

# Innovation Packages and Scaling Readiness Workshop Facilitation Guide

## May 2023

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## 1. Pre-workshop

### 1.1. Meeting with Core Innovation developer

- Advise and encourage all initiative team to take the IPRS course before starting planning here is the link [Courses | Scaling readiness](#)
- In this initial meeting, the facilitator engages in a dialogue with the innovation developer concerning the core innovation. The focus of their conversation is on assessing the readiness level of this innovation and for the facilitator to explain the innovation packaging process.
- The facilitator explains the process of preparing the innovation, which commences with innovation profiling, assuming it hasn't been previously documented and validated in the PRMS.
- Subsequently, the two teams deliberate about the remaining three preparatory meetings necessary before the actual IPSR workshop. These meetings will cover logistics, refining the scaling ambition, and preliminary training on IPSR concepts. Dates for all three meetings are then established.
- Consensus is reached within the meeting regarding the designation of roles, determining who will serve as the technical point of contact and who will handle logistical matters. See [Pre-workshop meetings ppt](#)

### 1.2. Logistics meeting

- During this meeting, the team will deliberate on the process for sending out invitations and will determine the responsible party for this task. The invitee list will be created using the scaling ambition form (ref). It's crucial that the invitations are dispatched as early as possible, and no less than two weeks prior to the IPSR workshop.
- You are encouraged to customize the invitation letter template (ref) to suit your specific circumstances.
- Reminders for the event should be scheduled as follows:
  - o A week in advance
  - o Three days prior
  - o A day before
  - o Optimal times: 10 am / 12 pm

### 1.3. Scaling ambition meeting

- During these gatherings, the facilitator guides the development team in understanding and filling out the scaling ambition in the [Innovation Packages Form](#).

### 1.4. Pre-workshop training on innovation readiness and use

- In this gathering, the facilitator walks the development team through the innovation readiness and use scales, instructing them on how to evaluate and rate innovations and/or enablers. It's recommended to utilize examples of innovations that are similar to the core innovation, such as using breeding lines as examples when discussing new varieties. For enablers, examples could include training programs or awareness campaigns. [Innovation readiness and use deck](#)

## 2. Workshop

In this workshop, participants will engage in a series of interactive sessions aimed at analyzing and improving the scaling potential of a specific innovation. The agenda covers various aspects of innovation packaging, including identifying barriers, challenges, enablers, and solutions. Attendees will participate in plenary presentations, discussions, and breakout group work to deepen their understanding of innovation readiness and use assessments. By the end of the workshop, participants will have a clearer sense of the emerging innovation package and be able to identify priority next steps for scaling the innovation effectively.

Time	Topics (WHAT?)	Outcome (WHY?)	Type of session (HOW?)
9.00am	<b>Welcome, introductions and hopes</b>	Everyone has landed in the venue, gets grounded in the topic and expectations, and they have shared their personal hopes for the day	<b>Plenary discussion and exercises</b>
9.40am	<b>Innovation description and scaling ambition</b>	Everyone is reminded about the innovation that is being scrutinized, as well as on the related scaling ambition	<b>Plenary presentation and discussion</b>
10.30am	<i>Break</i>		
10.50am	<b>Innovation packaging: barriers, problems and challenges</b>	The group has done a thorough analysis of the challenges and problems that prevent scaling of the innovation	<b>Individual reflection and (plenary) collective sense-making</b>
11.55am	<b>Innovation packaging: enablers, solutions and opportunities</b>	Participants have suggested concrete and specific interventions (complementary innovations and enablers) to address the challenges	<b>Breakout group work</b>
12.30pm	<i>Lunch break</i>		
1.30pm	<b>Innovation packaging: taking stock of enablers</b>	The group has taken stock of and critically reviewed all the enablers / solutions suggested	<b>Plenary sense-making</b>

2.10pm	<b>Innovation readiness assessment</b>	Everyone is clear on what is an innovation readiness assessment and they have assessed the readiness of their suggested enablers / solutions	<b>Plenary presentation and breakout group work</b>
2.45pm	<b>Innovation use assessment</b>	Everyone is clear on what is an innovation use assessment and they have assessed the use of their suggested enablers / solutions	<b>Plenary presentation and breakout group work</b>
3.20pm	<i>Break</i>		
3.35pm	<b>Innovation scaling readiness - Taking stock</b>	The group has taken stock of the emerging whole innovation package; They have made initial sense about priority next steps	<b>Breakout and plenary group sense-making</b>
4.10pm	<b>Coming full cycle, next steps and closing</b>	Everyone has reflected on the workshop, they are clear on next steps	<b>Individual reflection and plenary discussion</b>
4.30pm	<b>Closed</b>		

## 2.1. Introductions and getting on the same page

### 2.1.1.Pre-session (A0)

<b>Title of the session:</b>	Pre-session (A0)
<b>Topic(s) and &gt; outcome(s) * Reflection question *</b>	<p>Prepare for the workshop: Make sure everything is set up and all logistical matters are resolved before the start.</p> <p><b>Reflection question (s):</b> N/A</p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>30 minutes: 08.30-9.00</p> <p>The session leader engages with attendees, encouraging them to complete their name tags, preferably in capital letters.</p> <p>Ensure physical materials are arranged in the room if not available digitally.</p> <ul style="list-style-type: none"> <li>● Organize the parking lot sheet (flip chart sheet with 'parking lot' written on it, located on a wall in a visible place)</li> <li>● The objectives (could be shown on the screen otherwise) <ul style="list-style-type: none"> <li>○ Understand the core innovation and its scaling ambition.</li> <li>○ Design the Innovation Package.</li> <li>○ Scaling Readiness Assessment.</li> <li>○ Identify bottlenecks and reflect on how to overcome them.</li> </ul> </li> <li>● The agenda (printed but could be shown on the screen otherwise).</li> <li>● The setup with the circle of chairs</li> <li>● Session leader and organizing team invite everyone to grab their pre-printed name tag from the table or use a blank name tag and write their name in capital letters with a color marker and wear their name tag.</li> <li>● While waiting for all participants to be there: Do a Menti on expectations while waiting.</li> </ul>
<b>Room set-up (how is the space arranged?) and group configuration</b>	<p>Arrange a circle of chairs, including enough seats for both participants and organizers.</p> <p>All attendees should be seated in this circle.</p>
<b>Materials and</b>	<ul style="list-style-type: none"> <li>● <a href="#">Name tags</a></li> </ul>

<b>&gt; other logistical equipment required</b>	<ul style="list-style-type: none"><li>• Parking lot flip chart</li><li>• Objectives flip chart</li><li>• <a href="#">Printed Agenda</a></li><li>• <a href="#">Registration sheet</a></li><li>• Menti session</li></ul> <p>Double check the video equipment, adapters (to connect computers), audio system and microphones, who offers ICT support etc.</p>
<b>Harvest (what and how):</b>	N/A
<b>Additional notes:</b>	

## 2.1.2. Welcome, introductions, and hopes (A1)

<b>Title of the session:</b>	<b>Welcome, introductions and hopes (A1)</b>
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection questions *</b>	<p>Welcome, introductions, hopes.</p> <p>&gt; Everyone lands in the space and is clear on what is meant to happen on the day outline. They also understand that they are part and parcel of an ecosystem.</p> <p><b>Reflection questions (s):</b></p> <ul style="list-style-type: none"> <li>• Introduce self.</li> <li>• What do you do for work?</li> <li>• Say something about your personal life.</li> </ul> <p><i>This is the moment when the group comes together formally. It offers opportunities to build cohesion and psychological safety in the group and impress on everyone that the core innovation can be scaled up when all their profiles, expertise, and experience are combined. This is also a moment for the session leader to frame interactions as crucial to this workshop, and to emphasize the interactive and participatory nature of the workshop</i></p>
<b>Timing (Duration + start/end times)</b>  <b>Sequence of steps (and responsibilities)</b>	<p>40 minutes: 09.00-09.40</p> <p>Welcome and overview of workshop objectives &amp; agenda, keynote.</p> <p><u>Objectives &amp; Expectations</u></p> <ul style="list-style-type: none"> <li>• Share scaling ambition</li> <li>• Design the innovation package</li> <li>• Scaling readiness assessment</li> <li>• Expectations - Menti</li> </ul> <p><u>Steps &amp; timing</u></p> <ul style="list-style-type: none"> <li>• (5 mins) burned time</li> <li>• (2 mins) Session leader welcomes everyone</li> <li>• Explicitly introduce the core project team, notably those with roles in the workshop – innovation developer, cofacilitators, timekeeper, rapporteur etc.</li> <li>• Notify participants that the <a href="#">attendance list</a> will include a column for photo consent, where they can sign to approve being photographed during the workshop.</li> </ul>

- Session leader introduces the objectives and [agenda](#)
- Keynote speaker welcomes the participants
- (25 mins) Session leader organizes ice-melter:
  - An exercise that shows their interconnectedness of participants and the need for us to work in collaboration... e.g., Web of connection game using yarn to connect.
  - Hold yarn, secure to your foot and (1) introduce self, (2) work, and (3) say something about personal life.
  - Any person who hears something they have in common raises hand and yarn is thrown to him; they explain the connection before going into introduction.
  - Session leader emphasizes, at the end of the exercise, that this innovation scaling process is collaborative and requires all actors who are part of the same enabling environment. S/he sensitizes them all to see the importance they carry individually and that everyone here carries too.
- (7-8 mins) Session leader covers all final logistical and subtle mind-framing pieces:
  - Session leader explains that for each session, s/he will explain what is the topic and expected outcome of that session...
  - Session leader covers points of logistics and 'rules' for the day: water to hydrate ourselves, restrooms, leaving PC and phone for the breaks and if important need to address, do it outside and come back when done.
  - Session leader points to the parking lot and invites anyone and everyone to leave issues and ideas that matter to them throughout the entire event on that parking lot with a post-it note (full sentence, capital letters)
  - Session leader takes a couple of final reactions etc. from the participants (time allowing)
  - Sessions leader explains who will take care of time management: either volunteer to take care of time management during breaks, or someone from the organizing team who will inform the session leader about time left for each session
  - In view of next session, session leader asks everyone to move from a full circle to a semi-circle, oriented towards the screen

<b>Room set-up (how is the space arranged?) and group configuration</b>	<p>Circle of chairs set up for the start - they will need to turn into a semi-circle of chairs oriented towards the screen when the next session starts. Participants can take care of reorienting their own chair configuration</p> <p>People organized in functional groups for a segment of 3-5 minutes</p>
<b>Materials and &gt; other logistical equipment required</b>	<ul style="list-style-type: none"> <li>● Projector, screen (or wall) to project, PC to connect (or Mac + adapter), pointer is useful.</li> <li>● Flipchart</li> <li>● Flipchart with Menti website and code</li> <li>● Printed agendas for the day</li> <li>● Yarn</li> <li>● Notebooks.</li> <li>● Pens</li> <li>● List of the participants + photos/recording consent</li> <li>● Menti and display screen</li> </ul>
<b>Harvest (what and how):</b>	<p>Note taker to capture any questions or issues that are not immediately addressed for later reflection</p>
<b>Additional notes:</b>	

### 2.1.3. Innovation description (A2)

<b>Title of the session:</b>	Innovation description (A2)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Innovation</p> <p>&gt; Give an overview of the Innovation, demonstration where applicable, and the Initiative or projects leading the work</p> <p><b>Reflection question(s):</b> 'What is this innovation about?'</p> <p><i>This is the first session properly connecting the people in the room with the content and with the specific core innovation that is being packaged It also stresses the fact that a core innovation group has been working on this already and that they are inviting the whole group today to co-create the innovation package.</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>30 minutes: 9.40-10.10</p> <p><u>Steps &amp; timing</u></p> <ul style="list-style-type: none"> <li>● 30 seconds: Session leader introduces the what and why of this session</li> <li>● 15 mins: Innovation owner (scientist) introduces innovation</li> <li>● 15 mins: Innovation owner gives a demonstration of the innovation as and when relevant</li> </ul> <p>Innovation developer and team take questions as and when.</p>
<b>Room set-up (how is the space arranged?) and group configuration</b>	<p>Semi-circle of chairs organized around the screen</p> <p>People sit on their chair but buzz with 1-2 neighbors on any question they have about the innovation</p>
<b>Materials and &gt; other logistical equipment required</b>	<ul style="list-style-type: none"> <li>● Innovation slides (by the innovation developer, ensure to ask a week before the workshop)</li> <li>● Initiative overview slides (by the innovation developer, ensure to ask a week before the workshop)</li> <li>● Innovation profile (<a href="#">samples</a>) printed for all participants to reference and keep</li> <li>● Display screen for slides presentation</li> </ul>
<b>Harvest (what and how):</b>	Questions and answers about the innovation can be captured by the note-taker(s)
<b>Additional notes:</b>	



## 2.1.4. Scaling ambition presentation (A3)

<b>Title of the session:</b>	Scaling ambition presentation (A3)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Scaling ambition &gt; All participants have a clear understanding of the scaling ambition and its key components.</p> <p><b>Reflection question(s):</b> 'What is the scaling ambition for this innovation?'</p> <p><i>Everyone should understand that the scaling ambition is the goal we aim to reach to confirm successful scaling - it's our scaling target indicator. When designing the innovation package, this ambition should be kept in mind. The challenges identified are potential obstacles to realizing this ambition, while the proposed solutions aim to facilitate its achievement. Clarity on the scaling ambition and its key aspects/components is essential for all participants.</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>20 mins: 10.10-10.30</p> <p><u>Steps &amp; timing</u></p> <ul style="list-style-type: none"> <li>● 30 seconds: Session leader introduces the what and why of this session</li> <li>● 5 mins: Innovation owner introduces scaling ambition</li> <li>● 15 mins: Innovation owner hosts a Q&amp;A session about this</li> </ul>
<b>Room set-up (how is the space arranged?) and group configuration</b>	Semi-circle of chairs organized around the screen
<b>Materials and &gt; other logistical equipment required</b>	<ul style="list-style-type: none"> <li>● Presentation on (1) scaling ambition blurb, and the (2) assumptions underlying the numbers and partners listed the scaling ambition. (ask the innovation developer to share this a week before the workshop)</li> <li>● Scaling Ambition printout for reference during the workshop</li> </ul>
<b>Harvest (what and how):</b>	Any comments made about the scaling ambition
<b>Additional notes:</b>	During the break, the enabler categories each on a flipchart should be arranged physically on the wall so people know where to put their challenges. List of enable categories is on this <a href="#">Enabler form</a>

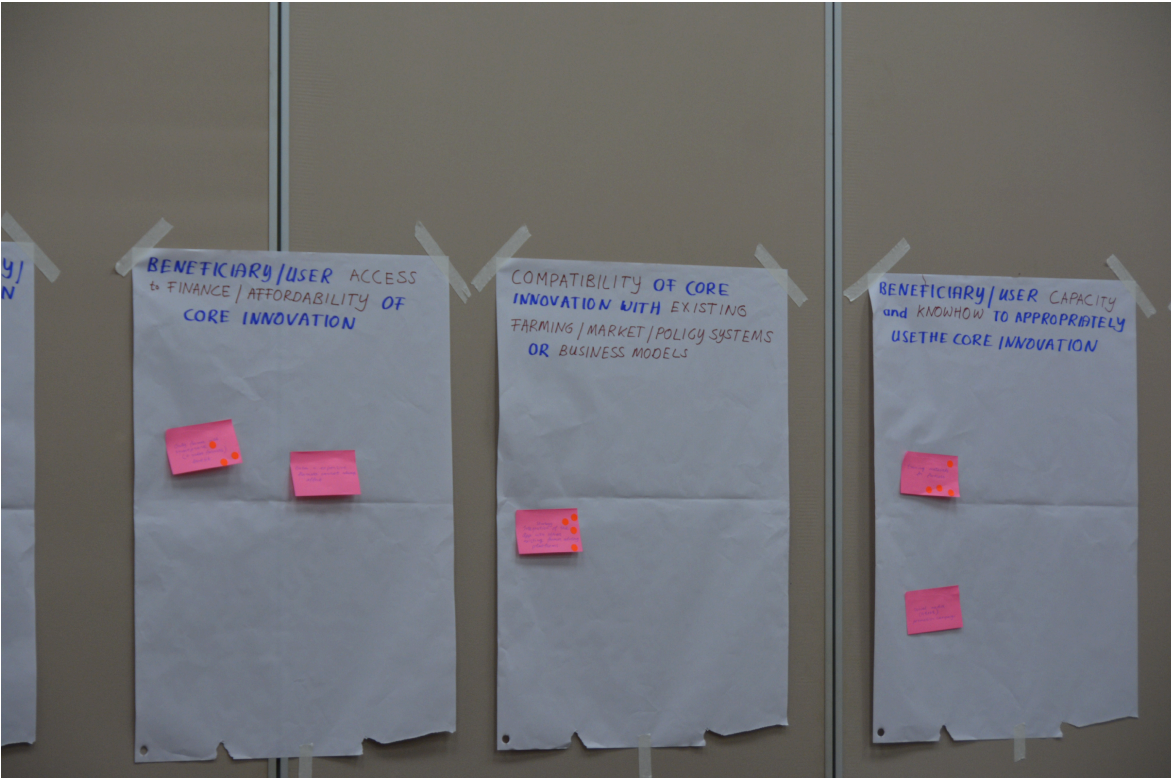
<< Break 20 mins >>

## 2.2. Innovation package design

### 2.2.1.Challenges (A4)

<b>Title of the session:</b>	Innovation package design - challenges (A4)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Innovation packaging. Innovation problems and challenges          &gt; The group has done a thorough analysis of the challenges and problems that prevent scaling the innovation</p> <p><b>Reflection question(s):</b>          ‘What are the biggest problems and challenges that could prevent this innovation from getting scaled up?’</p> <p><i>In this pivotal session, participants delve into the primary obstacles impeding the adoption of the innovation, pinpointing key challenges (preferably one per category). The success of the entire workshop hinges on this critical juncture. The discussion must actively seek diverse perspectives and invite rigorous reflection to ensure an exhaustive analysis of the challenges. The derived solutions and the design of the innovation package will be structured around this analysis.</i></p>
<b>Timing (Duration + start/end times)</b>  <b>Sequence of steps (and responsibilities)</b>	<p>(45-)65 mins : 10.50-11.55</p> <p><u>Steps &amp; timing:</u></p> <ul style="list-style-type: none"> <li>● 30 sec: Session leader introduces the what and why of this session</li> <li>● 5-10 mins: Everyone thinks individually for 5-10' and comes up with key challenges that stand in the way of achieving the scaling ambition. They can come up with 3-5 challenges on post-its</li> <li>● 5 mins: Session leader introduces ‘enabler categories’ (challenger/enabler categories) and reveals them on the wall</li> <li>● 5-10 mins: Session leader facilitates putting the challenges on the enabler category flipcharts on the wall</li> <li>● 20-40 mins: Review of some sort: Using voting dots, experts vote on the challenges they would wish to prioritize under each category. This is only meant to guide the solutions groups but is in no way a prioritization exercise so no challenges will be discarded based on votes</li> </ul>

<p><b>Room set-up (how is the space arranged?) and group configuration</b></p>	<p>Form as many groups as many as the active categories</p> <ul style="list-style-type: none"> <li>• Improves beneficiary/ user awareness of the core innovation</li> <li>• Improves beneficiary/ user confidence/ trust in core innovation</li> <li>• Improves availability and beneficiary/ user access to core innovation</li> <li>• Improves beneficiary/ user access to finance/ affordability of the core innovation</li> <li>• Improves compatibility of core innovation with existing farming/ market/ policy systems or business models</li> <li>• Improves beneficiary/ user capacity and knowhow to appropriately use the core innovation</li> <li>• Improves gender equality and social inclusion related to scaling the core innovation</li> <li>• Improves legal conditions and governance required to scale the core innovation (by-laws, policies, regulations and business models)</li> <li>• Improves stakeholder coordination and scaling partnerships</li> <li>• Other enabler functions: _____</li> </ul> <p>Experts allowed to join the enabler category of their choice</p>
<p><b>Materials and &gt; other logistical equipment required</b></p>	<ul style="list-style-type: none"> <li>• Wall overview of all enabler categories prepared in the previous break, with a label for each enabler category.</li> <li>• Flipchart, markers &amp; post-its</li> <li>• One flipchart with the reflection question above</li> <li>• Space on the wall to capture all challenges etc.</li> </ul>

	 <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Harvest (what and how):</b></p>	<ul style="list-style-type: none"> <li>• All challenges categorized are captured.</li> </ul>
<p><b>Additional notes:</b></p>	<ul style="list-style-type: none"> <li>• Great if some time can be saved in this session.</li> </ul>

## 2.2.2. Solutions and enablers (A5)

<b>Title of the session:</b>	Innovation package design - Solutions and opportunities (A5)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Innovation package enablers/solutions, opportunities          &gt; Participants have suggested concrete and specific solutions (complementary innovations and enablers) that may improve the likelihood of the innovation being scaled in relation to the challenges most likely faced.</p> <p><b>Reflection question(s):</b>          ‘What interventions/solutions have a strong potential to scale up the core innovation?’          ‘What would be possible concrete and tangible solutions to the previously identified problems/challenges? What does each of them do? For whom?’</p> <p><i>This is the second really crucial session that needs to be carefully facilitated, with an eye for under-represented voices and for over-present participants. As with the previous session, the success of the workshop relies on a solid selection of solutions and opportunities that respond to the clearly identified and mutually agreed on challenges from the previous session</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>35 minutes: 11.55-12.30</p> <p><u>Steps &amp; timing:</u></p> <ul style="list-style-type: none"> <li>● 30 sec: Session leader introduces the what and why of this session</li> <li>● 15-20 mins: Session leader invites people to select one expert category and work in a breakout on it to imagine what interventions/actions could address these challenges. Each enabler category should be attended by at least two people, preferably 3-4 per group/category.</li> <li>● Once groups have identified their 1 (possibly 2) suggested enablers, they write it on a post it note or color card and they fill out the printed out <a href="#">enabler form</a>.</li> <li>● 10-15 mins: As they are about to break for lunch, each group decides who will be their spokesperson (see session A6) and post their enabler post-it note on the wall and handover the filled-out form to the facilitator.</li> </ul> <p>Anyone in the room can look at the various enablers on the wall, on their way to lunch.</p>

<b>Room set-up (how is the space arranged?) and group configuration</b>	Starting from the previous configuration, working with the same enabler category groups on specific solutions (complementary innovations and enablers)
<b>Materials and &gt; other logistical equipment required</b>	<ul style="list-style-type: none"> <li>• Post-it notes or color cards to write down the enabler (solution)</li> <li>• Printed out forms: 1 per expert category group (and some extras just in case)</li> <li>• Section of the wall (where the various expert categories are displayed) to leave all the post-it notes with enablers on them and take stock of what's been done by the various groups</li> </ul>
<b>Harvest (what and how):</b>	The final overview of possible solutions (complementary innovations and enablers)
<b>Additional notes:</b>	

<< Lunch 60 mins >>

### 2.2.3. Taking stock (A6)

<b>Title of the session:</b>	Innovation package design - Taking stock (A6)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Innovation package design &gt; The group has taken full stock of all the enablers/solutions suggested, they have added critical comments, and they have a sense of how to proceed next</p> <p><b>Reflection question(s):</b> Invite each expert to contribute to any other category of interest and enhance the developed solution. Promote open discussions.</p> <p><i>At this stage, the full group gets an opportunity to take stock of all the enablers/ solutions suggested. They have to ponder: are these enablers well-defined? What is that enabler? What does it do? For whom? The enablers need to be tangible (not too general, rather like SMART) which is why the groups fill out a form to ensure they address critical questions and come up with tangible, actionable solutions. This session allows the group to also decide whether to merge two enablers e.g., instead of having 4 separate trainings on different topics, offer them as different topics under an integrated training course.</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>40 minutes: 13.30-14.10</p> <p><u>Steps &amp; timing:</u></p> <ul style="list-style-type: none"> <li>● 30 sec: Facilitator introduces what and why of this session.</li> <li>● 20 minutes: Gallery walk.</li> <li>● Session leader invites the representative from each enabler group to stand by their station.</li> <li>● Each expert is then invited to go around to any other category of interest and add value to the developed solution. Encourage open discussions.</li> </ul>
<b>Room set-up (how is the space arranged?) and group configuration</b>	Breakouts but in the same room
<b>Materials and</b>	Post-it notes and markers/pens by the enabler stations to leave notes/comments around each enabler / solution.

<b>&gt; other logistical equipment required</b>	All interventions have been posted on the wall, category by category, with the form next to it.
<b>Harvest (what and how):</b>	Comments on post-its and general discussion about
<b>Additional notes:</b>	Optional 'gradients of agreement' under each intervention

## 2.3. Scaling Readiness assessment

### 2.3.1. Innovation Readiness (A7)

<b>Title of the session:</b>	Innovation readiness assessment (A7)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Innovation readiness</p> <p>&gt; All participants understand the concept of an innovation readiness assessment and its process. They will then evaluate the readiness of their proposed solutions or enablers.</p> <p><b>Reflection question(s):</b></p> <p>‘What is innovation readiness?’</p> <p>‘How to measure innovation readiness?’</p> <p>‘How does our enabler score against innovation readiness, and based on what evidence?’</p> <p><i>The core innovation team has an important role to play here, as they have been involved in this logic and they can guide the whole group, in addition to the session leader.</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>15-35 mins: 14.10- 14.45</p> <p><u>Steps &amp; timing:</u></p> <ul style="list-style-type: none"> <li>● 30 sec: Facilitator introduces the what and why of this session 30 sec: Facilitator introduces the what and why of this session</li> <li>● 10-20 mins: Presenter introduces again the concept of <a href="#">innovation readiness assessment</a> (printout). S/he explains the various steps of that grading. Participants ask clarifying questions (after initial buzz of 1-2 mins if enough time). Use <a href="#">context examples</a> to explain the scale</li> <li>● 5-15 mins: Participants go back to their groups and assess the readiness of their enabler. They indicate the readiness score on the top right-hand corner of their enabler’s post it note / color card</li> </ul>
<b>Room set-up (how is the space arranged?) and group configuration</b>	Arrange chairs in a circle for a presentation on innovation readiness assessment, then split into groups for conducting the assessment in breakouts
<b>Materials and</b>	Slides introducing innovation readiness ( <a href="#">PPT</a> )

<b>&gt; other logistical equipment required</b>	<a href="#">Innovation Readiness scale</a> Flipchart screen display the readiness scale
<b>Harvest (what and how):</b>	Scoring on the innovation readiness for all enablers is captured on paper
<b>Additional notes:</b>	

## 2.3.2. Innovation Use (A8)

<b>Title of the session:</b>	Innovation use assessment (A8)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Innovation use</p> <p>&gt; Everyone is clear on what is an innovation use assessment and how it works, they have themselves assessed the use of their suggested enablers/solutions.</p> <p><b>Reflection question(s):</b></p> <p>'What is innovation use?'</p> <p>'How to measure innovation use?'</p> <p>'How does our enabler score against innovation use, and based on what evidence?'</p> <p><i>Same as the previous session.</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>35 mins: 14.45 - 15.20</p> <p><u>Steps &amp; timing:</u></p> <ul style="list-style-type: none"> <li>● 30 sec: Session leader introduces the what and why of this session</li> <li>● 10-20 mins: Presenter introduces innovation use assessment (print out sheet). S/he explains the various steps of that grading. Participants ask clarifying questions (after initial buzz of 1-2 mins if enough time) Use examples to explain the scale</li> <li>● 5-15 mins: Participants go back in their groups and assess the use of their enabler. They document their conversation (in soft copy - to be shared with the organizing team) and report back their result on the collective canvas.</li> <li>● Session leader welcomes everyone to the break and invites everyone, on their way to the break, to take a look at the enablers on the wall and at the collective 'innovation package' picture that is emerging</li> </ul>
<b>Room set-up (how is the space arranged?) and group configuration</b>	Arrange chairs in a circle for a presentation on innovation use assessment, then split into groups for conducting the assessment in breakouts
<b>Materials and &gt; other logistical equipment required</b>	<p><a href="#">Innovation use scale</a></p> <p>Flipchart or wall section to display the readiness scale</p>

<b>Harvest (what and how):</b>	Scoring on the innovation use for all enablers is captured on paper and can be photographed. The set of interventions (actions) is plotted on the <a href="#">readiness x use graph</a> and is captured by photograph... (slide 10)
<b>Additional notes:</b>	A tentative prioritization might be done and tentative initial steps for each intervention might also be captured

<< Break 15 mins >>

### 2.3.3. Discussion on current and potential (A9)

<b>Title of the session:</b>	Innovation scaling readiness - Taking stock (A9)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Innovation scaling readiness          &gt; <i>This is a final moment of reflection for the group to review the fruit of their collective labor, to get a reality check from the innovation owner and get a sense of priority and momentum on this work.</i></p> <p><b>Reflection question(s):</b>          ‘What do I see emerge? Is it realistic? Given our resources, what should be our priority next steps’          ‘Based on what you’ve seen/heard, what was unexpected? Where do you see priority next steps?’          “Looking at this innovation package and the sense of priorities emerging, how much confidence do you have in the approach proposed by the group today?”</p> <p><i>Even though this is not the ‘be all end all’ conversation about the innovation tackled during the day, it is one final collective and integrative look at the work carried out during the day. It is an important moment to get a good sense from the group as to how happy they are with what they produced, what they see as gaps and as next steps, and to reflect on their potential role in future steps.</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>35 minutes: 15.35-16.10</p> <p><u>Steps &amp; timing:</u></p> <ul style="list-style-type: none"> <li>● 30 sec: Session leader introduces the what and why of this session</li> <li>● 5 mins: Session leader invites all participants to take one last look at the innovation package (ie. the suggested enablers on the readiness x use framework)</li> <li>● 15 mins: Session leader runs participants through a 1-2-4-all exercise to ponder “What do I see emerge? Is it realistic? Given our resources, what should be our priority next steps?”             <ul style="list-style-type: none"> <li>○ 2 mins alone</li> <li>○ 4 mins in pairs (inviting people to select someone they haven’t worked with for a while)</li> <li>○ 6 mins in two pairs</li> <li>○ 3 mins in plenary</li> </ul> </li> <li>● 10 mins: Session leader facilitates an open discussion, starting by asking the innovation owner to reflect on what they’ve seen/heard, what was unexpected, and where they see priority next steps...</li> </ul>

	<ul style="list-style-type: none"> <li>3 mins: Session leader invites everyone to review the full innovation package through the gradients of agreement: “Looking at this innovation package and the sense of priorities emerging, how much confidence do you have in the approach proposed by the group today?” and tallies the voices for each gradient, asking everyone to show -at the same time- their number with their hands</li> </ul>
<b>Room set-up (how is the space arranged?) and group configuration</b>	Semi-circle standing oriented towards the innovation readiness x use framework with all enablers plotted there
<b>Materials and &gt; other logistical equipment required</b>	<p>Flipchart sheet or wall section to display the readiness x use matrix</p> <p><b>Awareness</b></p> <p>The online training for policymakers to create awareness and convince them to use evidence-based policy advisory tools</p> <p>Innovation Readiness: 6 Innovation Use: 3</p> <p>Core Innovation Team also determines readiness and use levels for context where innovation is scaled</p>
<b>Harvest (what and how):</b>	Final comments from the innovation owner, from the full group can - and should - be captured by the note-taker
<b>Additional notes:</b>	

## 2.4. Next steps (A10)

<b>Title of the session:</b>	Coming full cycle, next steps and closing (A10)
<b>Topic(s) and &gt; outcome(s)</b> <b>* Reflection question *</b>	<p>Next steps and closing</p> <p>&gt; The participants have reflected on their whole experience of the workshop. They are clear on the next steps of this work, both in terms of what the innovation owner(s) need to do, what they might need to do, and what the IPSR team might need to do.</p> <p><b>Reflection question(s):</b></p> <p>'In 3 seconds, can you tell us: Was your hope from this morning realized? Any final thought you have about today (please keep it VERY short)'</p> <p><i>This final session is easily going to be overlooked and canceled, but there is (always) a lot of value in reflecting on a meta-level with the group. It helps them process their thinking about the experience they went through, it gives feedback for the organizing team, and it sharpens their 'collaboration process literacy' for future collaborations. An important note is to ensure that in the structured go-around the session leader intervenes if 2 participants in a row are long-winded (in which case there is a risk of a norm being set for the entire group to pontificate ;)</i></p>
<b>Timing (Duration + start/end times) + sequence of steps (and responsibilities)</b>	<p>20 minutes - 16.10-16.30</p> <p><u>Steps &amp; timing:</u></p> <ul style="list-style-type: none"> <li>● 30 sec: Facilitator introduces the what and why of this session</li> <li>● (3-5 mins) Session leader or other presenter introduces next steps post-workshop</li> <li>● (15 mins) Session leader leads a Menti</li> <li>● (15 mins) Session leader runs a 'structured go around' and invites everyone in the circle to share whether their hope - as communicated in the morning - was realized or not and one quick other thought they have about their day (30 sec / person).             <ul style="list-style-type: none"> <li>○ The structured go around starts with anyone who feels ready first, then follows the circle clockwise.</li> <li>○ People can always pass if they're not eager to talk just yet or if they haven't formulated their thought concisely enough. They can talk when all others in the circle are done and when their turn comes back in the structured go-around</li> </ul> </li> <li>● (1 min) Session leader briefly thanks everyone and honors the people that played a special role - ideally referring to them on a 'thank you' note on a flipchart sheet...</li> </ul>

<b>Room set-up (how is the space arranged?) and group configuration</b>	Full circle of chairs
<b>Materials and &gt; other logistical equipment required</b>	'Thank you' Flipchart sheet with names of all the people that played a special role, including people that were not physically present, as well as the participants
<b>Harvest (what and how):</b>	Final reflections can be captured in typing/writing or recording.
<b>Additional notes:</b>	

## 3. Post-workshop

### 3.1. Compilation of Workshop Outputs

- The facilitator is responsible for compiling the results from the workshop, formally documenting the innovation scoring forms for record-keeping, writing the workshop report, distributing it amongst the development team and partners involved, and publishing it on CG space.
- Regarding the scores assigned to the core innovation and enablers during the workshop, the facilitator requests corroborative evidence to support the chosen ratings. This information is then added to the innovation scoring forms, preparing them for submission in the PRMS for the QA process.
- Document the innovation packages module in the PRMS.