

# Frequently Asked Questions

This document has been elaborated following the Forum's Q&A session with the working group coordinators, organized as a side event of the Stockholm International Water Week. The present document aims at providing answers to the most frequently asked questions according to the information currently available. It is therefore going to evolve and to be completed on the run up to the 6<sup>th</sup> Forum.

If you have any additional question, please do not hesitate to send them to us at the following addresses: [thematic@worldwaterforum6.org](mailto:thematic@worldwaterforum6.org)/[regional@worldwaterforum6.org](mailto:regional@worldwaterforum6.org).

This FAQ will soon be uploaded on the Forum's website and updated regularly in order to bring answers to the additional questions that may arise as the Forum is approaching.

## Lexicon:

**CG:** Core Group

**CS:** Condition for Success

**PFA:** Priority for Action

**RC:** Regional Coordinators

**TSG:** Target and Solutions Group

**TSGC:** Target and Solutions Group's Coordinator

## *Forum Week programme and sessions*

- **What is a solution?**

Existing or innovative solutions can be institutional (multistakeholder plans, policies, governance structures...), technical (an appropriate device, a plant, a tool, a software...), financial (levy, transfers, tariffs...), legal (a law, a decree, a treaty...), or communication-related (advocacy campaigns, videos, leaflets...).

Above all the solution must contribute to tackling a key water-related issue and help reach the World Water Forum targets in any regions in the world.

7 balanced criteria will help define promising existing and innovative solutions:

1. **Strategic fit with a Forum target:** the solution addresses a specific need or a problem in a way that helps reach the target
2. **Ground-tested:** the solution has already been successfully implemented and shared on the ground
3. **Cost-effectiveness:** the solution yields significant impacts (outputs, outcomes) given the level of investments required (not only financial) and/or when compared to other possible solutions that could be undertaken to achieve the same target

4. **Demonstrated impact:** the solution's positive impact has been demonstrated and success factors have been identified
5. **Replicability:** the solution has potential for scaling up or replication in other contexts
6. **Commitment:** the solution has convinced a range of stakeholders to commit to implement it in the future
7. **Sustainability:** the solution can continue to deliver tangible impacts on the long term

Criteria 2, 4,7 are particularly relevant for existing solutions. They should also be considered when reviewing the delivery potential of innovative solutions.

- **When will the Forum Secretariat publish the Forum Week Programme?**
  - When will the scheduling be complete?
  - No clear visibility and profiling options for solutions and their contributors....the "sessions" to be clear and to be confirmed with working group coordinators to value their work during the Forum

The guiding principles and a high level version of the 6<sup>th</sup> World Water Forum pre-programme are available online at: <http://www.worldwaterforum6.org/index.php?id=173>

More detailed provisional versions of the Forum Programme will be published on line.

The full Forum Week Programme will be available and published in February 2012

- **How much time will be allotted to each thematic/regional session?**
  - Are all sessions (PFA introductions, panel sessions and wrap-ups as well as target-specific sessions) 2-hours in length?
  - Will joint session effectively last 4h?
  - Is it one 2-hour session per target or per solution?
  - What should PFA/TSG leaders be looking to achieve?

For each Priority for Action and Condition for Success there will be:

**An Introduction session (2-hour, on Monday or on Wednesday):**

- Present the theme and set the scene for the subsequent Technical Sessions: introduce the theme, outline its relation to the relevant Strategic Direction and present its key issues and barriers to overcome, launch the target-specific technical sessions
- Present the regional specificities of the priority and the related targets
- Remind the participants of the ambitious target & solutions-driven approach chosen for the 6<sup>th</sup> World Water Forum, the need to bring out concrete solutions, and the necessity to reach/secure concrete commitments.

**Technical sessions (2-hour, on Tuesday, Wednesday or Thursday):** There can be one session per target. The final decision on session allocation will be taken on the basis of the working groups' session proposals (target action plan, solutions, session outline...)

- Stress the relevance of the target to address some key issues of the theme

- Amendment/endorsement of the Target Action Plan and present promising solutions for its implementation
- Secure some commitments to build up to the Commitment day;
- Proposals on follow-up/monitoring and strategic partnership building beyond the 6<sup>th</sup> World Water Forum.

**A Multi-stakeholder panel/dialogue (2 hours, on Tuesday, Wednesday or Thursday evening):**

- Collect, integrate and bring to a higher level the main outputs from the individual regional/technical and possibly political sessions.
- Engage a dialogue amongst prominent water actors around significant topics/solutions within the scope of the PFA/CS.

**A Synthesis Session (2-hour, on Tuesday, Wednesday or Thursday evening):**

- Pull together the outputs from the various Technical Sessions and process/integrate those into valuable and workable contributions that can be fed into the Forum's Commitments Day (Friday) and its related policy declarations.
- Wrap up on all the sessions completed under a given PFA/CS into meaningful events with good potential to generate momentum and media attention.

For each region, there will also be in addition **2h region-specific synthesis sessions** and **2h region-specific commitments sessions** on Friday's Commitment Day.

In case two target groups (whether thematic or regional) are strongly related and wish to combine their sessions, it is highly recommended they organise a joint session of up to 4h.

- **Do the coordinators have 100% decision-making regarding the design of their session?**
  - What is the role of the PFA coordinator in the design of the Target-specific sessions?
  - Is it the role of the facilitator or PFA/TSG coordinator to design and/or facilitate the sessions?

The TSG coordinators have 100% decision making in suggesting the outline and design of their session as long as they respect the spirit of the Forum (target/solutions/commitments). The corresponding Core Group may step in to harmonize the target sessions overall and keep the focus on solutions and commitments. Each TSG Coordinator should submit to the IFC Secretariat their draft session proposal by mid-November 2011.

The IFC Commissions and Secretariat will approve the draft and communicate a date, time and a provisional room by end-December 2011.

Each TSG Coordinator should then submit a final session proposal (including full session outline with detailed session outputs, schedule, and speakers) by mid-January 2012. The IFC Commissions and Secretariat will then approve the final session proposal and confirm the room allocation.

The Core Group has a 100% decision making in suggesting the outline and design of their introduction, synthesis and possibly multi-stakeholder panel/dialogue sessions. Each Core Group

Coordinator should submit to the IFC Secretariat a draft session proposal for each of their sessions by end-November 2011.

The IFC Commissions and Secretariat will approve the drafts and communicate the dates, times and provisional rooms by end-December 2011.

Each Core Group Coordinator should then submit their final session proposals (including full session outline with detailed session outputs, schedule, and speakers) by mid-January 2012. The IFC Commissions and Secretariat will then approve the detailed session proposal and confirm the room allocations.

- **Do all sessions have to be highly-innovative and participatory in design?**

- Will there be a facilitation team to help with sessions? And if yes, what will be the nature of this help?

The IFC Commissions and Secretariat strongly recommend that coordinators include a political representative and representatives of donors and NGOs as speakers in their sessions.

Provided that TSG and CG willing to have format-innovative session submit their materials and ambition soon enough, specific facilitation support could be offered to coordinators. The team will give key information and short training briefs to help coordinators to put their session together. Priority for facilitation tools is likely to be given to stakeholder panels and introductory and synthesis sessions.

- Will the facilitation team be able to offer speakers coaching also?

The coordinators who will want to have specifically innovative sessions (e.g. TED; Teaser interview; pecha-kucha; etc.) could benefit from some support from the facilitation team, including speakers coaching.

- **How potential contributors could get involved in the targets sessions?**

- What are the modalities for participation?
- May the list of coordinators and their email details shared with any interested contributors/organizations?
- What financial support is available to support bringing people to sessions (speakers, participants with valuable case studies, with a view to north-south balance etc.)?
- How can we get at least one representative of a developing country for each target session?

Contributors have three ways to get involved in the targets sessions:

- By contacting the TSG Coordinator, who might invite them to join the Target and Solutions Group and help refine the target action plan, identify solutions worldwide and seek commitments
- By being invited by the TSG Coordinator to present their promising solution
- By being invited by the TSG Coordinator to be part of the session panel

Potential contributors can get in touch with the Target Coordinators by direct contacts or through the Solutions for Water platform ([www.solutionsforwater.org](http://www.solutionsforwater.org)), or the contact email available on the website ([www.worldwaterforum6.org](http://www.worldwaterforum6.org)).

The International Forum Committee will define a support policy to increase the number of key contributors from developing and non-OECD countries participating to the sessions. CG and TSG coordinators will be asked to propose some key contributors to be invited.

- **How many thematic and regional sessions will take place in parallel?**
  - Will Target-specific sessions within a PFA be scheduled simultaneously?
  - What strategies are in place to minimize scheduling conflicts and maximize participant experience?

8 PFA/CS will be scheduled from the Monday to the Wednesday, and 7 will be scheduled from the Wednesday to the Thursday. Target oriented thematic and regional sessions will be planned in parallel from Tuesday to Thursday, in liaison with the related PFA/CS.

There will be up to 25 sessions in parallel each day. Within a PFA/CS there might be up to 3 target-specific sessions scheduled in parallel depending on the amount of thematic and regional targets linked to the PFA/CS.

- **How and when will the number of people per session be determined?**

The Parc Chanot -the 6<sup>th</sup> World Water Forum's venue- can host a vast amount of participants daily. The Forum Secretariat will not determine the number of people per session. The Secretariat will ask the sessions' coordinators to submit by mid-November 2011 a draft session proposal precising a preferred layout according to their session design and their expected number of participants. The Secretariat will try to allocate the rooms accordingly within the limits of rooms' availability and the site capacity.

- **When will the logistics and technical information (wifi, room capacities, options, etc) be available for coordinators to plan their sessions?**
  - What are the capacities and resources available in the rooms (e.g. internet connectivity, acoustics, microphones, flipcharts)

Every room at the Forum will be equipped with a computer, a projector, a screen, 2 microphones and English and French translation. Some rooms will be equipped with internet wifi.

- When will the Secretariat allocate the room (on the basis of how purposeful and interactive the session outline is?)

The Secretariat will ask the sessions' coordinators to submit by mid-November 2011 a draft session proposal, precising technical requirements and a preferred layout according to their session design and their expected number of participants.

The Secretariat will try to allocate the rooms accordingly within the limits of room availability and the site capacity.

Room allocations will be confirmed in end-December 2011 once the final session plans have been submitted and approved by the IFC secretariat.

### **Forum Preparation Process**

- **How can the working groups gather and process solutions?**

- How can I collect and compile solutions?

**1. Identify solutions yourself and fill in our 6th World Water Forum Solution forms**

On-line solutions platform: [www.solutionsforwater.org](http://www.solutionsforwater.org) ; especially for submission <http://solutions.worldwaterforum6.org/submit-a-solution>

**2. Review the solutions that have been spontaneously posted on the Solutions Platform by external partners.**

All solutions will be collected and shared online; The most promising ones will be published on paper and presented at the Forum by the target coordinator that you chose to submit to.

The solutions showcased should feature

**1. Detailed descriptions (WHAT)**

**2. Information about how to implement (HOW)**

They should integrate indications about their **replication** and **adaptation** to different context in order to maximise commitments and further implementation.

- How should I process these solutions afterwards?

Balancing the 7 criteria mentioned above, you may then choose amongst the solutions you identified and the ones spontaneously submitted the promising ones you wish to detail in your report and /or to present during your session.

The IFC is developing some alternative presentation options for the solutions that will not be presented during the session.

- What is the difference between the [Working Space](#) and the [Platform of Solutions](#)?

Functions of platforms	Collaborative platform /working space	Platform of solutions
<b>Users</b>	Open to working groups, mainly the secretary, the commission of different processes, core groups, and target solution groups within the thematic and regional process	Public
<b>Functions</b>	More efficient to share documents and exchange	For everyone to contribute to the forum with existing and

	<p>discussions among the working groups:</p> <ul style="list-style-type: none"> <li>- Share files</li> <li>- Develop documents collaboratively</li> <li>- Versioning</li> <li>- Organise common work plans (task managers, milestones, calendars) )</li> <li>- Submit working groups' deliverables</li> </ul>	<p>innovative solutions and generate commitments to implement within and outside the global water community.</p>
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- When would the Platform of Solution be operational?

The Platform of Solutions is already online and accessible at the following url: [www.solutionsforwater.org](http://www.solutionsforwater.org).

- What is the protocol for uploading and managing info on the platform of solutions?

You will need to sign up/register to use the platform of solutions by filling a short description of profile. You will then be able to comment and respond to the comments on your priority.

All solutions will be moderated and reviewed by the Forum working groups, and the working groups are tasked with identifying the promising ones. They will be supported by the work of the 6<sup>th</sup> Forum's community manager, who is dedicated to the animation and moderation of the Platform of Solutions.

- How many solutions should be presented per session?

There is no limitation to the number of solutions presented within the 2 hours slot allocated to each session as it is based on the target solution group's choices, the richness of solutions and their relevance to help the implementation of the action plan, and the session type (stand-alone or integrated). A recommendation may be made by the Secretary later after seeing the solutions submitted.

- What will happen to the solutions received through the Platform of Solutions and not presented at the sessions?

It can be mentioned in the report of the TSG. It will be retained online for sharing and inspiration purpose and possibly included in the publications of solution kits after the Forum. The platform will remain open after the forum

- **What does "integration across processes" mean in concrete terms? What are the implications on the organization of sessions?**

Integration across processes means linking and working together between Thematic, Regional, and Political Processes where relevant and feasible. The integration can occur between 2 or 3 processes together, depending on the objective and the Forum week session in preparation (see examples below). It is believed that integration across is to secure the most favorable commitments to implement actions and solutions.

- What process will be used to ensure real connection and coordination between the 4 Forum's processes?
- Integration with regional AND political help to get high level politicians on every high level panel-- How is regional process and political process linked?
- How will regional coordinators be involved in the PFA introductory sessions, multi-stakeholder panels and synthesis / wrap-up sessions?
- How are / will targets (thematic and regional) be matched (to identify where an integrated session may be appropriate)?
- How will the matching of targets be communicated and to who, when?
- If targets are matched (thematic and regional), are the TSG leaders obliged to coordinate and run integrated sessions? How will this work?
- How will the multi-stakeholder panel sessions work?

The connection will be ensured by the coordinators of the respective processes. The Secretariat will help supporting such additional coordination, in particular where the 3 processes are involved. In practice, connection and coordination will happen through:

- **Face-to-face meetings between Core Group Coordinators and Regional Coordinators:** Core Group Coordinators and Regional Coordinators have been invited to two coordination meetings to discuss the progress of their working groups and to explore ways of integrating their efforts and of contributing to the introduction, panel/dialogue and wrap up sessions.
- **Joint thematic/Regional target sessions:** Thematic and Regional target coordinators can agree to organise a joint session when their respective targets are matching.  
TSG leaders are strongly encouraged to run integrated sessions as it will give a real added value. Integrated target sessions (1 thematic target + 1 regional target) can be allocated 4 hours slots. Such integration provides the opportunity to enhance discussions around the target action plans (notably through regional case studies, potential issues of implementation and sharing of solutions), and increase visibility and impact.  
The IFC Secretariat has produced an integrated list of targets and made recommendations to TPC and RPC on matching opportunities. The integrated list of targets will be communicated on the Forum website in October and disseminated to all coordinators. Please note that an indication is already available on the website in the thematic target list (link to the regional target page where relevant).  
Final decision on joint sessions will be taken by IFC on the basis of the draft session proposals submitted by the thematic and regional TSG coordinators.
- **Key messages to the ministerial PREPCOMs:** Each Core Group Coordinator and Regional Coordinator will soon be solicited to kindly submit a short list of key messages that will feed in the Forum's ministerial process as well as to attend the Forum's intergovernmental PREPCOMs I on 5-6 December 2011 and II on 2-3 February 2012.
- **Regional dialogues:** 4 regional dialogues will be organised during the Forum. Dedicated to each region, they will be based on the regions' targets. Each regional coordinator will soon be requested to suggest two representatives



of governments, two parliamentarians and two representatives of local authorities to sit on the panel of the relevant regional dialogue.

- **Multi-stakeholder panels/dialogues:** The Core Groups, have the opportunity to organise a 2h multi-stakeholder panels/dialogues session during the Forum Week. These panels are the opportunity to bring together experts, politicians, regional representatives and civil society to address a key topic relevant to the related Priority for Action/Condition for Success and build on their complementary perspectives.
- **Target sessions:** TSG coordinators are strongly encouraged to include a political representative and representatives of regions, donors and NGOs as speakers in their sessions to further enhance the multi-stakeholder approach.
- **Interactions with major groups:** the IFC is organizing the contribution of major groups (e.g. Youth, Women) to the Forum. They are organized in Task Forces that will work on the substance of the Forum, following the thematic framework, in order to facilitate the interactions prior and during the Forum

- **How will we deal with potential overlap within each process?**

- Can TSG leaders choose to merge sessions with other TSGs?

The 6<sup>th</sup> Forum targets have been designed and structured to be as much specific as possible so as to minimize the risk of overlap and redundancy across topics. However, if some TSGs find that their work might be duplicative, the IFC recommends that TSGs work together to refine the thematic niche of their targets and find ways to make the future action plan relevant to achieve the common issues, and make sessions as much consistent and complementary as possible. The IFC Secretariat will assist with the necessary coordination process and will explore options for programming in a logical and meaningful way during the Forum Week the sessions that are closely related (e.g. by scheduling these sessions one after the other on the same day and/or in the same room, etc.). However, the IFC will only be able to confirm such arrangements once all logistical and scheduling constraints have been duly considered and overcome.

- How will overlap of solutions be dealt with? (i.e. same solution appearing in diverse TSGs)

The IFC Secretariat will coordinate closely with the relevant TSGs and will suggest ways to harmonize the range of solutions they intend to present in Marseille. If one solution overlaps with different TSGs, it may be decided to link the solution to one single session or that each session focuses on different aspects of the solution. In case the same solution is proposed to one target by several contributors, special design features and facilitation methods to enable a joint representation of the solution during the related session will be suggested and agreed with the concerned TSG. Similarly, additional visibility options could be offered to some appealing solutions that could not find a room in the sessions per se.



## **Support to CGs/TSGs preparatory meetings**

- Will there be another Coordinators' meeting before the Forum?

The IFC plans to organize two Coordinator's meeting before the Forum. These meeting are expected to take place on October 27 and December 7 in Paris. All CGs and Regional Coordinators will be invited to review the preparation status of the different reports as well as collection and selection of solutions and commitments. Most burning questions will be answered and latest guidance and updates on the Forum preparation will be shared with all participants. Participation costs will be fully covered by the IFC. More information on these important meetings will be provided by the IFC Secretariat in due course.

- May the IFC arrange rooms and logistical support to organize CG/TSGs meetings at the forthcoming international events?

The IFC Secretariat is not in position to provide assistance in this regard. Booking of meeting rooms on the margin of international water events remains the responsibility of the CGs/TSGs coordinators.

### **Forum reporting**

- What are the reporting expectations?
- Will rapporteurs be made available?

Reporting will be an essential element of the Forum since it will allow capturing the substance of the exchanges occurring during the preparation process and in the sessions and will be a stepping stone to the redaction of the Forum's output (Solutions handbook, stakeholder's declaration...).

Session conveners will be responsible for capturing and reporting the sessions' key outputs: solutions, commitments, follow up actions and partnership.

This reporting is a crucial step for wrap-up sessions and the build up to the Friday's Commitment Day.

Reporting formats will be made available for them in order to facilitate their task and to ease the redaction of the Forum's final documents by compiling these standardized results.

The 6<sup>th</sup> Forum organizers will also recruit a team that will be in charge of reporting the content of the sessions to a wider public using various media (newsletter, web TV...).

### **Forum registration policy**

- Is there general advertising on the World Water Forum 6 so that the public can know this event?

On the Forum's website ([www.worldwaterforum6.org](http://www.worldwaterforum6.org)), the public can find all the information needed. A communication strategy is being developed by IFC and will be implemented by the end of 2011.

## Miscellaneous

- **Are / will copies of presentations be available?**

In order to minimize the ecological footprint of the Forum, hard copies of the presentations will not be distributed in the rooms. However, all of the presentations and CG/TSG session proposals will be made available on the 6<sup>th</sup> Forum's website.

- **Where could I find the latest list of targets?**

The up-to-date list of targets is available on the Forum's website (<http://www.worldwaterforum6.org/index.php?id=145>) and on the Platform of Solutions. Both of these tools also provide contact email to reach the Target and Solutions Group Coordinators.

- **Are all the targets already agreed on under each priority? Can we propose new ones?**

The list of targets is definitive and will not receive any additional significant modification. However, in order to take into account the progresses of the Working Groups, some quantitative elements of the targets might be adjusted, and some of them could be merged to benefit from synergies.

- **I am an agreed member of a CG or TSG, what should I do to have access to the Working Space?**

To register a new user, coordinators of both Core Group (CG) and Target & Solutions Groups (TSG) should send to [thematic@worldwaterforum6.org](mailto:thematic@worldwaterforum6.org) the following information: names, organization, e-mail and the CG and/or TSG the person will contribute to.

- **How can we apply to a side-event ? How much will a side-event cost ?**

To apply for a side event, an application form is available online on the 6<sup>th</sup> world Water Forum website: <http://www.worldwaterforum6.org/index.php?id=182&L=0> .

Applicants need to fill in the form and send it back to [side-event@worldwaterforum6.org](mailto:side-event@worldwaterforum6.org) not later than November, 30<sup>th</sup>.

All side event requests will receive an official acknowledgement and will be examined by the 6<sup>th</sup> World Water Forum Secretariat. The final decision will be communicated by the end of November.

The fees of side event are set at 500€ (VAT excluded) per hour.

This rate includes the following services:

- 1 room
- 1 computer
- 1 videoprojector
- 1 screen
- Microphones
- 1 hostess outside the session room



12 > 17 March 2012  
MARSEILLE - FRANCE

Please check our website for more information on the 6<sup>th</sup> forum's side-event process.

TIME FOR SOLUTIONS