

Next steps with actions proposals

Following the feedback received by Pilot Groups, Action Groups were requested to integrate them into their Action Plans and adapt them to a standardized action proposal template. The template was developed to allow an easier assessment and analysis of the information across the entire Forum framework and it is necessary to start the consultation process.

The consultation process

The Consultation Process will span from 15 January 2021 until 15 March 2021 on the Collaborative Platform DISSO, using the Microsoft Teams® hub.

To this end, a document containing detailed guidelines on the process and a questionnaire were developed and approved by the ISC Bureau.

During the period of consultation, each CG's member will be in contact with the corresponding AG through the Platform.

The list of actions and the related projects prepared by the AGs will be uploaded to the platform and can be accessed on the files section of each CGs space.

CGs will be solicited to share their contribution through a questionnaire, to:

- Give feedback on the actions and the projects based on their experience
- Ask to contribute to a project
- Suggest other projects to integrate an Action through the specific template
- Influence political action

The questionnaire can be accessed directly in the working space of each group on the platform and it is composed of four sections:

The first group (from section 2 to 6) will allow CGs to provide inputs on the categories of actions based on their experience. They can provide feedback on all or part of the 3 to 4 actions.

CGs will be asked to which Action they would like to suggest an input and explain the type of contribution

In the second group (from section 7 to 15), CGs can decide if they wish to collaborate with the implementation of one or more projects (max 3) that are proposed. They will need to indicate the number of projects they are interested in; to clarify how they can collaborate and how their contribution can be considered an added value.

Contributions must be aligned with the scope of the project. The title of the project or the nature of the project activities cannot be modified. They can propose a maximum of three contributions.

Examples of contribution can be:

- Intention to replicate the project in another context
- Provide knowledge outputs aligned with the objective of the project
- Volunteer to undertake awareness-raising activities

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– In-kind contribution

The third section of the questionnaire (from section 16 to 19) is dedicated to new projects that CGs would like to propose to integrate a particular action.

The project can consist of new concrete initiatives or concrete projects that they have already started and that they are willing to scale up or adapt by involving other actors. All projects should ultimately contribute to the main objective (the title) of the Action Group.

CGs may submit a maximum of two projects, and will be requested to provide the following information:

- o The title of the project
- o Its objective
- o The type of action
- o A description of the project (max 100 words)
- o SDGs linkages
- o If your project has already started or not
- o If it has already started: how is it being implemented (max 100 words)
- o The regional scope
- o The replicability in other contexts (max 100 words)
- o The type of stakeholders inclusiveness (max 100 words)
- o The expected results (max 150 words)

The questionnaire is not intended for funding requests and only one submission per member is allowed. A PDF version of the questionnaire will be available on the platform to allow CGs to consult it and prepare their answers in advance.

The fourth section (section 20) is entitled “Influence Political Action” and aims at collecting inputs from the four main priorities to feed the political discussion during the Forum and serve as a base to nourish each political level debate and namely the Heads of States summit.

At the end of the consultation process, AGs will carefully review the contributions and will select those that they deem most relevant and in line with the actions.

Finalized proposals will be submitted to the PGs for validation at the end of the Consultation Process.

CGs will be subsequently informed of the results of this analysis.

Consultative Groups

The Consultative Groups gather a broader community of practice. As such, they will be able to submit projects contributing to the existing categories of Action. Proposals will be reviewed by the Action Groups who will include the most pertinent suggestions in their Action Plan.

To facilitate the collection of the contact information of interested organizations in joining a Consultative Group, a Google Form was created. The information details included in the Google Form are the following:

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- Name
- Organization and country
- Email, telephone number, and Skype name
- Which priority Consultative Group you wish to support (1.A through 4.E)
- Short motivation (no more than 300 words) of why you want to join the consultative group and **how you can and will contribute**—what do you think can be achieved and how?
- Previous relevant experience

In order to allow interested participants to join one or more CGs (no more than 3), the following information needs to be available to the public:

- **Forum Framework**
- **List of all Action Plans**
- **Complete list of Working Groups: Pilot, Action, and Consultative**
- **Guidelines of the consultation process**

Post Consultation Process

Following the consultation process the following activities will need to be performed:

- Collection of proposals of CGs
- AGs to process all proposals, validate them, and submission to PGs
- Feedback and validation from PGs
- AGs to process the feedback
- Implementation of projects
- Collection of results
- Planning of the sessions

9th Forum content development process updated calendar until March 2022*

*to be updated with regional and international events

| Deadlines | Steps |
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| Delivered | Submission of the list of actions |
| Delivered | Review of actions by the pilot group. Written feedback |
| Delivered | Summary of recommendations for each AG |

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| Delivered | Observers/secretariat provide action groups with recommendations made by the pilot groups |
| By mid-December 2020 | The action groups refine their proposals based on the recommendations of the pilot groups and adapt them according to the template: list of Action plans available |
| 14 December 2020 | ISC Bureau TC – Status update/feedback |
| Between mid-December 2020 and beginning of January 2021 | Secretariat to: <ul style="list-style-type: none"> • Share the consultative process questionnaire with the AGs coordinator for their inputs and adapt them to their needs. • Update the consultative process questionnaires for each AG and uploads all documents to the platform. • Send an email to all CGs with information about the process, including the Action Plans and the guidelines • Publish the CGs application form • Publish the entire list of WGs • Publish the lists of Action Plans |
| 15 January 2021 – 15 March 2021 | Consultation process |
| 28 January 2021 | ISC Bureau TC – Status update/feedback |
| 4 February 2021 | ISC Meeting TC – Status update/feedback |
| 15 March 2021 – 1 April 2021 | Evaluation of new proposals by AGs and submission to PGs |
| 22 -23 March 2021 | <ul style="list-style-type: none"> - World Water Day: Kick-off Road to Dakar (Live hubs of different strategic cities) - Global Webinar: “Last leg to the finish line (from now to the Forum): sharing key messages of the working groups” (by co-chairs) presentation & interaction from the public |
| April 2021 | Analysis of each priority group content to filter concrete elements/recommendations to feed political process (Pilot group level) + analysis interlinkages between priorities |
| 1 April 2021– 15 April 2021 | Review of actions by PG and written feedback |
| 15 – 30 April 2021 | AGs to integrate comments and feedback |
| By 30 April 2021 | Pilot Group confirms Action Group proposals and transmits to Forum Secretariat |
| By End of April 2021 TBD | ISC Bureau TC – Status update/feedback |
| By End of April 2021 TBD | ISC Meeting – Status update/feedback |
| By 1 May 2021 | ToR for the working groups' session and special sessions organization |

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| By May/June 2021 | Action groups submit general session requests (suggested number of sessions, titles, short descriptions of concrete outcomes/results that the session aims to achieve, coordinating groups and contacts) to Pilot Groups for review |
| By Mid-June 2021 | Pilot groups submit draft session plans (including joint sessions with other priorities) and Keystone Roundtable plans to ISC for approval |
| End of June 2021 | ISC meeting - Status update/feedback |
| End of June 2021 | 2 nd Stakeholders meeting |
| By End of August 2021 | Secretariat finalizes Forum week based on sessions requests Secretariat submits session plans proposal with timing, speakers, facilitators, rapporteurs to PGs |
| September 2021 | ISC Bureau TC - Status update/feedback |
| October 2021 | ISC Meeting – Status update/feedback |
| Mid October 2021 | Invitations to keystone roundtable participants |
| 15 November 2021 | Action Groups propose final session plans for the program with logistical needs indicated to PGs |
| 30 November 2021 | Secretariat confirm final session plans and final keystone roundtable plans to ISC Bureau |
| December 2021 | ISC Bureau TC - Status update/feedback |
| By 31 December 2021 | Final Program/online/Forum app |
| Mid-February 2022 | All material finalized for printing |
| 22-26 March 2022 | 9 th World Water Forum |
| By 26 March 2022 | Draft key messages & Dakar Commitment |
| By end of June 2022 | Draft report to be circulated |
| By end of September 2022 | Forum final report |