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World Federation of United Nations Associations



HOW TO ORGANIZE A CONSULTATION?

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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:

② Why are we talking?

② What's the value of participation?

② What impact will this have?

② 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:



Organize an informal conversation

Organize an informal conversation: These can take place anywhere. It may be convenient to link to existing meetings and conferences or something more social like a team event, lunch or coffee morning. If organizing a meeting, consider using live-streams as an easy way for participants in different locations to watch, listen and participate in real-time.



Social media chats

Social media chats: Start a simple Q&A using Twitter, Google Hangouts, Facebook, etc. These are easily discoverable by a vast audience, and can encourage them to contribute to the consultation. Chats and Q&As are also useful at live events.



Online discussions

Online discussions: The UN75 team is developing a comprehensive online platform to host and facilitate digitally moderated dialogues. Alternative digital platforms may also be available to UN country teams and stakeholders for online discussions.



Formal focus groups

Formal focus groups: These are aimed at producing more rigorous, structured research that can feed into global findings. If selecting this option, a more detailed feedback form will need to be completed. Further guidance on conducting formal focus groups can be found in [Annex 1](#).

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).

Videos, podcasts, social media tools, branding guidelines and more are on [Trello](#).

Check these short fact sheets to refresh on some of the most pressing issues from the UN75 team:

New Technologies – For Good ▼

A New Era of Conflict and Violence ▼

Inequality – Bridging the Divide ▼

The Climate Crisis – A Race We Can Win ▲

Climate change is the defining crisis of our time and it is happening even more quickly than we feared. But we are far from powerless in the face of this global threat. As Secretary-General António Guterres pointed out in September, “the climate emergency is a race we are losing, but it is a race we can win”.

No corner of the globe is immune from the devastating consequences of climate change. Rising temperatures are fueling environmental degradation, natural disasters, weather extremes, food and water insecurity, economic disruption, conflict and terrorism. Sea levels are rising, the Arctic is melting, coral reefs are dying, oceans are acidifying, and forests are burning. It is clear that business as usual is not good enough. As the infinite cost of climate change reaches irreversible highs, now is the time for bold collective action.

[Click here to access.](#)

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.