EUROPEAN GaNoM Education, Research & Innovation

ACTIVITY SHEET

WORLD CAFE ON PROJECT MANAGEMENT



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1. FORMAT AND OBJECTIVES

The World Café is a **flexible** and effective workshop format for facilitating **large group exchanges**. It promotes collaboration, knowledge sharing and the exploration of complex topics in an **interactive setting**.

This format enables participants to discuss, in **small groups** (between 4 and 8 maximum), several **open-ended questions or topics** related to EU project management.



Participants **rotate** and get the opportunity to exchange ideas on different topics at several tables. A moderator is assigned for each table and is responsible for moderating the discussions.

Questions and topics encourage **innovative thinking** based on the exchange and comparison of ideas as well constructive dialogue.

Average duration of the workshop : 2h - 2h30
Depending on number of participants and number of topics

1 trainer
1 moderator per topic

Ideal for large groups (20 -40)

Friendly and relaxed setting

mutual exchange of information

2. METHODOLOGY

01 Before the activity



The trainer :

- identifies the topics
- appoints one moderator for each table and train them on the methodolofy
- divides participants into groups and prepares a list

02 Introduction

5 minutes



- The trainer explains the objectives and the format of this activity
- Participants are then asked to form their group, based on the list prepared by the trainer

03 Implementation of the World Café

15 to 20 minutes per topic



- Group discussions (between 4 and 8 participants) with rotation between tables
- Moderators introduce the topicn animate the group discussions and create a good atmosphere

04 Synthesis

15 minutes



- Moderators write a synthesis of inputs on their topics
- Participants return to the main room

05 Restitution

5 minutes per topic



Plenary session with all participants
Moderators present the outcomes for their topic

3. PREPARATION TASKS AND MATERIALS

Preparation tasks for the trainer :

- Prepare a time scenario on an EXCEL sheet
- Prepare a PPT slide with the distribution of participants as well as their first assigned topic and room location
- Prepare and print a A4 paper for each defined topic with a list of subtopics or questions to address



Preparation tasks for the host organisation :

- Arrange at least two large rooms (ideally 2 groups per rooms maximum)
- Arrange a table and set of chairs for each group
- Prepare **paperboards or flipchart papers, pens and post-its for each table**

In the toolkit, you will find :

- **Time scenario template (EXCEL)**

4. ACTIVITY TRANSCRIPT



After the activity, it is recommended to write a report with the inputs for each topic.

The report can be written based on the inputs presented by each moderator during the plenary session as well as the notes on the paperboards or flipchart papers.

To support the preparation of this report, you can :

- Collect the paperboards or flipchart papers (or photograph them)
- Record the plenary session or ask a scribe to write down notes

5. EXAMPLE OF TOPICS

Topic 1: interconnection of support services for EU projects	• What services support EU project management, in addition to grant advisors/officers ? For which tasks and when ? • Which services are essential for an efficient project management ? • Are there any skill gaps or needs within your institutions in terms of interconnection ?
Topic 2: Coordinator – partner relations	• What makes a good relationship during a project lifetime? • What are the best practices for smooth cooperation arrangements? • What do you expect from a coordinator or a partner (skills, mindset etc.)?
Topic 3: Consortium meetings	• Which kind of meetings do you think are relevant for an EU project? • How are grant advisers involved in consortium meetings ? • What are the best practices for an efficient meeting (format, duration, activities) ? • Can virtual meetings make a project successful?
Topic 4: Institutional local, national and EU ecosystems for projects	• How to manage and implement projects so that they are fully connected/integrated into relevant policy levels? • How do grant advisors help to involve local, regional or national associated partners in projects ?
Topic 5: Sustainable and active networks for communication and dissemination (local, national, EU)	• Which types of networks to use for dissemination of results and deliverables ? • How do EU grant advisors support researchers / teachers with promotion and dissemination activities?

6. GOOD PRACTICES

- The method needs to **be well explained and guided** : take time to explain the format and expectations to moderators (before the session) and to participants (introduction of the session)
- Arrange rooms which are **closed to each other** : this will avoid participants taking a long time when changing tables
- If several participants from the same organisation (or service) participate to the activity, **make sure to arrange groups that mix organisations** (or services) This will ensure further exchanges of practices and openness of participants
- **Be strict with the timing** of each discussion round to avoid delays for the plenary session at the end of the world café

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