HOW TO ORGANIZE A CONSULTATION?

In the following document, the process of organizing and hosting a consultation will be summarized based on the UN75 toolkit provided by the UN on their website [https://www.un.org/en/un75/join-conversation]. All information and screenshots are taken from the UN75 website.

As a lock frame for dialogues and consultations, the UN75 campaign asks three big questions at this pivotal moment in history:

1. What kind of future do we want to create?
2. Are we on track?
3. What action is needed to bridge the gap?

Step 1: Connect people/Define target group

Bring together diverse groups, especially those not often heard, to shape a new global dialogue. Open up channels for people to talk and to be heard.

Step 2: Decide on a narrative

At the beginning, offer a brief and inspirational narrative explaining:

- Why are we talking?
- What's the value of participation?
- What impact will this have?
- What actions can I take?

Step 3: Decide on a setting

Conversations about UN75 can be happening online (e.g. webinars) or offline (e.g. panel discussion), in formal or informal dialogues and in different settings (e.g. boardrooms, schools, across generations, across countries, etc.). Some suggestions can be found below:
**Step 4: Decide on framing questions**

Suggestions for framing questions to spark the conversation (more suggestions can be found on the website):
What kind of a world do we want to create?

What would your ideal world look like in 25 years - the UN's 100th anniversary? What is different from the world you see today? Describe a day in that world you envision 25 years from now.

- What kind of future do we want to have created with and for our children and grandchildren?
- How do science and technology impact everyday life? Are all people treated fairly and equally?
- How do countries work with one another?

What kind of a world will we live in, 25 years from now, if the current global trends continue?

- Do you think your children, grandchildren, will have fewer or more opportunities than you had? Will they be better or worse off - when it comes to education or job prospects for example?
- Do you think you/the next generation will be more or less mobile, socially, economically, physically?
- Do you expect to live in a more or less healthy natural environment? How might the environment be different?

Out of the following six areas, do you see any as having a significant impact on progress towards the future you want?

Please pick one or more or add your own and discuss as a group.

- Climate change and environmental issues (e.g. pollution, deforestation)
- Poverty and inequality
- New technologies (e.g. social media, artificial intelligence)
- Population changes (e.g. population growth, ageing populations, migration, urbanisation)
- Security threats (e.g. armed conflict, cyberwarfare, crime and violence)
- Breakdown of trust between governments, and between people and governments?

Step 5: Make use of the UN75 Material

Resources to get started can be found on the UN75 website (www.un.org/un75).
Step 6: Register

For all dialogues and to be counted please ensure that you complete the registration form also found on the website UN75.org, which will provide a unique identification number.

Step 7: Documenting the Evidence

By using the feedback form on the official UN75 website (see an excerpt below) you will contribute to fill a global platform with valuable information that illustrates key outcomes of discussions (developed by the UN75 team). Your opinion will be taken into account and media analysis will later provide statistically representative data. Consolidated views and ideas will be presented to world leaders and widely disseminated.

Documenting dialogues makes them credible and shareable at different levels, and provides evidence for action. The UN75 as well as WFUNA is interested in showcasing your material on suitable channels. Some typical forms of documentation include:

- Data on who participated and how they were selected
- Relevant demographics
- Video and audio recordings with testimonials from people who have participated
- Photos and/or stories generated from the consultation
- Social media data
- Reports from rapporteurs
- An analytical summary with key findings

For formal focus groups, the moderator form allows information to be centrally recorded and analyzed. People taking part in conversations of all kinds can provide feedback via their moderator or at the UN75 website.