**Group Exercise Module 3: Roles and responsibilities**

**Overview**

This exercise is designed to support country teams to share information about the roles and responsibilities of all actors represented in the training workshop, and those of other sectors who will need to be represented in planning processes.

The session can be conducted as part of a face-to-face workshop using flipcharts and pens or through a virtual process using a ‘whiteboard’ or ‘jam board’ option.

**Objectives**

* To share perspectives on the roles and responsibilities of the sectors involved in VAC prevention interventions.
* To potential action points for future VAC prevention strategic planning to ensure that roles and responsibilities are represented in strategic actions.

**Time**

90 minutes

**Materials**

**Face-to-face workshop**

* Flip charts pasted around the room in different work stations; each flip chart has the name of one key sector represented (see suggestions below)
* Enough pens or markers at each work station for several participants to write answers

**Virtual workshop**

* Zoom/skype / other video conferencing software for the groupwork that includes a jam board or whiteboard option

**Process**

***Preparation for facilitator***

**Face-to-face workshop**

* Identify the sectors that will need to be represented in the workshop, using the suggestions below as a draft and modifying to reflect relevant context
* Prepare the flip charts and paste around the room (World Café style)

**Virtual workshop**

* Identify the sectors that will need to be represented in the workshop, using the suggestions below as a draft and modifying to reflect relevant context
* Prepare one page per whiteboard / jamboard for each key sector represented (see suggestions below).

Note: If whiteboard or jamboard is not possible, prepare one breakout room per sector, and be ready to move the findings around for breakout rooms. This option is quite time consuming so it is likely to require longer time for the activity.

**Suggested sectors**

These should be modified according to individual workshop requirements (e.g. additional sectors essential for a particular country)

1. Education
2. Justice and law enforcement
3. Health
4. Social welfare
5. Humanitarian
6. Civil society
7. Traditional and local leadership

**Exercise Guide**

***Set the agenda (5 minutes)***

Explain the purpose, objectives, and duration of the exercise to the participants

***World Café activity (60 minutes face to face, 45 minutes virtual)***

**Face-to-face workshop**

1. Divide the participants into small groups, with one group for each sector that has been identified. Ask each group to go to a different workstation where they will find the flipcharts.
2. Ask the group to read the sector that is written on the top of their flipchart and explain that they have 20 minutes to write down:
   1. Roles and responsibilities for that sector in addressing VAC prevention
   2. The key partners that the sector may need to work with
   3. How they might partner (see template below).

Remind people to think of all possible representatives in that sector (for example, government and non-government actors, community up to national actors, any particular sub-sector workforce that has a unique and important role), and the roles and responsibilities across the seven INSPIRE strategic areas.

1. After 20 minutes, ask every group to move around so that they are standing next to a new flip chart (ask everyone to move one workstation to the left, for example, if the workstations are in a circle around the room). Allow less time – 10 minutes – to review and add anything that is not yet included on the flipcharts.
2. Continue the exercise with 10 minutes per workstation until all small groups have had a chance to review all flipcharts.

**Virtual workshop**

*If the workshop has access to a shared whiteboard or jamboard:*

1. Explain the activity and how to use the whiteboard / jamboard. Have one ‘page’ ready for each sector.
2. Ask people to start placing virtual post-its or comments on the screen. Allow for 10 minutes for people to start pasting comments.
3. As facilitator, start to review and organise post its, grouping similar suggestions together and ensure that people are spending time on each sector – maybe allowing for five minutes per sector overall.
4. When contributions have slowed down or are starting to repeat contributions, ask people to stop contributing and conduct the plenary. You may need more time for plenary than in the face-to-face session.

***Plenary (25 minutes face to face, 40 minutes virtual)***

**Face-to-face workshop**

1. In plenary, move around each flip chart rapidly asking for people to comment on any key take-aways – observations about important roles, noting any gaps or challenges that have been highlighted, etc.
2. Once all charts have been rapidly reviewed, ask participants to bear in mind these roles and responsibilities.

**Virtual workshop**

1. Show the first sector and ask for people to either raise hand and turn on their mics to contribute, or to write in the chat box: what are the key roles, what are the gaps and challenges that have been highlighted.
2. Complete as step II in the Face to Face.

*Sample flip chart presentation*

|  |  |  |  |
| --- | --- | --- | --- |
| Health | | |  |
|  | Role | Partners | How to work with partners |
| Implementing laws |  |  |  |
| Norms |  |  |  |
| Safe environment |  |  |  |
| Parent and caregiver support |  |  |  |
| Income and economic support |  |  |  |
| Response and support services |  |  |  |
| Education and lifeskills |  |  |  |