WASHBAT Facilitators’ Guide
Workshop facilitation team and roles

- **Lead Moderator** Guides the overall analysis, makes plenary presentations, adapts agenda as necessary

- **Table Facilitator** Clarifies exercise instructions, leads table discussions, facilitates prioritization and assessment of functions and criteria, takes photos of post-it notes

- **Table Rapporteur** Takes notes during discussions, enters information into the online tool
Tools for facilitation team

- Annotated/detailed workshop agenda
- PPT presentation for each step of the analysis
- Facilitators guide (written document)
- Cards w function and definition
- Criteria sheets per function
Guiding the selection of functions

Selection of Functions

- Function needed to improve governance
- Consensus on the relevance of the function
- Many challenges and potential bottlenecks
- Adequacy with the potential evolution of the sector
- Possibility of influencing the evolution of the function
Guiding the selection and assessment of criteria

Selection & Assessment of Criteria

- Degree of urgency for improvement
- Effective / Efficient Action Capabilities
- Suitability with context
- Political / social / cultural / environmental context favorable to evolution
Guiding the selection of activities

- Feasibility of implementation (capacities)
- Suitability with the inventory / diagnostics
- Cost efficiency
- Equity in relation to other subsectors
- Possibility to evaluate effects and impacts
- Financing capacity
Room setup

**Camera**
For recording photos of the artefacts & videos of presenting back

**Clock or stopwatch**
For facilitators to keep group activities to time

**Flipchart**
Useful for activities & presenting their outcomes

**Team name placeholder**
So participants know which table to go to

**Group 1**
Usually 3-8 participants & 1 facilitator per group. Number of groups depends on the room size, availability of participants & the topic. Maximum of 8 or so groups is advisable.

**Projected electronic presentations**
For activity instructions & examples

**Blank grid on large sheet of paper**
For recording the discussion & a synthesis of the activity outcomes whilst participants present back

**Moderator**
Leads the workshop, presents the agenda, aims & instructions for each activity

**Facilitator**
Moderates activities of the group

**Participant**

**Sticky notes, fibre tip pens & other activity-related materials**

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