



## Process Outline

(Organiser)

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| a) Name/ Contact Details of Person in charge   |  |
| b) Title of Intended Process   |  |
| <b>The Big Picture</b>   |  |
| c) Please describe briefly the larger process, that you have in mind   |  |
| d) <b>Process Impact:</b><br>If you're looking back taking on a 1-year perspective, what do you want to see happening as a change emerging from the process?   |  |
| e) <b>Agreements:</b><br>What would you want participants to commit to in the course of the process?   |  |
| f) <b>Remaining on Board:</b><br>What importance & role will different participant groups keep in the ensuing process? Who are your long-term torch bearers?   |  |
| <b>Terms of Engagement</b>   |  |
| g) <b>Limitations:</b><br>What delineates the playing field, i.e. the scope and freedom of what participants may create? (decisions already taken; binding directions, policies & strategies; organisational & cultural rules & regulations; taboos & non-negotiables) |  |
| h) <b>Decisions:</b><br>Who takes binding decisions over outcomes during the process (yes-no/ validity/ feasibility/ resources)? Everybody jointly or some specific authority? (you may need to disaggregate this a bit)   |  |

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| <p>i) <b>Freedom to create:</b><br/>         What do participants have absolute freedom to create &amp; shape with a genuine assurance that it will be taken on board?<br/>         How big is the opportunity to influence what?</p> |  |
| <p><b>Follow-up &amp; Evaluation</b></p>  |  |
| <p>j) <b>Behavioural change:</b><br/>         What behaviour (observable actions) do you want participants to embrace and actively undertake in the implementation of agreements?</p>   |  |
| <p>k) <b>Follow-up Activities:</b><br/>         What follow-up activities are already planned in the 6-12 months of the process?</p>  |  |
| <p>l) <b>Follow-up Organisation:</b><br/>         What structures are in place to implement decisions and activities? Who will lead? What resources can be made available? How will it be monitored?</p>                              |  |
| <p>m) <b>Evaluation:</b><br/>         After 12 months, what criteria will you use to assess whether the process has been successful/worth the effort and money?</p>   |  |
| <p>n) <b>Accountability:</b><br/>         Who is accountable to whom for their follow-up? When &amp; how will they be held accountable?</p>   |  |

| <b><i>The Process Itself</i></b>  |  |
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| <p><b>Purpose</b><br/>           In the larger context described above, what is the purpose of the process?<br/>           (They may have the secondary purpose of shared learning and building network. These are just means to the primary purposes!)</p> |  |
| <b><i>Secondary Purpose</i></b>   | <b><i>Primary Purpose</i></b>  |
| In order to create change, this event will help participants...<br>...BUILD NETWORKS by:<br><br><br><br><br><br><br><br>...and SHARE LEARNING by:   | Beyond that, which of the following primary purposes does the event have? (please tick)<br><input type="checkbox"/> INNOVATE <input type="checkbox"/> DEVELOP FORESIGHT<br><input type="checkbox"/> INFLUENCE <input type="checkbox"/> ALIGN & ACT <input type="checkbox"/> OTHER<br><br>...which it will do by:<br><br><br><br><br><br><br><br><br><br><br>Its purpose will <i>not</i> include: |
| o) <b>Participants:</b><br>Who will participate in the process? How many persons, which institutions, what background?  |  |
| p) What do they bring to the table?   |  |
| q) What is their motivation to come?  |  |