

# Roundtable Guidance

## Locally Led Anticipatory Action Toolkit

### Purpose

The purpose of this tool is to set out guidance for hosting a roundtable with decision-makers and stakeholders from the local and national level including government departments, civil society organisations, community (i.e. committee) representatives and others, including providers of forecasting and early warning services, etc., to determine recommendations for change based on the evidence and learning resulting from locally led anticipatory action.

### Guidelines

Consider the following guidelines in preparation for a roundtable event. The objectives, methods, potential topics for discussion and reporting information presented are suggestions only and can be changed, or added to, as required.

#### Purpose of the Meeting

Agree with the task group, or those arranging the roundtable, the key purpose of the meeting. This should involve setting out specific recommendations for strengthening or scaling up locally led anticipatory action with identified decision-makers and stakeholders from the local and national level including government departments, civil society organisations, community (i.e. committee) representatives and others, including providers of forecasting and early warning services, etc. The recommendations should be based on evidence and learning resulting from locally led anticipatory action.

#### Specific Objectives

1. Present the locally led anticipatory action approaches applied
2. Share lessons learned on the approaches / tools applied, and evidence on the impact of early action activations
3. Gather recommendations and determine action points with an emphasis on sustainability (financing), institutionalisation (by relevant actors), and coherence (coordinated mechanisms, approaches and action).

## Methods

1. Presentation of the activities, learning and evidence of impact. Key points to be identified from:
  - a. Gap & Policy Analysis
  - b. Lessons Learned Report
  - c. Case Studies / Stories of Impact
  - d. Early Action Reviews
2. Creation of groups for debates OR plenary discussion
3. Presentation of discussions and determining recommendations
4. Determine specific actions for the recommendations

## Roundtables hints & tips checklist

- Consider the 'moment of opportunity' in terms of other ongoing processes in which it would be timely to conduct the roundtable meeting and to communicate the findings.
- Emphasise the purpose of a roundtable - sharing different perspectives, actively working together.
- Build relationships beforehand - have separate meetings and conversations to engage people individually and to discuss / plan their presentations.
- Include within presentations details on case studies / stories of impact, evidence and learning, and let community members speak directly. Ensure different stakeholder perspectives are shared including government, other partners, academia, etc.
- Keep it positive: no accusations or challenging individuals.
- Identify recommendations within the frame of "this positive change will happen if...<recommendation>"
- Finish with specific actions including specific people responsible and setting dates. Make sure the actions are specific and realistic - "speak to X about changing the Y process for Z activity" not general actions like "further consider local planning needs in the future".

## Potential topics for debate & guiding questions

The topics for debate, and any guiding questions developed, need to be based upon the experience and learning presented. When determining the topics and guiding questions consider:

- Sustainability (financing)
- Institutionalisation (by relevant actors)
- Coherence (coordinated mechanisms, approaches and action).

## Suggested report format for roundtable event

1. Introduction
  - a. Purpose of the Meeting
  - b. Specific Objectives
  - c. Methodology
2. Results
  - a. Summary of the event [Including a summary of stakeholders' presentations – as prepared in advance.]
  - b. Documented responses to the questions discussed
3. Conclusions & Way Forward
  - a. Key Findings [Key findings from the questions and discussion.]
  - b. Recommendations
  - c. Action points [Refer to hints & tips above.]
4. Lessons learned [Include any lessons learned from conducting this roundtable event. Then add these to your Lessons Learned Document]
5. Annex:
  - a. Agenda
  - b. Participants list
6. Photographs

## Acknowledgement

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