

Instructions for online work:

Before you begin:

- You will be automatically added to a breakout room
- Once you are in your breakout room, **check if your room already has an appointed facilitator**. If you are the appointed facilitator, please introduce yourself.
- If your room doesn't have an appointed facilitator, **check who would like to volunteer to facilitate** the discussion, following the instructions on Miro.
- Additionally, all rooms should **request someone to volunteer to take notes on the Miro** Board during the collective discussion.

Instructions for online work:

ONLY Facilitators and Note Takers should access the Miro Board.

Note Takers should **share their screen**, so the other participants follow the reading and discussion

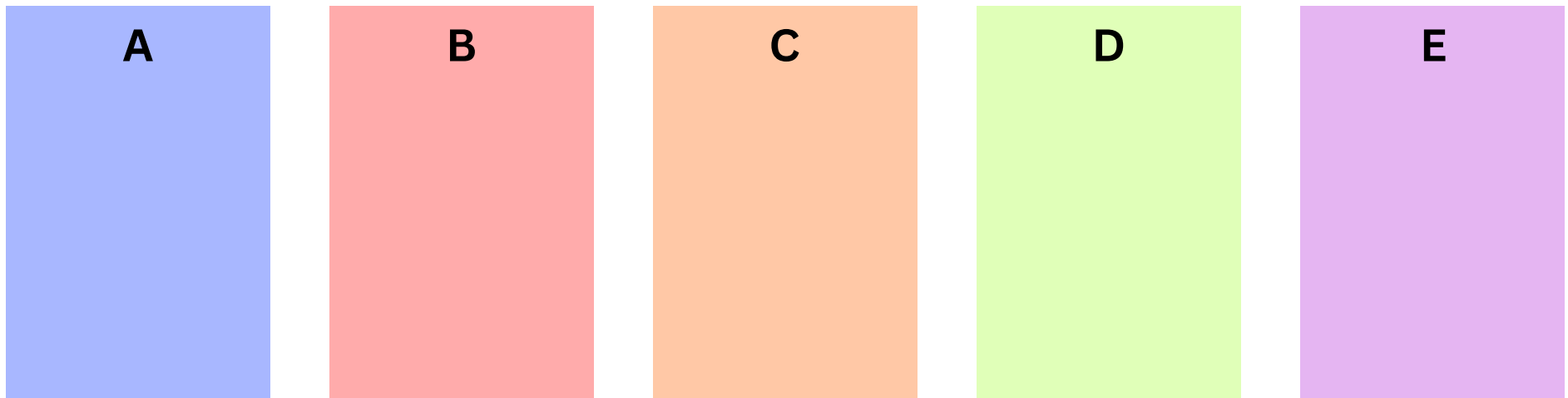
Instructions for online work:

For Facilitators and Note Takers:

Locating yourself on the Miro Board

1. Go to the Miro Board: <https://bit.ly/cw-gap>
2. Locate the exact activity and respective deliverables you will be working on for this particular round:

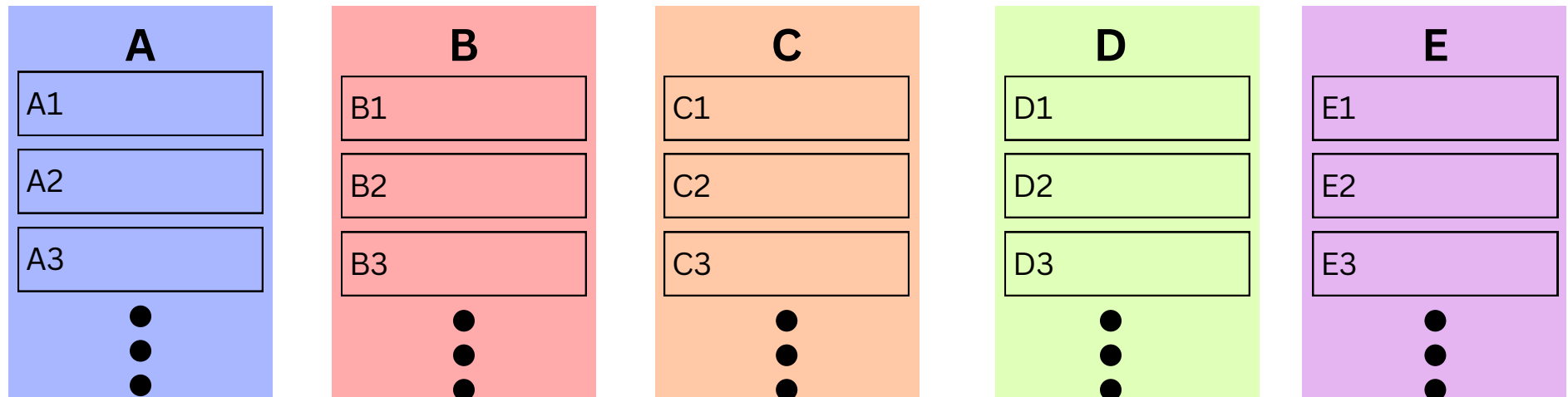
The Miro Board is organised per Priority Area (from A to E)



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3. Within the Priority Area, you will find one activity per row (starting from A1, B1, C1, etc. and growing downwards)



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4. Inside each row, you will find the activity description (just to give you some context) and all the deliverables that currently belong to that specific activity.

Example:

A

A1 Description Deliverable Deliverable
A2 Description Deliverable Deliverable Deliverable Deliverable Deliverable



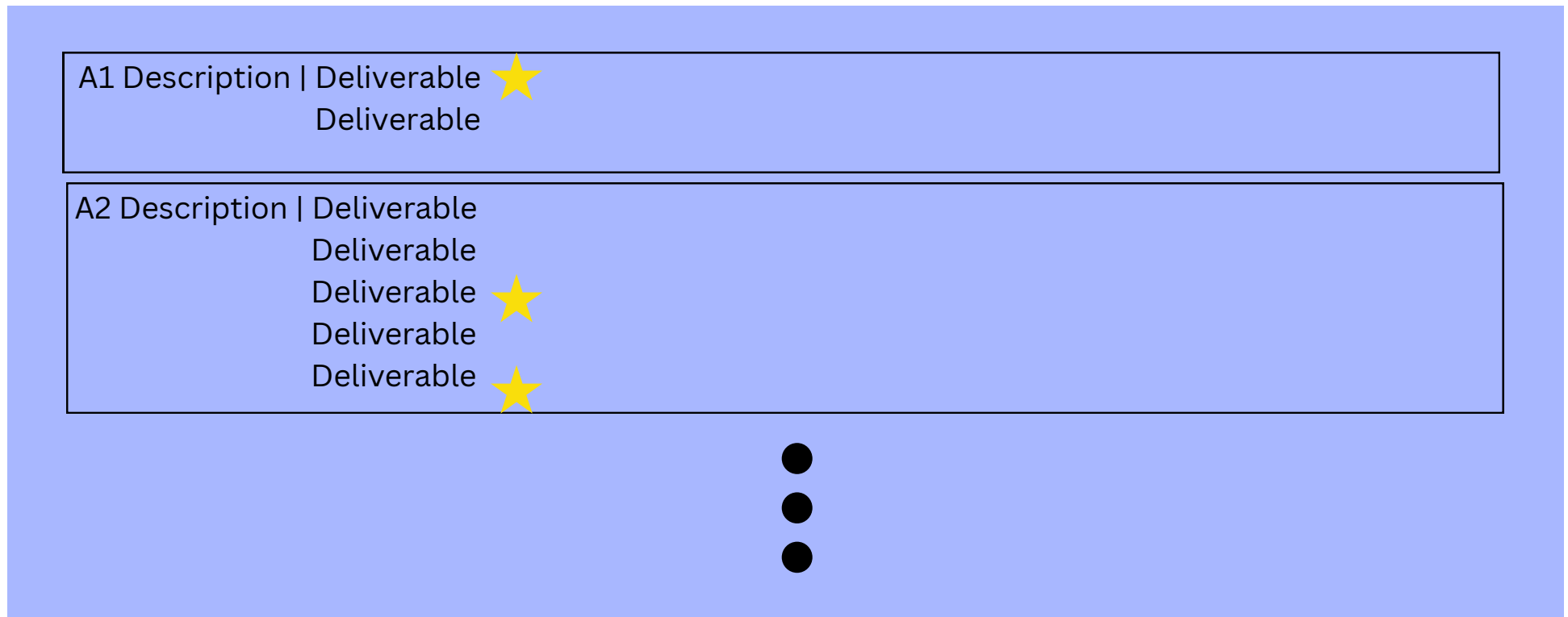
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5. Identify the Deliverables that have a star close to them. These are the ones you should prioritize in your individual work and collective discussion

Example:

A



Instructions for online work:

Group Dynamics:

- Objective: This exercise will focus on **reframing deliverables** to make them more actionable and fit for purpose.
1. The facilitator (appointed or voluntary) will briefly read the activity and the deliverables marked with a star. (10 min)
 2. Individual work: informed by the guiding questions, each participant will reflect on the prioritised deliverables (those with stars) and write down on a piece of paper or on their computer how (if at all) they would reframe /rephrase/ change those deliverables to make them fit for purpose. (5 min)
 3. Collective discussion and consolidation: The facilitator will guide discussion per prioritized deliverable. The note taker will write down on the template a "reframed deliverable" that best represents the inputs given by the group. (see more details on the next page) (40 min)

Instructions for online work:

Filling in the template

- Locate the template which has the original deliverable described on it.
- **Use the post-it notes to capture the group discussion on the Facilitator's notes field**, below the specific deliverable you are working on.
- Use post-it notes to **write the reframed deliverable**, responsibilities, level of implementation and timeline **on the indicated fields of that specific deliverable**.

Activity Number XX	Original Deliverable (for reference): XXXXXXXXXXXXXXXXXX	Type of output:																																										
Reframed Deliverable:																																												
Original Responsibilities (for reference): XXXXXXXXXXXXXXXXXX	Original Levels of Implementation (for reference): XXXXXXXXXXXXXXXXXX	Original Timeline (for reference): XXXXXX																																										
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Facilitator's notes																																												

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- In case your group decides to add a new deliverable (please keep this at a minimum), use a blank template on the same row.

Activity Number XX	Original Deliverable (for reference): NEW	Type of output:																																										
Reframed Deliverable:																																												
Original Responsibilities (for reference): XXXXXXXXXXXXXXXXXX	Original Levels of Implementation (for reference): XXXXXXXXXXXXXXXXXX	Original Timeline (for reference): XXXXXX																																										
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