

## WORKSHOP

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# Exchange market

## Objectives

- Set-up a global planning for the next 3 years
- Start-up new projects
- Follow-up running projects
- Have a written result of the outcomes

## Method

This workshop is divided into 5 phases:

1. Starting up: Before starting the trainer gives an overview of the 3-year planning of the network. After this, the method is explained by the trainers.
2. Presentation of ideas: Each participating organisation gets max. 2 minutes to present their project ideas in the plenary. They only explain the concept, all practicalities are reserved for a later stage. The trainer writes down all ideas. When everybody has done their turn, the trainers summarises the ideas, linked those together which are more-or-less the same.
3. Coffee break: During the coffee break the participants can make a table reservation, by reserving a table on the time schedule. They do this by writing down the idea on a table in this time table. For the time-table we use a flipchart where the x-axis stands for the table number and the y-axis for the time. During the break the trainers rearrange the set-up of the tables.
4. Table conversations: After the coffee break the trainer calls out the reservations. The participants now choose the table with their idea of preference. At the table the participants work out the idea into a project proposal. To guide this work, the trainers hand out a template with some field to fill-out. At the end these templates are collected, typed out and distributed amongst the participants. If there are enough computers available the templates can be typed and printed out instantly. The trainer is responsible for the time management. As soon as the time is up, the trainer announces the next line-up of tables and ushers the participants to change to the next table of their interest.
5. Plenary feedback: After the table conversations, the participants come together in plenary. Here the project proposals are shortly presentation, using the templates.

## Material

- Big working rooms with enough tables and chairs
- 1 (-4) computer(s)
- Printer
- Beamer
- Coffee table
- Flipchart
- Writing materials
- Exchange market templates