

## **Forum V Facilitators: Roles and responsibilities**

On the occasion of its Fifth Forum, the general assembly of all the Roll Back Malaria Partners, i.e. all the organizations and individuals engaged in the fight against malaria, the Board of the Roll Back Malaria (RBM) Partnership invites all the Partners to identify - based on their concrete experience, not on mere opinions and beliefs - five priority action points for scaling up each of the following thrusts.

Eight **activity thrusts** are discussed:

1. prevention
2. treatment
3. demand creation and effective use
4. delivery systems
5. harmonization
6. global and regional advocacy
7. financing
8. monitoring and evaluation

so as to effectively reach by 2010 the interim targets set out in the RBM Global Strategic Plan (GSP) 2005 - 2015.

To this purpose the RBM Board proposes the Partners to proceed as follows:

After the opening session the expected 400 participants split into four thematic parallel work sessions of around 100 participants on thrusts 1 to 4 on Friday afternoon and another four on thrusts 5 to 8 on Saturday morning. Each session or room has a room chair and co-chair, a limited number of panellists to launch the discussions and a room rapporteur. To give every voice the opportunity to be heard the 100 participants will further divide into ten round tables of ten persons. Each table will appoint a table chair and a table rapporteur. A room facilitator, provided by the organizers, will oversee the process and be of help where needed.

The **room chair** opens the session, explains the process, the timeline and the outcome expected and outlines the specific targets set out in the Global Strategic Plan with regard to the activity thrust to be discussed in the session. Via one or two oriented questions he then invites the panellists to share with the participants their experiences and to advise the issues to be discussed and the bottlenecks to be overcome if the Partners want to reach the GSP 2010 targets.

The role of the **room chair** is to ensure that:

1. the participants understand the process
2. the panellists contribute to launching the discussions

3. the discussions overall lead to action points

The Chair's question(s) to each Panelist relate to his/her specific domain of experience and will invite him/her to briefly (less than five minutes) describe to the participants what – according to his/her experience, not merely to his/her opinion or beliefs – are the big challenges the malaria community has to face while working towards the targets set out in the RBM Global Strategic Plan 2005 – 2015 related to the theme of the session and to his/her specific area of competence.

**Panelists** are expected at the start of the session:

1. to have a solid experience with the theme to be discussed
2. to answer to the questions of the room chair and share experiences and not mere opinions and beliefs
3. not to define the actions to be taken

and at the end:

4. to review the 10 actions identified by the room rapporteur by means of the below described technology and proposed to them by the room co-chair
5. to help the participants in their efforts to squeeze down to five action points.

**Panelists are NOT expected to prepare a presentation** of whatever type. Drawing on the experience for which they were chosen as panelist, they should be able to answer **in less than five minutes** the questions asked by the room chair.

While identifying the most interesting panelists the RBM Secretariat has tried to observe a number of balances: between representation of sub-thrusts of activities (eg. bednets, spraying, pregnancy in thrust of prevention) and between types of partners: policy makers, implementers and end users at community level.

The **table chair** is to ensure that:

1. the process and timeline are observed
2. every voice can be heard
3. propositions are experience based
4. the discussions develop in a results oriented way

The **table rapporteur** has a laptop in which he enters the relevant issues currently discussed and striking remarks. Those are then wired to a central laptop in the room, where the room rapporteur sits.

The **first job of the room rapporteur** is to summarize and share the content of the table discussions:

1. screen the continuous inflow of information coming from the ten ongoing discussions
2. share the relevant remarks and issues with the ten tables via overhead projection

3. summarize the discussions into ten action points, to be submitted to the Session Plenary for discussion

At the end of the table discussions it is the **room co-chair** who:

1. reports the first synthesis of ten points to all the participants of the session plenary (he may wish to leave this to the rapporteur)
2. solicits the comments of the panellists
3. opens and chairs the plenary discussions
4. ensures the ten action points are brought down to five

The **second job of the room rapporteur** is to:

4. collect the five action points retained by the Session Plenary
5. report the five action points to the Plenary Feedback and Discussion Session
6. ensure the integration of the five action points into the Yaoundé Call to Action as members of the drafting committee of the Call.

During the table discussions the room chair, co-chair and panelists should avoid to interfere with the discussions. It is much more important that the large experience which justifies their selection for these roles is also valorized and integrated in the process. They may wish to constitute their own round table, *par inter pares*, with chair, rapporteur and laptop.

The **time schedule** of a Parallel Session is:

1. Introduction: 30 minutes (all 10 tables) or much less
2. Discussions: 90 minutes (by table) of which:
  - 60 minutes = sharing experiences
  - 15 minutes = focus on insights and options
  - 15 minutes = focus on 10 concrete actions
3. Discussions: 30 minutes (all 10 tables) bringing down to 5 concrete actions

The **chair and the co-chair of the plenary feedback** and discussion session where the action points of the four parallel sessions of the day converge will ensure that:

1. relevant experiences from members from different sessions can cross-fertilize the action points of one particular session
2. interventions are short, experience based and to the point
3. the outcome is as close as possible to five action points per thrust.

All the **facilitators of parallel and plenary sessions** mentioned above, i.e. room chairs and co-chairs, panelists and rapporteurs, and plenary feedback chairs and co-chairs, are expected to attend the:

### **Facilitators Briefing**

**Thursday 17 November  
from 10:00 to 12:30  
(not 09:00 as said earlier)  
at the Hilton Hotel**

(venue to be specified by the usual hotel panels)

Good agreements on the methodology are key for a performing Call to Action, reflecting experience and owned by the Partners.

Room rapporteurs and candidate table rapporteurs would have to stay over lunch or come back in the afternoon to be made familiar with the technology.

In view of the many agenda conflicts, particularly with those who attend the SUFI and Harmonization pre-Forum meetings, **a second Facilitators Briefing** will be scheduled either over lunch or in the late afternoon, also on 17 November..