

Annex 1

| Leadership role          | Overall responsibility   | Preparation<br><i>this could be pre-f2f or at the beginning of the f2f meeting</i>   | Action<br><i>during f2f</i>   | Follow up<br><i>this could be post-f2f or at the end of the f2f meeting</i>  |
|--------------------------|--|--|---|--|
| <b>Community keepers</b> | Bringing in the practice of the participants and their diverse voices                          | <ul style="list-style-type: none"> <li>• Review agenda and activities and consider how to include: diverse voices, newcomers, people not attending</li> <li>• Run social game</li> <li>• Pay attention to member profiles, photos and shared contacts of participants</li> </ul> | <ul style="list-style-type: none"> <li>• Encourage storytelling</li> <li>• Support newcomers to take leadership</li> <li>• Bring in outside voices and practice e.g. through Skype, narrative, visuals</li> </ul>   | <ul style="list-style-type: none"> <li>• Propose follow-up events and activities for bringing in practice and diverse voices</li> <li>• Consider how role of community keepers could be done better</li> <li>• What next? Initial preparation for next activity or event.</li> </ul> |
| <b>Social reporters</b>  | Creating collective memory of the event contributing to a self-representation of the community | <ul style="list-style-type: none"> <li>• Bring or borrow tools for recording e.g. camera, video, portable computer</li> <li>• Review agenda for moments to capture stories and insights</li> <li>• Register to online spaces and familiarize</li> </ul>                          | <ul style="list-style-type: none"> <li>• Keep memory through capturing snapshots, insights, stories through text, photos video etc.</li> <li>• Publish on social media e.g. wiki, blog</li> <li>• Create serious or entertaining summary of event to present at the end of meeting</li> </ul> | <ul style="list-style-type: none"> <li>• Edit and complete memory</li> <li>• Publish and “pimp”</li> <li>• Consider how role of social reporter could be done better</li> <li>• What next? Initial preparation for next activity or event.</li> </ul>                                |
| <b>Agenda activists</b>  | Developing the learning agenda of issues and activities to move the practice forward           | <ul style="list-style-type: none"> <li>• Preview types of issues people are facing</li> <li>• Review agenda for moments when issues and learning agenda will be addressed</li> <li>• Review learning agenda activities and familiarize with procedure</li> </ul>                 | <ul style="list-style-type: none"> <li>• Host discussions about learning agenda (e.g. café)</li> <li>• Cluster and categorize issues arising</li> <li>• Consider types of activities in the future when these issues could be addressed</li> </ul>  | <ul style="list-style-type: none"> <li>• Review and prioritize issues</li> <li>• Prioritize and plan activities and time-line</li> <li>• Consider how role of agenda activists could be done better</li> <li>• What next? Initial preparation for next activity or event.</li> </ul> |
| <b>Critical friends</b>  | Carrying out ongoing reflection and feedback to drive the self-design                          | <ul style="list-style-type: none"> <li>• Carry forward lessons learned from previous events</li> <li>• Review agenda and consider questions that need to be asked</li> <li>• Prepare for collecting feedback from f2f participants and people who were not there</li> </ul>      | <ul style="list-style-type: none"> <li>• Run reflection and feedback activities</li> <li>• Be pro-active in asking questions and making suggestions that reflect past and ongoing feedback</li> <li>• Prepare suggestions for future activities and events</li> </ul>                         | <ul style="list-style-type: none"> <li>• Make recommendations for next activities and events</li> <li>• Consider how role of critical friends could be done better</li> <li>• What next? Initial preparation for next activity or event.</li> </ul>                                  |

