



## UN75 CONSULTATION PLANNING GUIDE

In informal conversations as well as more structured focus groups, a moderator plays a crucial role in gathering input for the global consultation process. Some broad guiding principles from the UN 75 Dialogue Toolkit are:

- Communicate clearly on why the dialogues are taking place, and where the discussion will go
- Respect and facilitate the sharing of different perspectives
- Constructively address conflicting positions and power imbalances
- Adapt to local needs
- Evaluate the consultation approach
- Record responses

This moderator guide provides more specific tools and best practices for UNA-USA chapters hosting consultations, so please be sure to review this document thoroughly.

If you have any questions that are not addressed in this planning guide, please contact [un75@unausa.org](mailto:un75@unausa.org).

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## **SAMPLE AGENDA**

1. Introduction to UN 75 Global Consultations and UNA-USA – 20 minutes
  - a. [Sample UNA-USA PowerPoint](#); [video 1 \(1:30 minutes\)](#); [video 2 \(11 minutes\)](#)
2. Overview of Consultation Process – 10 minutes
  - a. See small group or large group facilitation on following pages
    - i. *Both small group and large facilitations require rapporteurs. Please be sure to identify them before beginning your consultation.*
3. Dialogues – Allocate at least 30 minutes (could take up to one hour depending on format)
4. Recap and Conclusion – 20 minutes

## **LIST OF REQUIRED CONSULTATION QUESTIONS**

[Here is a list of the UN's required consultation questions.](#) Please use this document to guide your UN75 consultation. This format reflects the feedback form, so we highly recommend you follow this same format when asking questions during your consultation. Responses to each of the following questions are required for successful feedback submission.

## **RAPPORTEURS**

Rapporteurs should be assigned for each consultation. They should provide notes and participate in drafting the outcome report. Facilitators and rapporteurs may wish to work together, and all participants are welcome to share their ideas via email. A template for reporting will be provided.

## LARGE GROUP FACILITATION

This format is best for a larger group that cannot be broken up into smaller groups due to time or space restrictions. It will still include interactive elements to capture information from the maximum number of participants.

For large group statements and input from audience members, it is important to set time limits on responses and have a strong system in place to take questions or move on if responses become too long. This is important to maximize participation. You can also use audience participation technologies to allow for audience input. We encourage you to use a technology supplement to assist you in gathering responses. Two audience participation platforms recommended by UNA-USA are:

- [PollEverywhere](#)
  - o [Learn more from our PollEverywhere guide](#)
- [Mentimeter](#)

Here are three examples of how you could use technology at your consultation:

- **Example 1:** Ask audience which question/topic they'd like to tackle first. This will be a good indicator of where you might get the most feedback/responses so you can focus your time on the most engaging topics.
- **Example 2:** Ask audience for a key word or phrase that they think defines or answers each problem or solution. These platforms can aggregate responses, and the key words generated can be a jumping off point for dialogue.
- **Example 3:** Ask audience to rank on a scale of 1-10 how likely we are or are not to accomplish each solution, or to rank solutions that were discussed.

## SMALL GROUP FACILITATION

This format is ideal for an audience that is highly engaged and can be broken up into tables of 6-8 people. It is recommended that small groups have 45-60 minutes to meet for discussion and another 20 minutes for reporting out to the larger group.

**Step 1:** Participant Introductions. Identify rapporteur (notetaker).

**Step 2:** Using the suggested format on page 2 as a guide, conduct your consultation.

**Step 3:** *Use either the paper version or make notes on flip charts. (Flip charts to be collected at the end of the program.)*

**Step 4:** Select a Group Presenter for the plenary session. (This could be the facilitator, the rapporteur or someone else.)

## SUPPLEMENTAL RESOURCES

- [Key Messages](#)
- [Talking Points](#)
- [PowerPoint](#)
- [Sample Worksheet](#)
- [Invitation Letter Template](#)
- [Membership Form](#)
  - o Please be sure to print out membership forms to display at your consultation.
- For additional resources, please refer to the [UN75 toolkit on our website](#).

## SUBMITTING YOUR CONSULTATION REPORT

After you've completed your consultation, please [submit your consultation report](#) to UNA-USA. All fields are required for successful submission. If you do not have a response to one of the questions, please write in "N/A." Rapporteurs should assist you in drafting the final report for submission.



## DEADLINES

You have two different deadline options to submit your consultation report.

Please do not submit your report multiple times. Your report should be submitted by one of these deadlines.

### Option #1: May 1, 2020

Submit by this date if you wish your feedback to influence the Secretary-General's report to UNGA and to discuss your consultation report with your elected officials at the Global Leadership Summit in Washington, D.C.

### Option #2: December 1, 2020

This is the final date we will accept reports. For this deadline, we encourage you to also incorporate the results from UNGA into your consultation discussion.

**\*Please do not submit your feedback directly to the UN. UNA-USA is compiling all responses from consultations hosted by UNA chapters.\***