# **Session Plan To Host a Session**

The following plan session seeks to help you host a consultation session in a structured way so your outputs can be as rich as possible. The session is planned for two hours. You can extend or reduce the time the session just by adding or taking out time from part 3, 4 or 5. After the session, you should fill in the report online and submit your results.

**Materials that you need:**

* **If in person:** one or two facilitators ( to keep up the time and explain each task), a room with chairs in a circle and a few tables ( if possible) pens, paper, glue tape.
* **If online:** one or two facilitators ( to keep up the time and explain each task), a digital platform (google hangouts, microsoft teams,zoom, etc), a digital white board (ex: jamboard, miro, etc.)

| **Time** | **What** |
| --- | --- |
| 10´minutes | **Part 1**  ***Welcoming***  Start by welcoming everyone to the session and briefly explain why are you holding a consultation. You can find information in the introduction of the **Consultation Brief.**  ***Getting to know each other***  Maybe not everyone knows each other, so it is important at least to know each other's name. If it is not the case, skip this part.  In a circle, each person should say 5 things about him/her:   * Name * Age * One thing you like * One think you don’t like * Where do you see yourself in 10 years   **Tip 1**: You can also at the beginning give everyone a pen and a piece of paper to write down their answers and then glue them to the wall so you can have a board with everyone present.  **Tip 2**: If your session is online, use an online white board likeJamboard and everyone can create a virtual post-it with their answers. |
| **30 minutes** | **Part 2**  **Silent Floor Method - “The world I live in”**  In this part, you want to understand what it is to be young in your country or region.   1. On the floor or on a wall put the following questions in a sheet of paper in large:  * What does it mean for you to be young in one of the world’s Least Developed Countries? * How are you contributing to making your community better?  1. Give each participant a piece of paper and a pen and ask them to go around and put their short answer under each question. This is an individual task. 2. Give them **10 minutes** for the task. 3. Ask everyone to take a look at each other's answers. **Give 5 minutes**. 4. In a circle, all together, ask the group to select three aspects they believe better answers each question based on the contributions that were given. |
| 40 minutes | **Part 3**  **Open-Technology Method - “*The world I want to live in”***  This part of the consultation aims to collect ideas that the participants believe should be implemented to help LDC youth thrive.   1. Spread on tables the thematic consultation questions. You should have one question per table written on a sheet of paper in large letters.   **Tip 1:** If you don’t have as many tables as the questions, you can put two questions per table, one on each side of the table.  **Tip 2:** If you don’t have tables, spread the questions through the floor around the room.  **Tip 3:** If you are working online, give a number to each question and after people choose which topic they want to work on, send the group to a breakout session.  **The Thematic Guiding questions are:**   * Investing in youth: How should your nation invest more in young people in youth? * Youth Participation: What measures/actions should be implemented to ensure that young people have an active role in policy making? * Education: What measures/actions should be implemented in order to ensure quality and inclusive education? * Decent work and entrepreneurship: What measures/actions should be implemented to ensure decent work and entrepreneurship opportunities to young people? * Gender equality: What measures/actions should be implemented to ensure that women, girls and LGBTQI+ young people in LDCs are empowered and able to achieve their fullest potential? * Youth, Peace and Security: How can young people contribute to long and lasting peace in their countries? * Climate Change: What measures/actions should be implemented to mitigate the impact of climate change in your country ? * Public Health: COVID-19 impacted the world in a way we never imagined. What measures/actions are key to prevent future pandemics from happening and ensure countries are better equipped to face public health threats? * Human Rights: What measures/actions should be implemented to ensure all young people – including the most vulnerable and most discriminated by age, gender, ethnicity, religion, disability, wealth etc. - can enjoy their human rights? * Food Security and Nutrition: What measures/actions should be implemented to ensure all young people’s food security is ensured and their nutritional requirements are met? * Refugees, Internally Displaced and Migrants: What measures/actions should be implemented to ensure that Refugees, Internally Displaced and Migrants can realise their full potential and see their human rights fulfilled? * Digital Inclusion, Connecting the Unconnected: What measures/actions should be implemented to ensure that young people can have adequate access to safe, affordable Information Communication and Technology (ICT)?  1. Explain to the participants that they will now work in smaller groups focusing on different topics and that, in the end, each group will present to the others the result of their work. 2. Give the participants 3 minutes to go around the room to read the questions. 3. Ask each person to stand by the question that they want to work on. The people **who are on the same question are now in one group**. **You do not have** a group for every question. Participants should focus on topics that are more relevant to their context.   **Tip 1:** Make sure that the groups are balanced. If there are too many people in one group, ask if someone wants to join another group since every topic is equally important.  **Tip** 2: If people are not sure which topic they want to focus, divide the group randomly in groups of 3 to 5 people (depending on how many participants you have in your session) and assign a question to each.  **Tip 3**: If you don’t have a big number of participants, consider letting each group focus on two questions instead of one.   1. Explain that each group has now **30 minutes** to discuss and think of **3 concrete ideas** to help answer the question of their group. Each idea should be clear about the following three aspects: **1.** what is the idea. **2.** what problem it seeks to solve **3.** how it should be implemented. 2. Tell participants that each group will have to **make a presentation of their ideas in 3 minutes**. Give each group, paper and pens so that they can write down one idea per sheet in the clearest way possible. 3. Once the 30 minutes is up, tell each group to choose one or 2 people to present the result of their discussion. |
| 20 minutes | **Part 4**  **Presentations**   1. Ask all participants to sit in a circle and explain that you will now hear the presentations. 2. Explain that after each presentation, the rest of the participants should give contributions. The comments can be to say which proposals they like the most, to ask for clarifications or even to give ideas to make the proposals better. Remind everyone that it is important to respect each other's positions. 3. Ask the first group to present their ideas. After each group, ask the other participants to comment. |
| 10 minutes | **Part 5**  **Evaluation and next steps**   1. Ask the participants to share in one word how they are feeling after the session. 2. Ask the participants to share one compromise they are willing to make to contribute to their community. 3. Explain that the results of the consultation will be submitted and tell participants where they could find more information about the youth declaration and the 5th Conference of the LDC. |