

Indonesia Civil Society Forum 2023 Civic Space, Capacity and Sustainability Jakarta, June 14 - 15, 2023



Guide and Run-down for Group Discussions

The group discussions are an opportunity to explore specific issues related to "*Demokrasi Inklusif dan Ruang Sipil di Era Pasca-Reformasi*" (June 14, 2023) and "*Kapasitas dan Keberlanjutan Organisasi Masyarakat Sipil*" (June 15, 2023). These sessions will be moderated by experienced coaches who are experts in 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 resource, additional information will be collected through the whiteboard and meta-plan through the facilitated group's discussions. There will be about 50 participants in each group discussion breakout sessions.

The organizers will provide additional programmatic and technical support in the group discussion breakout sessions. There will be one master of ceremony (MC) and co-facilitator/*rappporteur* for each session. Flipcharts and Sticky Notes 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 2:30 hours or 150 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:

A. Introduction (15 minutes)

1. The MC for the group discussion provides a brief introduction about the agenda, technical arrangements, The MC will also be timekeeper.
2. The Coach introduces themselves.
3. The Coach introduces themes from the group discussion sessions, main questions to address, expected output, and discussion process.
4. The Co-facilitator provides the main points raised in the keynote speech and panel discussion that are related to the topics in the group discussion session.

B. Issue Champion presentations (30 minutes)

1. The coach introduces each Issue champion (3-4) and what they will share
2. The issue champion continues with the following guidelines:
 - a. PowerPoint is not recommended
 - b. There are not allowed to introduce their organization.

- c. Based on their respective knowledge and experience, each issue champion is given 7 - 9 minutes to present the context, achievements, networking, and practice with both issues and the guiding questions.
2. The Coach will open for any questions for clarification from the participants. NOTE: this should only be for clarifications. Discussion will take place in the Roundtable Group Discussions

C. Roundtable Group Discussion (45 minutes)

1. Participants in each table will chose one Group Facilitator
2. Each participant is asked to answer the following questions on Sticky Notes and post on the flipcharts:
 - 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 of the program?
3. The Group Facilitator will lead the process of prioritize the Sticky Notes based on relevance, urgency and importance. Each participant will be given four Sticky Dots to put on their priority Sticky Note.
4. Each table has a further discussion on these issues.
5. The Group Facilitator will act as rapporteur to present the main points.

D. Breakout Plenary Discussion (60 minutes)

1. The Coach will allow each group facilitator to share their main points (2 minutes each).
2. Each participant will be given three Sticky Dots to put on their priority Sticky Note.
3. The Coach facilitates all participants (including Issue Champion) to brainstorm challenges, opportunities, success stories, and learning. Coaches will try to avoid elite capture and encourage local organizations from the districts to share.
4. MADANI's co-facilitators will help coaches to facilitate discussions on important points or conclusions and recommendations.
5. The Coach and Co-facilitator will narrow down the discussion to two main takeaways and two recommendations to be presented in the final plenary session.