Go Open Source Task Team Conference

Notes for Working Group Chairpersons and Facilitators

Introduction

The working group chairpersons and facilitators are central to a successful conference. To help ensure roles and responsibilities are properly understood and to address any questions or concerns, the chairpersons and facilitators will meet before the conference at the conference facility for a tour and orientation, as well as a short briefing and Q&A. This document provides written reference for the chairpersons and facilitators.

Responsibilities

The responsibilities of each are the following:

Chairpersons:

- Convene working groups
- Introduce the topic and purpose of each working group session
- Introduce speakers or presenters
- Facilitate and guide discussion
- Identify concerns or issues to be escalated beyond the workgroup
- Ensure working groups complete their tasks
- Ensure working groups remain on schedule
- Present the outputs of the working group in conference presentation

Facilitators:

- Ensure materials are available for all working group participants
- Take notes and capture key aspects of discussion in each session
- Confirm the content of notes and outputs with the chairperson following each session
- Work with other facilitators to consolidate outputs
- Support the chairperson in their responsibilities as required

Working Group Tasks

The working groups will convene at 11h45 on Day One of the conference, following a briefing to all delegates on the purpose, tasks and time lines of the working groups. This will include an overview presentation on the conference working paper, including the OSS policy and strategy. All delegates should, therefore, enter the working groups with sufficient orientation.

The working group sessions have the following purposes and tasks:

Working Group **One**: Day One, 11h45 – 13h00 (75 minutes)

Purpose:	• Presentation and discussion of selected topical OSS projects, with resulting perspectives, learnings and general recommendations • Awareness among working group of the experience, perspectives and potential contributions to be made by their peers and colleagues • Identification of any key areas of concern and common interest to focus on in subsequent sessions
Tasks:	☐ What: Chairperson self-introduction and welcome to the working group Who: Chairperson How long: 5 min ☐ What: Introduction of working group members Who: each delegate individually How long: 5 min total ☐ What: Presentations (x4) and Q&A Who: Presenters x 4 How long: 10 min presentation + 5 min Q&A = 60 min total ☐ What: Identify from the presentations, any notable points of consensus or concern Who: Facilitator How long: 5 min
Outputs:	• Key areas of concern and points of consensus
Notes for chairpersons:	• At the beginning of the session: 　> Introduce yourself and the facilitator 　> Describe the focus of the working group and the kinds of questions and topics it will be considering 　> Give a brief review of the full set of working group sessions to remind delegates of the structure and purpose of the various sessions and to keep them focused on the task at hand for this particular session • Note but 'park' conversations straying off-topic • Ensure sufficient time remains at the end to review
Notes for facilitators:	• During introductions, check names against list of delegates and note changes • Take notes of Q&A discussion beyond points of clarification, divided into 　> Areas of concern 　> Points of consensus 　> Parking lot of off-topic issues • After session, confer with chairperson on notes and share session notes with other facilitators. • Identify and share possible topics to include in Wrap-Up session, end of day one (16h00 – 17h00)

Working Group **Two**: Day One, 14h00 – 16h00 (120 minutes)

Purpose:	• Facilitate understanding among delegates of draft strategy • Generate proposed amendments to strategy and identify areas of consensus

Tasks:	☐ What: Review of FOSS/OC policy
	    Who: Chairperson
	    How long: 10 min
	
	☐ What: Review of structure of strategy section of working document
	    Who: Facilitator
	    How long: 5 min
	
	☐ What: Discussion of strategy
	    Who: Chairperson led group discussion
	    How long: 90 min total
	
	☐ What: Review areas of consensus and any proposed amendments
	    Who: Facilitator
	    How long: 15 min

Outputs:	• Proposed amendments to strategy • Areas of consensus on strategy • Comments on policy • Suggested projects

Notes for chairpersons:	• At the beginning of the session:
	  > Review the purpose and goals of this session and its timing
	  > Remind the working group of its area of focus as it considers the strategy
	  > Walk through the policy and address points of clarification, but the policy is not the focus of discussion. It is open for comment by individuals, but not debate or amendment in this forum.
	  > Remind the working group to refer to the policy when considering the strategy – the strategy is to IMPLEMENT the policy
	• Note but 'park' conversations straying off-topic
	• The strategy has 17 components, giving an average of 5 minutes to discuss each, but the first nine are the key ones to get through if time gets short (i.e., the 'implement' phase)
	• The projects are examples, but need not be discussed or agreed. Additional projects can be suggested and captured without debate
	• Ensure sufficient time remains at the end to review

Notes for facilitators:	• Take notes of discussion beyond points of clarification, divided into
	  > Proposed amendments
	  > Areas of consensus
	  > Parking lot of off-topic issues
	  > Proposed new projects
	  > Comments on policy
	• After session, confer with chairperson on notes and share session notes with other facilitators.
	• Identify and share possible topics to include in Wrap-Up session, end of day one (16h00 – 17h00)

Working Group **Three**: Day Two, 08h00 – 13h00 (300 minutes)

Purpose:	• Identify responsibilities for finalising and implementing the strategy and recommend parties to assume them • Identify metrics for implementation of the strategy and recommend targets • Identify challenges for implementation of the strategy and recommend solutions • Propose amendments to the Declaration • Develop a working group statement to include in the Declaration
Tasks:	☐ What: Welcome and recap of key points from previous day Who: Chairperson How long: 15 min ☐ What: Discuss strategy finalisation and implementation responsibilities Who: Facilitator led group discussion How long: 45 min ☐ What: Discuss strategy implementation metrics and targets Who: Facilitator led group discussion How long: 45 min total ☐ What: Discuss strategy implementation challenges and solutions Who: Facilitator led group discussion How long: 45 min total <15 minute break> ☐ What: Review of Declaration and proposed amendments Who: Facilitator led group discussion How long: 60 min <15 minute break> ☐ What: Development of working group statement for Declaration Who: Chairperson led group discussion How long: 60 min
Outputs:	• Strategy finalisation and implementation responsibilities • Strategy implementation metrics and targets • Implementation challenges and solutions • Proposed amendments to Declaration • Working group statement for Declaration

Notes for chairpersons:	• At the beginning of the session:
	  > Review the purpose and goals of this session and its timing
	  > Review the previous day's sessions and highlight key aspects
	• Note but 'park' conversations straying off-topic
	• The Declaration, including the working group statement, is the key output from this session and from the overall conference. Debate over the responsibilities, metrics or challenges should be curtailed to allow sufficient time to develop consensus around the Declaration.

Notes for facilitators:	• Capture responsibilities, metrics and challenges, along with associated recommendations • Capture proposed amendments to Declaration, including whether any of them are 'deal-breakers' • Capture working group statement and confirm before session closes • After session, confer with chairperson on notes, share with other facilitators.