

GUIDELINES for moderators, rapporteurs and working groups

1. Working Group Session (by country/group of countries)

The session will be based on active exchange between the working group attendants facilitated by a moderator.

Parties involved:

Country(ies) working groups

1 Moderator per working group

1 Rapporteur per working group

The working group session aims to identify by country

- What are the key issues affecting resilient food systems in cities of your countries? (food and nutrition security elements)
- What are the opportunities (based on experiences, country realities, etc)
- Priorities and recommendations for concrete actions

Suggested working group session structure:

Total length: 60 minutes

Part 1 – 5 min One introduction by the moderator covering:

Objectives, method/structure, expected outcomes and presentation of attendees

Part 2 – 40 min Moderated discussion. Few case studies/experiences can be presented in the beginning of the discussions

Part 3 – 15 min Preparation of presentation of the session findings

Role of the working group session moderator:

- As moderator you are responsible for the successful running of the working group session. You will be responsible of collecting participants together (as per a loose theme division of groups) and organizing the session.
- You shall check the venue and the facilities allowing you to produce the session findings presentation.
- **You will begin by introducing working group session objectives, expected outcomes, working question(s), session methods and time structure.**
- It will be necessary for you to ensure that the working group session proceeds in accordance with your specific working group session **time schedule**.
- **You will moderate the discussions, ensuring that working group session questions are addressed comprehensively** (it is very important to stick with the governance of tenure agenda versus more generic tenure questions) **and with the aim of securing conclusions** (including all outputs such as the issues or concrete recommendations of practical actions to be carried out).
- You will help to **summarize the presented positions and encourage wide debate on topics**.
- Together with the rapporteur, you are asked to **capture the working group findings to a written report** for immediate delivery after the session.
- The report is to be made on the Working Group Report form. The report shall consist of a bullet point list of issues and actions.
- The results of the working group session will be delivered to Organizers (Ms. Francesca Gianfelici).

Role of the Rapporteur

As rapporteur you play an important role in the successful follow up of the working group sessions. Your aim is to ensure that the proceedings and outcomes of the session are clearly recorded so that the discussions can then be of genuine practical value for the meeting outcome.

- You are asked to prepare a written report for immediate delivery during the workshop.
- The report is to be made on the Working Group Report form. The report shall consist of a bullet point list of issues and actions.

2. Working Group Session (by topics)

The session will be based on results coming from “working group session 1” facilitated by a moderator.

Parties involved:

Country(ies) working groups
1 Moderator per working group
1 Rapporteur per working group

The working group session aims to:

WG 2 – by topics

- identify key issues.
- identify key stakeholders, beneficiaries and responsibilities.
- identify actions that would lead to resilient food systems.
- formulate active strategies and actions, in terms of agents, methods and resources, by which to achieve these goals.

Suggested working group session structure:

Length: 120 minutes	
Part 1 – 15 min	Introduction by the moderator covering: Objectives, method/structure, expected outcomes and presentation of attendees
Part 2 – 1h30 min	Moderated discussion
Part 3 – 15 min	Preparation of presentation of the session findings

Role of the working group session moderator

- As moderator you are responsible for the successful running of the working group session. You will be responsible of collecting participants together (as per a loose theme division of groups) and organizing the session.
- You shall check the venue and the facilities allowing you to produce the session findings presentation.
- **You will begin by introducing working group session objectives, expected outcomes, working question(s), session methods and time structure.**
- It will be necessary for you to ensure that the working group session proceeds in accordance with your specific working group session **time schedule**.
- **You will moderate the discussions, ensuring that working group session questions are addressed comprehensively** (it is very important to stick with the governance of tenure agenda versus more generic tenure questions) **and with the aim of securing conclusions** (including all outputs such as the issues or concrete recommendations of practical actions to be carried out).
- You will help to **summarize the presented positions and encourage wide debate on topics**.
- Together with the rapporteur, you are asked to **capture the working group findings to a ppt presentation** (template will be made available) for immediate delivery after the session.
- The results of the working group session will be presented to the plenary. You will help to select one participant as the **Presenter**.

Role of the Rapporteur:

As rapporteur you play an important role in the successful follow up of the working group sessions. Your aim is to ensure that the proceedings and outcomes of the session are clearly recorded so that the discussions can then be of genuine practical value for the meeting outcome.

- You are asked to prepare a ppt presentation for immediate delivery during the workshop.
- The report is to be made on the Working Group Report form. The report shall consist of a bullet point list of issues and actions.