

Facilitation Practices for the COVID-19 Prevention and Response Fund

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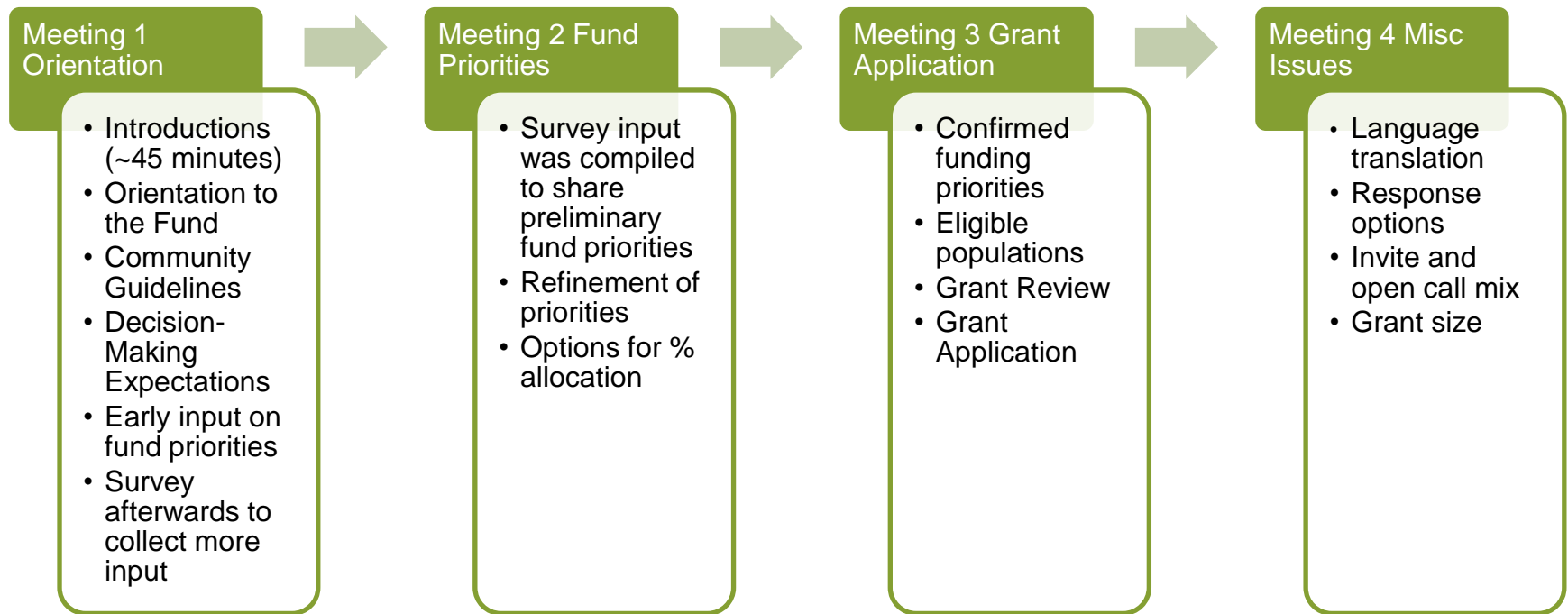
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- Connect people (even if it's virtual!)
- Transparency
 - Establish clear expectations
 - Communicating funder constraints (capacity, budget & grant parameters)
- Balance input/discussion and speed
- Establish community guidelines
- Make the best of virtual tools while being mindful of people's comfort with technology (e.g. Googledocs, polls, surveys, chatbox)
- For the group: Learning to let go of perfection to keep the process moving

Flow of Meetings (2 hours each) – Round 1



Example Agenda



- 15-minute small group breakouts for a connecting activity
- Small group discussion with large group report-out
- Large group; for each issue:
 - Proposals (from PN or from the group)
 - Discuss
 - Vote
 - Further discussion if needed
 - Confirm decision

Decision-Making Process



- Balance speed and honoring all perspectives
- Decisions will be made with the following approach:
 - Sharing of ideas with chance for everyone to contribute
 - General poll to identify top priorities/proposals
 - Opportunity for discussion, especially from people who have concerns or differing opinions from the majority
 - Revise proposals if needed
 - Final vote with majority

Meeting 1

- Trust-based Philanthropy
- Debrief of experience with Round 1



Meeting 2

- Review of proposals for decisions

- Being clear with funder:
 - What is already decided?
 - What issues does the funder want input from the group?
 - What issues does the funder want the group to fully decide?
- Importance of context setting

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