Assignments and Task List for the EASW group facilitator TWO DAYs]			
DAY ONE [ADD DATE AND VENUE]			
PROGRAMME			**EASW** [ADD TITLE. EG. EASW EUROPE 2030]
From	**To**	**Time**	**Activity**
09:00	9:30	00:30	Registration of participants
09:30	9:30		**PLENARY SESSION WITH THE PARTICIPANTS**
09:30	9:40	0:10	Opening speech [Add name and function of the person making the opening speech]
09:40	9:50	0:10	Welcome speech [Add name and function of the person making the welcome speech]
09:50	10:05	0:15	Introduction to the workshop: objectives and phases of the methodology Rules for the good functioning of group work (do´s and dont's) [Add name and function of the person making the technical speech, the facilitator]
10:05	10:10	0:05	Division into interest groups - Vision Making
			Policy makers [add name of the group facilitator and room/location]
			Entrepreneurs [add name of the group facilitator and room/location]
			Reseachers and experts [add name of the group facilitator and room/location]
			Civil society [add name of the group facilitator and room/location]
10:10	**11:15**	**1:05**	**Vision Making Session in Interest Groups** (coffee and beverages are placed in a table for each group
10:10	10:15	0:05	Description of the objectives of the vision making session from the group facilitator
10:15	10:35	00:20	Self presentation of the participants: who am I, what do I expect and in what way can I contribute (to the project, process?). Preparation of a poster on THE PERSON & ORGANISATION, its EXPECTATIONS, and CONTRIBUTIONS. **One minute per person**
10:35	10:50	00:15	**Backcasting a NEGATIVE vision (year 2030 or add 10 years to the current year)**
			Participants in each interest group create couples (or where there is a spare person a group of two+one) to develop visions of the future. They project themselves in the year set for the workshop (e.g. 2030) and tell initially their story of the negative, catastrophic vision. One of the members of the couple (or trio) interviews the other. The interviewer prints the main concepts of the visions of the interviewed on post-its (in capital letters and very clearly).
			"We meet again here in [name of Town] on [chosen future year]. > What has gone wrong? > Can we describe the insuccess, disaster? > What are the causes and factors for this negative situation?
10:50	11:05	00:15	**Backcasting a POSITIVE vision (year 2030 or add 10 years to the current year)**
			The couples or trios that have interviewed themselves on the negative vision invert the role and interview themselves on the Positive vision of the future. They project themselves in the year set for the workshop (e.g. 2030) and tell their story of all the **positive, ambitious, wonderful** things that have happened. The interviewer prints the main concepts of the visions of the interviewed on post-its (in capital letters and very clearly).

			We meet again in the same place in [name of Town] on [chosen future year]. > What has gone really well? > Let's describe the wonderful, ambitious, positive things that have happened. > What are the causes and factors for this successful situation?
11:05	11:50	00:45	The facilitator invites the participants to express the positive and negative visions collecting them in a poster on the wall and stimulates the discussion for the creation of a group vision.
			Preparation of the Presentation Poster with the Group Vision
11:50	11:55	0:05	One or more members are take responsibility for the plenary presentation (it cannot be done by the facilitator).
11:55	12:55	01:00	The group elaborates a shared vision of the future from their perspective to present it to the others as a Poster according to the format indicated by the group facilitator. The poster will contain the interest group name (eg. Experts), the "slogan" summarising the vision, some images and drawings. The vision group vision is the result of an internal discussion and
12:55	**13:55**	**01:00**	**Lunch Break**
13:55	13:55		**PLENARY OPEN SESSION**
13:55	14:00	0:05	**Presentation of the vision posters by the interest groups.** The sposespersons of each group present the visions of their group (5 to 10 minutes per group). The facilitators of the afternoon session write on a poster (one poster each) the main emerging visions for the topic they will be taking care. These are shared and polished at lunch time with the team to be then used as challenges for the idea session.
14:00	14:10	00:10	Policy makers [add name of the group facilitator and room/location]
14:10	14:20	00:10	Entrepreneurs [add name of the group facilitator and room/location]
14:20	14:30	00:10	Reseachers and experts [add name of the group facilitator and room/location]
14:30	14:40	00:10	Civil society [add name of the group facilitator and room/location]
14:40	15:10	00:30	**Identification of a Common Ground. Visions and objectives for the future strategy.** EASW National Monitor and Local Organisation Committee.
15:10	15:30	00:20	Discussion on the common grounds for the positive vision. Definition of priorities. Clarification, support and comments to the visions.
15:30	15:40	0:10	**General considerations, comments, observations, next steps.**
15:40	15:40	0:00	**Closing of the visioning workshop**
			A report is made with all the results from the visions of each stakeholder group and the common grounds and is sent to the participants. The report is normally sent in one week. The second session takes place normally within a month from the first one.

DAY TWO [ADD DATE AND VENUE]			
PROGRAMME			**EASW** [ADD TITLE. EG. EASW EUROPE 2030]
From	**To**	**Time**	**Activity**
09:30	10:00	00:30	Registration of participants (All participants have received the report with the visions and common grounds)
10:00	10:00		**PLENARY SESSION WITH THE PARTICIPANTS**
10:00	10:10	0:10	Welcome speech [Add name and function of the person making the welcome speech]
10:10	10:25	0:15	Introduction to the workshop: objectives and phases of the methodology Rules for the good functioning of group work (do´s and dont's) [Add name and function of the person making the technical speech, the facilitator]
10:25	10:40	0:15	**Programme, method and rules of the game: Presentation of the session for the development of ideas, projects, action plans and strategies.**
10:40	10:45	0:05	**Creation of the thematic groups to launch ideas and actions**
			Society [Change the name of the thematic group according to the theme]
			Economy [Change the name of the thematic group according to the theme]
			Environment [Change the name of the thematic group according to the theme]
			Innovation (organisational and technological) [Change the name of the thematic group according to the theme]
			Thematic group work to "Launch ideas" (coffee and drinks will be served at a "coffee point" in each idea room"
10:45	10:55	0:10	INTRODUCTION: the facilitator presents the thematic area of the group and introduces it to the launch of ideas on the specific thematic area. This is done by keeping in mind the visions and challenges identified in the previous session. It will explain that the five ideas selected by each of the four group will be presented in a plenary session. Five out of these twenty ideas will be selected by voting and be part of the strategic action plan. The facilitator asks a participant to check the timing and keeps a space of the poster to make pen annotations with respect to the group progress and eventual problems (these reflections may be after placed in the final report)

10:55	11:15	00:20	INDIVIDUAL BRAINSTORMING. Participants reflect individually annotating on post-its their proposals relating to the group topic and vision/challenges. They remind the group about the following aspects: take 100% responsibility for the ideas, focus on concrete ideas, identify who does what and how. There should not be slogans or demagogy but concreteness. Sense of individual responsibility: each person should think of what can be their contribution to the process and not think to delegate actions to higher authorities such as ministries, the eu, the local decision maker...) unless the person has the possibility of activating them (the higher authorities) through its contacts, projects or other resources. Each participant generates five concrete ideas to reach the group objectives, indicating in each idea or project the following: > Thematic Group name > Title of the idea / action /project > Expected results: what do we want to achieve or obtain? > Activities to be performed for each expected result. How should we do it? > Project beneficiaries (who is the project addressed to?) > Who implements and leads the project, actors, contributors, etc.
11:15	12:15	01:00	LAUNCH OF IDEAS. Each participant presents its future ideas and projects to the other members of the group. The facilitator collects and organises the different ideas in a horizontal row and the ones that are similar in vertical columns below the first horizontal row. Here the participants help to identify common ideas and to select the top five for the final poster(s).
12:15	13:00	0:45	INTEGRATION: the facilitator collects the ideas and projects, agrees witht he group ho how to organise, cluster and rank similar ones and opens a discussion to come to the selectin of the "**five top ideas"** of the group, to be presented in the plenary (the facilitator helps to reach a consensus decision and may use a voting process if there is no consensus).
13:00	**14:00**	**01:00**	**Lunch Break**
14:00	15:00	01:00	POSTER: Preparation of a proposal through the realisation of posters according to the format indicated by the facilitator. These posters will include: > Thematic Group name > Title of the idea / action /project > Expected results: what do we want to achieve or obtain? > Activities to be performed for each expected result. How should we do it? > Project beneficiaries (who is the project addressed to?) > Who implements and leads the project, actors, contributors, etc. > Timing: When will the activities be started and implemented > What are the possible resources (intelligence, money, networks) and possible costs?
15:00	15:00		In this phase it is very important to remind the participants to be as concrete as possible and to think of what THEY can do for things to start and change (100% responsibility).
15:00	15:00		The group chooses one or more spokespersons to make presentations in the plenary
15:00	15:00		**PLENARY OPEN SESSION**
15:00	15:05	0:05	**Presentation of the Idea posters by the interest groups. The sposespersons of each group present the ideas of their group (5 to 10 minutes per group).**
15:05	15:05		The spokesperson of each group present their posters
15:05	15:15	0:10	Society [Change the name of the thematic group according to the theme]

15:15	15:25	0:10	Economy [Change the name of the thematic group according to the theme]
15:25	15:35	0:10	Environment [Change the name of the thematic group according to the theme]
15:35	15:45	0:10	Innovation (organisational and technological) [Change the name of the thematic group according to the theme]
15:45	15:55	0:10	**Voting to define priorities.** The ideas that have been presented are voted with some coloured stickers (given by the organising team). The selection helps to identify the **"Five Top Ideas"**. **While the votes are counted and the common ideas clustered, the participants fill in the evaluation questionnaire.**
15:55	16:40	00:45	**General considerations, comments, observations, next steps.**
16:40	16:40	0:00	**Closing of the visioning workshop**

Structure of the poster for the vision making

> Interest Group name (eg. Industry)
> Slogan of the vision group
> Visions of the Future Here you may:
> make reference to the four thematic issues (economy, environment, society, innovation)
> use inspiring words and images.
> indicate a mission, vision and strategy statement
> use anything that can trigger the immagination and motivation
> use any communicative form to express it: like simulating a talk show, radio programme...

Structure of the posters with the project ideas

> Thematic Group name
> Title of the idea / action /project
> Expected results: what do we want to achieve or obtain?
> Activities to be performed for each expected result. How should we do it?
> Project beneficiaries (who is the project addressed to?)
> Who implements and leads the project, actors, contributors, etc.
> Timing: When will the activities be started and implemented
> What are the possible resources (intelligence, money, networks) and possible costs?