

Voices to Choices:

Facilitation Kits



People affected by crisis make decisions every day about how to best use their capacities and the resources available to them to meet their needs, but when it comes to the aid that is meant to support them in doing so, they continue to report that they “feel unable to participate in decisions that affect them.”¹ After decades of talk and commitments about putting people at the center of aid, we are still falling short.

The IARAN Voices to Choices report seeks to support efforts to put crisis-affected people in the driver seat of humanitarian action. It endeavors to move the conversation beyond how aid actors use participation to inform their decisions, to look at what is holding back and what may increase crisis-affected people's influence over aid decisions. The report analyzes the inertias internal to the formal humanitarian sector that have held back transformation and, explores how factors external to the formal humanitarian sector may help to break these inertias and catalyze shifts in power.

We have produced these facilitation kits to support the launch of this report, as its primary objective is to inspire discussion among the plurality of humanitarian actors who make up the humanitarian ecosystem. We hope that these kits can help to prompt reflection on how the environment in which all humanitarian actors operate is changing and, what they can do to better respect individual agency and promote transformative participation, putting people at the center of aid.

We hope that these kits are useful in supporting individuals, communities and organizations to host their own discussions, adapting the conversation and making it relevant for them and their stakeholders wherever they are working. Provided you can access a space that can accommodate your participants, the cost of running each of these events should be minimal.

What you can find on the IARAN website to support you :

- **Summary video of Voices to Choices**
- **2 page summary of the report**
- **8 page executive summary of the report**
- **Full Voices to Choices report**
- **A one page on who IARAN are**
- **IARAN methodology video**
- **A one page describing strategic foresight**
- **Postcards explaining the IARAN**

Proposed approaches

Fishbowl Conversations – open panel event

This panel event is driven by audience participation. The concept includes two to three chairs filled with guest panelists with one chair left empty for audience members. The moderator introduces the topic, and the panelists start discussing it. Any member of the audience can, at any time, occupy the empty chair and join the fishbowl panel. When this happens, an existing member of the fishbowl must voluntarily leave the fishbowl and free the chair. The discussion continues with participants frequently entering and leaving the panel until the time is up. Then the moderator summarizes the discussion.

This format allows for optimum discussion, delving into specific and controversial themes in more detail, and provides the possibility of new topics being brought to the forefront. It also puts less emphasis on the panel, but provides a more conversational setting between the panel and audience (as audience members constantly rotate) – allowing them to participate by asking questions or contributing to an idea, making the event more relevant and dynamic. This format also eliminates the need of a PowerPoint presentation, ensuring that interest remains high without distraction.

Given the topic of the report, and to make the fishbowl as engaging as possible, IARAN would recommend to adopt the 'Heterogeneous Fishbowl' format. This format ensures that different view points on the topics are each represented, ensuring the discussions will be varied, covering the many facets of the topic.



1. GTS, "The Grand Bargain: Perspectives from the field" (June 2018) p. 2

What you will need



People

A moderator for the whole session and a host for each table. The hosts are charged with summarising the notes of the discussion and sharing it with the next group and, at the end, the moderator.



Logistics

A room with space for several tables that can accommodate 4-5 people. This type of event also lends itself well to be held in less formal settings such as over a brown bag lunch or in a cafe.



Resources

Budget to rent the room if required. If using the video introduction, you will need a projector and screen. 2 page printed summary documents on each table. Flip chart or paper on tables to take



Time

You will need between 90-120 minutes to run this event.

Proposed questions

You can focus the discussion however you choose, but some suggested initial questions for the panellists to reflect on are:

1. How do you see decision-making in the humanitarian sector changing?
2. Do the drivers of change and inertias explored in the report resonate in your context? Would you add any?
3. Where do you see change happening and best practice already being mainstreamed?

Proposed agenda

- Welcome to the event, introduce your location and panel, explain the format of the event and invite lots of participation! 5-10 minutes
- Play the V2C video (or briefly summarize key points) 5 minutes
- Ask each of the panelists on stage to give their interventions 10-15 minutes
- Run fishbowl style event with the rotating panel (where necessary encourage people to come on stage to ask their questions, sit and join the discussions) 35-50 minutes
- Wrap up and summary of conclusions 5-10 minutes

For more information please see UNICEF's Guide to [Fishbowl meetings](#)

Where to share the feedback from your session

We would love to hear about the outcomes of your discussions. You can do this in the following way:

- send us your outputs to info@iaran.org and we can load it onto our website – please don't forget to include who you are (also your logo if you want it to be on the final paper) and where you hosted your meeting
- Live tweet your event using the hashtag #Voices2Choices
- Tweet us your top 3 outcomes to @InterAgencyRAN using the hashtag #Voices2Choices

About IARAN

The Inter-Agency Research and Analysts Network (IARAN) is a collaborative hub of humanitarian professionals, and it's our aim to make the humanitarian sector more strategic. We operate to support NGOs in managing future uncertainty using techniques like scenario analysis, to examine the different ways it could unfold over the next one to fifteen years, allowing them to be more responsive, resource efficient and impactful.

Visit: www.iaran.org/voices-to-choices

Email: info@iaran.org

Find us on Twitter: [@InterAgencyRAN](https://twitter.com/InterAgencyRAN)