

Indonesia Civil Society Forum 2022  
**Advancing Inclusive Democracy in Indonesia**  
Jakarta, 30 - 31 March 2022



### Guide and Rundown for Group Discussions

The group discussions are an opportunity to explore specific issues related to "Social Inclusion, Diversity and Civil Society" (March 30, 2022) and "Inclusive Democracy and Civil Society" (March 31, 2022). These sessions will be moderated by experienced coaches who are experts on the issues. To start the discussion, the coach will rely on the knowledge of 3-4 Issue Champions who actively champion both issues through their work, and will participate in group discussions related to their expertise. Since each participant is a source, additional information will be collected through the PADLET interactive virtual whiteboard app and the facilitated group's discussions. There will be about 50 participants in each group discussion breakout session.

MADANI and the TujuRupa Event Organizer will provide additional technical support in the group discussion breakout sessions. There will be one master of ceremony (MC), co-facilitator, and *rappporteur* (that will capture and report key outcomes) for each session. Helpdesks will be provided, which can be reached via the chat box or WA, to respond to digital technical issues, including assisting the use of the PADLET virtual whiteboard app. Each group discussion will begin with an introduction of the coaches and Issue Champions. The PADLET virtual whiteboard app will be used to gather and organize feedback from participants, group discussions based on input from participants, and prepare conclusions, and the main recommendations for the final plenary session.

Each of the two group discussions will last for 1:45 hours or 105 minutes. There will be about 50 participants in each allocated session, and they will be given a brief background on how the group discussion session is conducted.

#### Roles, responsibilities, and agenda details are as follows:

1. The MC for the group discussion provides a brief introduction about the agenda, technical arrangements, and asks the participants to properly administer the PADLET virtual whiteboard app, and then submit it to the coach. The MC will also take care of the time.
2. The coach introduces himself, including naming individuals and institutions.
3. The coach introduces themes from the group discussion sessions, expected outputs, and discussion processes.
4. The MADANI co-facilitator provides a brief introduction to the main points raised in the keynote speech and panel discussion that are related to the topics in the group discussion session.
5. The coach introduces each issue champion and what they will share.

#### The above MCs and coaches will take no more than 10 minutes.

6. The issue champion continues with the following guidelines:
  - a. PowerPoint is not recommended
  - b. They are not allowed to introduce their organization.
  - c. Based on their respective knowledge and experience, each issue champion is given 5-7 minutes to discuss the context, achievements, networking, and best practices on the issue and ask several key questions in the group discussions

**With 3-4 issue champions in each discussion group session, the total time of the presentation is 20-30 minutes.**

7. All participants post notes and share experiences on the PADLET virtual whiteboard's canvas:
  - a. Challenges: based on their work, what is their understanding of the problem at hand?
  - b. Opportunities: what is their strategy in dealing with challenges? How do they identify and use this strategy?
  - c. Innovation: what has been achieved and how has it been achieved?
  - d. Learning: what can and should not be done in designing, planning, and implementing the program?

Each participant can post a maximum of one note on each canvas (there are four canvases with four points on top) with each note no more than 10 words. They can also comment on or add on existing notes – **15 minutes**.

8. The coach facilitates all participants (including issue champion) to brainstorm challenges, opportunities, success stories, and lessons learned. Coaches will try to avoid elite capture and encourage local organizations from the districts to share – **40 minutes**.
9. MADANI's co-facilitators will help coaches to facilitate discussions on important points or conclusions and recommendations to be presented in the final plenary session. The co-facilitator will attempt to narrow it down to two important points (main takeaways) and two recommendations – **10 minutes**.