



SESSION 4: FACILITATOR'S NOTES

ORGANISING A PARTICIPATORY PROCES

DURATION 90'

SESSION AT A GLANCE

Activity	Methodology	Timing
Activity one: Presentation - Organising the process	Short interactive slideshow	20'
Activity two: Brainstorm on stakeholders	Facilitated discussion	30'
Activity three: Presentation - Organising the process	Short interactive slideshow	10'
		90'

ACTIVITIES IN DETAIL

ACTIVITY ONE: PRESENTATION

20'

Present slides one to 12 on the principles and main messages on the organisation of the process.

ACTIVITY TWO: PLENARY DISCUSSION - WHO'S WHO IN THE PROCESS?

30'

PREPARE A TEMPLATE THE SIZE OF TWO FLIPCHART SHEETS, DRAW THREE CONCENTRIC CIRCLES ON IT AND PUT IT UP ON THE WALL. GIVE EACH PARTICIPANT A BLOCK OF POST-IT NOTES AND TELL THEM TO REFLECT ON THEIR COUNTRY'S REALITY. ASK THEM TO ANSWER THE FOLLOWING QUESTION:

WHO SHOULD BE INVOLVED IN CONSULTATIONS LEADING TO THE ADOPTION OF A LAW OR POLICY?

TELL THEM TO WRITE THEIR ANSWERS ON THEIR POST-ITS, ONE STAKEHOLDER PER NOTE, AND STICK THEM ON THE CHART.

READ OUT THE ANSWERS ONE BY ONE, AND THEN ASK THEM IF ANYONE ELSE WHO SHOULD BE INVOLVED IN THE CONSULTATIONS IS MISSING. ADD POST-ITS TO THE CHART FOR ANY FURTHER ANSWERS THEY GIVE.

Now ask them: Which of these stakeholders should lead the process?

When they agree on **an answer, place that Post-it at the centre of the chart.**

MOVE ON TO THE NEXT QUESTION: WHICH STAKEHOLDERS ARE ABSOLUTELY KEY TO THE DRAFTING PROCESS?

Move the Post-its accordingly, putting them in the middle circle on the chart.

Move the rest to the outer circle.

Now ask: **How would you ensure their involvement in the process even if they were not involved in the drafting?**

Write their answers on a separate flipchart.

Place a Post-it on each circle, naming them as follows:

Inner: Lead agency

Middle: Drafting/steering committee

Outer: Other stakeholders

ACTIVITY THREE: PRESENTATION

10'

Present the last slide on country examples and good practice.

EQUIPMENT AND MATERIAL

FOR THE PRESENTATION:

- Projector
- Laptop
- Screen
- PowerPoint presentation: Organising a participatory process

FOR THE PRACTICAL ACTIVITIES:

- Pre-prepared wall-chart with three concentric circles
- Flipchart paper
- Post-its
- Markers

DOCUMENTATION

- IDMC-NRC/Brookings-LSE, National Instruments on Internal Displacement: A Guide to their Development, August 2013
- UNHCR, IDP's voices and views: Yemen's national dialogue, March 2013
- Forced Migration Review, An IDP Policy for Afghanistan: from draft to reality, May 2014

HANDOUTS:

- Investing in a participatory process
- Participation in the Kampala Convention (for convention workshops)