

Small group discussions - The World Café approach

World café method:

Small discussion groups sit - or stand - at a table or sit in a group (below: 'table') and discuss a topic. At each 'table', a chair person continuously guides discussions. A rapporteur for each 'table' is chosen amongst participants during the first round. Participants in the group move on (individually) to another 'table' after approx. 20-25 minutes. Chair person and rapporteur remain at the 'table' for the whole time, whereas other participants move around. Using as a starting point the results of their 'predecessors', participants now discuss the 'new' topic.

Maximum number of participants for one table: 10 - 12 (including chair person and rapporteur; the final number depends on the total number of participants) - please make sure that the maximum number in a group is not exceeded.

Topics of the tables:

- 1st table: What are the main challenges our cities are facing? What overarching general (political) aims exist?
- 2nd table: What is our day-to-day practice in order to reach overarching aims?
- 3rd table: What obstacles and bottlenecks exist on the way towards fulfilling overarching aims?

We will have two tables for each topic. All participants will be asked not to join a topic discussion twice.

Main tasks of the chair person:

- to guide discussion according to participants' needs, keeping in mind the questions for their table / main topic
- to summarise issues and results of the preceding small group session at the beginning of rounds b and c
- to keep the timeframe in mind.

Main task of the rapporteur:

- to write short minutes / a short report of each small group session
- present the report to participants of session - c - (last session) and discuss / amend it
- report back to the plenary session

An example (for each of the topic tables):

session - a -	chair person introduces topic participants select rapporteur discussions	max. 25 minutes
	participants move to next table (individuals, not as group; each one has to make sure that (s)he has at the end taken part in all the topics)	5 minutes
session - b -	short summary of preceding discussion by chair person / discussions	max. 25 minutes
	participants move to next table (individuals)	5 minutes
session - c -	chair person briefly summarises preceding discussion / discussion	max. 25 minutes