 months before the workshop

Tasks	Who's responsible ?	Deadline
Provide advice for accommodation Identify accommodation for speakers or facilitators (if relevant) Identify and pre-book accommodation for participants (if relevant)		
Ask caterers quote (coffee breaks, meals, closing event, etc.)		
Book a translation service (if relevant)		
Send a « Save the date » emailing announcing the theme of the workshop, the interim program and the main speakers		

1 month before the workshop

Tasks	Who's responsible ?	Dead line
Finalise and disseminate the program of the workshop		
Send an invitation reminder		
Ask for speaker presentation and print material. Precise the timing and maximum number of slides for the presentation.		
Finalise redaction of print material (brochure, maps, posters, etc.) including layout		
Send print material to the printer 2 weeks before the event		
Prepare the content of the participant kit (program, maps, recommendations for organisation, satisfaction survey, etc.)		

1 week before

Tasks	Who's responsible ?	Dead line
Terminate the inscription process and confirm the number of participants		
Confirm the number of participants to the caterer		
Print the SIM4Nexus material you want to hand out		
Prepare participant kit		
Prepare badges		
Prepare a material check list (paperboard, markers, cardboard, etc.)		
Check the material available with the host at the venue (projector, computers, coffee, etc.)		
Shop missing material for animation and coffee breaks (if there is no catering)		
Print programs, satisfaction surveys, participants lists, etc.		
Organise the team present during the workshop (welcoming participants, sub-working group animation, notes taking, tweeting, taking photos, etc.)		

The D-Day

Tasks	Who's responsible ?	Dead line
Check rooms configuration, and adjust if necessary		
Put in the equipment (welcome desk, badges, participant list, posters, participant kit, water bottles, etc.)		
Tweet about your event #sim4nexus and ask someone in your team to take photos		
Welcome participants and ask them to sign the participant list		
Ask participants to fill the satisfaction survey, at the end of the workshop and collect it → An example of evaluation document is provided in Annex		

After the workshop

Tasks	Who's responsible ?	Dead line
Upload or send to participants the presentations and thank them for their participation		
Upload or send to participants the workshop minutes		
Report on your event to the WP5 team and to the WP7 team.		

5. Facilitation tools

Below are presented several options to facilitate a workshop. Each technique shall be adapted to the number of participants, the goal of the workshop, the expertise of the facilitator. The techniques explored are:

- Focus group
- Brainstorming
- Mindmapping
- Decision making techniques

Facilitator posture

The facilitator has the following mission:

- present the process / the rules of the workshop,
- make the participants respect this framework.

The facilitator is not involved in the decision process and has no topic to defend. He / She works in close coordination with the meeting chairman / organizer who is responsible for the contents of the discussion.

During the meeting, the facilitator will:

- stand-up
- listen
- probe, ask questions
- frame concepts and issues
- restate and clarify issues
- frame and resolve conflicts
- summarize concepts and meeting decisions
- give supportive feedback to participants
- observe
- target at group / individual effectiveness
- build trust
- ...

You'll find interesting developments on facilitation skills and ways to implement them here : <http://ctb.ku.edu/en/table-of-contents/leadership/group-facilitation/facilitation-skills/main>

Focus groups

Focus group is an interview technique to collect information on a specific subject. The facilitator should be neutral and observe interactions in order to collect information on a limited number of questions. The technique is based on the group dynamic and allows the exploration of different points of view through discussions. Exchanges lead participants to share knowledge, opinions and experiences. The facilitator will discover all or part of the subject addressed.

You can find more information in these documents:

http://www.colorado.edu/geography/foote/geog5161/presentations/2010/Garstka_FGTechs.doc

http://www.ufrgs.br/gianti/files/artigos/1998/1998_079_ISR.pdf

<http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/conduct-focus-groups/main>

Brainstorming

Brainstorming is a group creativity technique by which efforts are made to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members. It can be used to collect information or to collect opinions. Main steps are:

- Explanation of the problem or the issue addressed
- Definition of the rules
- Call for ideas
- Participants write down their ideas (on sticky notes for example – 2-3 words per note written in big capital letters)
- Participants share their ideas
- Ideas can make groups (you arrange sticky notes together on a wall or a flip chart)
- If you need more ideas, another round of brain storming can be launched

The two principles of the brainstorming are “defer judgement” and “reach for quantity”.

You may find more information here:

<http://ctb.ku.edu/en/table-of-contents/leadership/leadership-functions/make-decisions/tools>

<https://www.stik2it.com/blog/how-to-use-sticky-notes-for-project-brainstorming/>

Mind mapping

Mind mapping is a visual, nonlinear way to organize information and stimulate the thinking power of your mind. It allows your mind the freedom to explore new territory, to mix ideas up in new ways, develop new patterns and channels of thought, and to go deeper into a subject while maintaining a broad overview.

Mind mapping can be used in order to collect and organize information on issues. It can also be used during brainstorming. You can find further information here:

<http://lifehacker.com/how-to-use-mind-maps-to-unleash-your-brains-creativity-1348869811>

Decision-making and prioritization

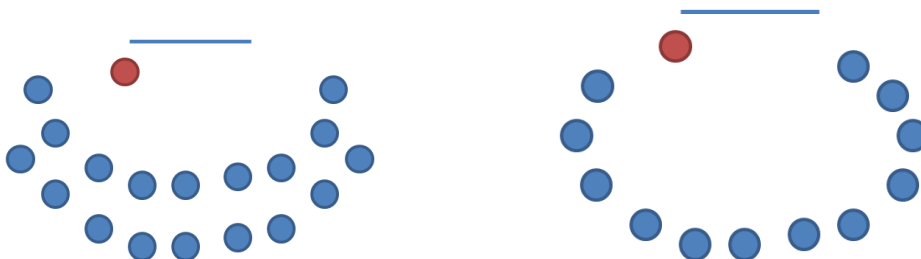
A simple method in order to prioritise items it to use a vote with stickers. This method can be used if you need to identify most important issues or to evaluate most priority actions, etc.

Other aspects of decision-making are developed here: <http://ctb.ku.edu/en/table-of-contents/leadership/leadership-functions/make-decisions/main>

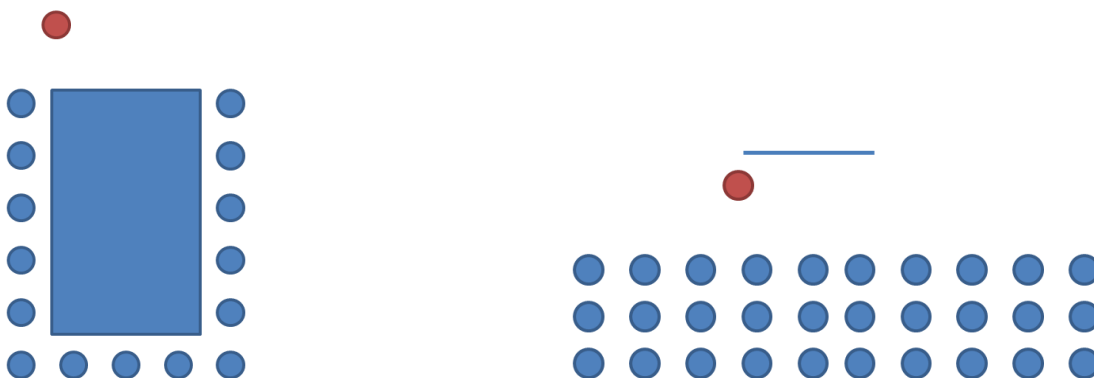
6. Meeting room settings

- The room must be fresh, spacious, luminous with the possibility to darken it, and quiet
- Furniture: Ideally small mobile tables
- Material : black or white board, beamer

Ideal design of the room to improve interaction among participants: participants (blue) see each other's easily as well as the screen and facilitator (red). It offers the possibility for participants to step-up and move to the screen easily.



Try to avoid settings that are too formal. Left setting is acceptable. Right setting is not suitable for a workshop.



7. Ethics rules during the workshop

Ethics rules are of utmost importance in H2020 projects. Some rules apply to workshops and are reminded below.

Do not take pictures without asking permission

Taking photos is strongly recommended in SIM4Nexus in order to provide evidence for your work and efforts on stakeholder engagement. However, taking photos is not neutral from an Ethics point of view. Therefore, it is advised to warn your attendance at the very beginning of your workshop that photos will be taken for dissemination purposes -> **make it part of the Chairperson introduction speech**. Should anyone have opposition to photos being taken of him/her, you invite him/her to let the organization team know about it.

Do not quote people: the Chatham House Rule¹

The Chatham House Rule reads as follows: “participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed”. It allows people to speak as individuals, and to express views that may not be those of their organizations, and therefore it encourages free discussion. People usually feel more relaxed if they don't have to worry about their reputation or the implications if they are publicly quoted.

Remind the participants of this rule at the very beginning of the workshop.

8. Equipment list

Material	Quantity	Comments
Computer		
Beamer (video)		
Extension cord		
Multi-socket		
Flipchart		
Scissors		
Stapler		
Paper for the flipchart		
Markers		
Tape		
Paper		
Staples		
Pens / Pencils		
Post-it		
SIM4Nexus material : flyer, policy brief, summary of achievements		

¹ <https://www.chathamhouse.org/about/chatham-house-rule>

