**Cheat sheet for Chairs and Co-Chairs, parallel session 1.**

Thank you for volunteering to chair a group. Either one of you is free to leave, as long as stewardship of the group is passed on to a new Chair.

Your role is to

* kick off and encourage discussion, mediate and facilitate
* ensure that rules are observed
* keep time

**The objective of parallel session 1 is to obtain a concrete task or series of tasks for development in parallel session 2.**

**Timing**

14:00-16:00 – parallel session 1

Objective: develop the topics from themes to questions to solutions

14:00-15:30ish – group discussion

1. brainstorming of ideas
2. then filter the ideas
3. choose the most promising for development
4. Sharpen the result to a concrete task or series of tasks for parallel session 2.

15:30ish-16:00 – protocol and report

Fill in the session protocol – together. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**Method**

Please do whatever you like! But if you want some tips, here they are:

Seperate the session into (1) a creative/brainstorming part, (2) a critical part in which you filter and select, and (3) a conclusion part, in which everyone agrees on the outcome. At the end, support your Rapporteur in documenting the results.

**Thank you and have fun!**

**Cheat sheet for Rapporteurs, parallel session 1.**

Thank you for volunteering to report for a group.

Your role is to

* take active part in the discussion
* document key processes and results
* keep things short and sweet
* make sure that everyone will understand the salient points, even if they were not in the group.

**Please do not take detailed notes. You will have time at the end of the session to produce documentation, with the support of your Chair and group members. Please delegate and share the task as you wish.**

**Timing**

14:00-16:00 – parallel session 1

Objective: develop the topics from themes to questions to solutions

14:00-15:30ish – group discussion

1. brainstorming of ideas
2. then filter the ideas
3. choose the most promising for development
4. Sharpen the result to a concrete task or series of tasks for parallel session 2.

15:30ish-16:00 – protocol and report

Fill in the session protocol – together. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**Protocol**

Please use whatever format you like! But if you want a framework, there is one below.

However, it is essential that you note down some key words that will enable us to find your work again by searching the wiki.

Thank you and have fun!

Parallel session 1

Give your work a title:

Group members:

Key words for finding things again on the wiki:

What was your starting point? What constraints (if any) did you assume?

What is/are the main result(s) of the group work (a few bullet points)?

Any other comments:

**Cheat sheet for Chairs and Co-Chairs, parallel session 2.**

Thank you for volunteering to chair a group. Either one of you is free to leave, as long as stewardship of the group is passed on to a new Chair.

Your role is to

* kick off and encourage discussion, mediate and facilitate
* ensure that rules are observed
* keep time
* nominate someone to present the results at the plenum

**The objective of parallel session 2 is to develop applications, tasks and tools from the start point of the first round. If desired, form groups for further development of the topics after the workshop.**

**Timing**

**10:15-12:00 – Parallel session 2**

**10:15-11:45ish – group discussion**

Possible outcomes might be:

* a draft contract
* a supply-chain process flowchart
* a user access policy
* an ownership accreditation method

**11:45ish-12:15 – protocol and report**

Fill in the session protocol – together. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**Method**

Please do whatever you like! But if you want some tips, here they are:

Seperate the session into (1) a creative/brainstorming part, (2) a critical part in which you filter and select, and (3) a conclusion part, in which everyone agrees on the outcome. At the end, support your Rapporteur in documenting the results.

**Thank you and have fun!**

**Cheat sheet for Rapporteurs, parallel session 2.**

Thank you for volunteering to report for a group.

Your role is to

* take active part in the discussion
* document key processes and results
* keep things short and sweet
* make sure that everyone will understand the salient points, even if they were not in the group.
* provide material which can be used in presenting group work to the plenum.

**Please do not take detailed notes. You will have time at the end of the session to produce documentation, with the support of your Chair and group members. Please delegate and share the task as you wish.**

**Timing**

**10:15-12:00 – Parallel session 2**

**10:15-11:45ish – group discussion**

Possible outcomes might be:

* a draft contract
* a supply-chain process flowchart
* a user access policy
* an ownership accreditation method

**11:45ish-12:15 – protocol and report**

Fill in the session protocol – together. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**Protocol**

Please use whatever format you like! But if you want a framework, there is one below.

However, it is essential that you note down some key words that will enable us to find your work again by searching the wiki.

Thank you and have fun!

Parallel session 2

Give your work a title:

Group members:

Key words for finding things again on the wiki:

What was your starting point? What constraints (if any) did you assume?

What is/are the main result(s) of the group work (a few bullet points)?

Any other comments: