
GUIDELINES FOR DESIGNING SESSIONS *

1. THE THEMES, TOPICS and SESSIONS

The RIO WATER WEEK 2018 Technical Program Framework is structured in nine main themes:

- 1 -Water, Sanitation and Health for All
- 2 - Governance and Planning
- 3 - Efficient Management
- 4 - Capacity Building
- 5 - Financing
- 6 - Monitoring
- 7 - Regulation
- 8 - Communication
- 9 - Climate Change and Innovation

The 9 themes issues open into topics: at least 1 by theme and at most 3 by theme. The total number of topics is supposed to be around 23.

Each topic normally unfolds into three sessions, but that number could be from one to four sessions by topic, resulting around 34 Sessions (6 plenaries and 28 ordinaries) at the RIO WATER WEEK 2018.

The Sessions will host the debates on the relevant theme through keynote speeches, presentations, case studies and interaction with the audience.

Such debates shall address to the overall theme of the RIO WATER WEEK 2018:

- WATER AND SANITATION FOR ALL BY 2030!

Each Session will contribute to the expected RIO WATER WEEK outcomes which comprise the following:

- Focus on accelerating implementation of the SDG 6 and other- related SDG targets specially: SDG 11 – Sustainable Cities and SDG 17 – Partnerships for the goals
- Propose **action goals for themes**, to be monitored at the next editions of the RIO WATER WEEK, in 2020, 2022 and so on.
- Prioritize follow up actions **in order to magnify the impact**.
- Integrate with messages from **other organizations from the Water Sector**.
- The RIO WATER WEEK outcomes will be generated in a process from Sessions to Themes.
- Session leaders should provide a short report to the Theme/Topic/Session Groups (TTSG), preferably in the form of 3 “key messages”, to be included in the synthesis document post-RIO WATER WEEK.

2. THE Themes-Topics-Sessions Groups(TTSG)

Each Thematic Group (TTSG1 ...TTSG9), covering one Theme, and the respective Topics and Sessions, shall be composed of two to eight organizations, approved by the GT 2 (from the Portuguese version of “GRUPO TECNICO 2– Programação Temática), on Thematic Groups (TTSG1...TTSG9) proposals.

The 9 TTSG, according with the specific availabilities of interested organizations and needs, can submit to the GT 2 the establishment of Topics and/or Session sub groups (ToSubG/ SeSubG).

Leaders of Thematic Groups (TTSG1...TTSG9), and of Topics and/or Sessions Sub-Groups when created, are proposed by the TTSG members to the GT 2 approval.

2.1. RESPONSIBILITIES

- Consider GT2 guidelines and deadlines for descriptions of Themes, Topics and the session's drafts.
- Finalize Session title and description, based on the already developed and approved drafts.
- Define the session's format (respecting the RIO WATER WEEK rules, these GUIDELINESS and resource constraints).
- Identify relevant experiences/studies/cases/scientists/decision makers for the sessions, based on their network of contacts.
- Invite speakers/moderators/panelists/rapporteurs.
- Mobilize important institutions around the world related to the Session and promote the sessions widely, to stimulate participation.
- Link the Session to the 2030 Development Agenda and other global processes and forums, particularly the Sustainable Development Goal – 6.
- Facilitate integration with other Sessions.
- Report regularly to the relevant GOP on the progress of the activities.
- Report the results from the sessions as outlined in Chapter 1 above, and contribute to the synthesis document post-RIO WATER WEEK.

3. SUGGESTED SESSION DESIGN

A relevant requirement for session design is to search that as many different types of participants as possible are actively involved in the discussions and generation of conclusions and key messages.

There are several possible formats for the Sessions, such as keynote speeches, presentations, panels, round table discussions, talk shows, group work. There are rooms available with capacity for 160 to 300 participants. Each Session will last 90 minutes.

The TTSG must submit the proposal of Session design to the GT 2.

GT 2 will review the set of proposals and eventually make suggestions to avoid major redundancies and gaps and to check if the guidelines are met.

- Sessions must have time for audience participation. The GT2 encourages engaging the audience by limiting “speaking to” time – max. 15 minutes for any oral presentation - and maximising interaction between panels and audience, roundtable sessions with audience, use of IT/social media technology etc.
- The presence of young water professionals – aged under 35 – as panelist, presenter or moderator, is to be incentivised.
- Sessions should search for regional balance, as well as for different backgrounds (academia, governments, private sector, civil society/NGOs, etc.), in its groups of key speakers, panelists, presenters and moderators

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- Sessions should search for innovative formats and ways to interact with audience, including innovative use of IT/social media

4. COSTS OF PARTICIPATION IN SESSIONS

- All participating organisations and individuals are expected to pay for their participation, excluding the Forum registration fee, of each individual effectively participating in the themes, topic and sessions.

5 SCHEDULE

By March 31: Formal constitution of the 9 TTSG, with at least one Brazilian member and one International member and chosen of the TTSG Leader, by the group's members.

By April 30: Description of Themes and respective Topics by the TTSG (maximum of 150 words each description) and submission to the GT 2.

By May 31: Approval of the TTSG descriptions by the GT2.

By June 30: Draft of Sessions' Titles and Descriptions by the TTSG (and respective sub-groups, if created) and submission to GT 2.

By July 31: Approval by GT 2 of proposed Sessions' Titles and Descriptions.

By August 31: Final Design of Sessions by the TTSG.

By September 30: Approval by the GT2 of Sessions' Final Design.

November 26 to 28: RIO WATER WEEK 2018

**Adapted from similar Guidelines of the 8th. WWF Thematic Commission)*

ANNEX 1 – Session Summary Template

Media-friendly title (suggested by the co-organizers)	
Working title	
Key question	
Media-friendly session summary (3-5 sentences)	
Session description (150 words)	
Confirmed convening organization(s) and contact information	
Other associated organisations	
Session outline and time allocation	
Contributions received that will be included in the session (with a word or two about	

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how they are included)	
Expected outcomes, impacts and follow-up linkages with events and initiatives after the Forum	