**EXCO Doc N 9**

May 8th, 2014

Procedure for Discussion in a World Café Setting

EXCO Meeting

26th and 27th of June 2014

At the next EXCO meeting, members will be finalizing their discussion on the future working structures and methods of EAPN. Preliminary discussions during the last two EXCO meeting will serve as the basis for the discussion and agreement at the next EXCO meeting in Tallinn in June.

The Bureau proposes to hold that important discussion in the framework of the setting of a world café. It is proposed to set 3 hours aside to give members of the EXCO the opportunity to address twelve key questions on the future working structures and methods of EAPN. This will be done as follows:

EXCO members will split into 6 groups. There will be 6 tables/chairs accommodating groups of up to 7 members. During a first round, the six groups will be circulating from table to table and will discuss each specific question on all tables. This will give each member of the EXCO an opportunity to address all 12 questions equally.

There will be two rounds of 90 minutes with a half an hour break in between.

Each table will be staffed with one member of the Secretariat who will take minutes and observe the time-table to ensure that the groups move from table to table in the time allotted to each table (15 minutes). The discussion at the table will be guided by one Member of the Bureau plus the Director.

After the two rounds have been completed, lunch will be served. During that time, the facilitators will convene to put together a summary of the discussions. The preliminary results will be presented by the President after lunch and followed by an exchange of views in plenary.

At 15:00, members will have a three hour break during which the Bureau will work on a proposal to the EXCO, which will be discussed and voted on between 18:00 and 20:00.

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| **Preparations for the World Café Discussion,** |
| **What** | **May 15th**  | **May 16th – 30th of May** | **June 1-15** | **June 15 -30** |
| **Draft Report on the Evaluation of EAPN** | Get a preliminary copy/synthesis from JMF for discussion of the June Bureau Meeting | SABH |  | . |  |
| **12 Questions for Discussion** | Co-ordination meeting- create task force for the world café discussion**Deadline for first draft of questions – 19th of May.** | Secretariat to draft questions in preparation for the Bureau meeting and the EXCO meeting taking into account the evaluation and past discussions of the EXCO**Send to Bureau on 22nd of May** | June 2nd/3rd Bureau Meeting :Discuss and decide on the questions for the world café | Documents to be sent out by : 6th of June |
| **Background Paper** | Co-ordination meeting: Taskforce to draft background paper | Send to Bureau | Decision by Bureau |  |
| **6 groups** | Co-ordination meeting – groupings according to language – develop criteria if necessary | Proposal on criteria and groupings to the Burau | Decision by the Bureau |  |
| **Facilitators/Secretariat** |  | Proposal to the Bureau | Decision by the Bureau |  |
| **Facilitators/Bureau****Members** |  |  |  |  |
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