

Integrated Collaboration Framework - Info Points

Dear MOMENTUM partners, please find some inputs that can be useful for your 1st participatory lab. In fact, even if in Lab 1 you should mainly focus on the group dynamics and team building, on presenting the approach, structure and objectives of the process. In case you already went through these contents in the infodays you would probably need to present and to start an initial work on the Collaboration Framework presenting the stages and other details.

Anyway it could be worth having it as a reference point for discussion. Some of you will run the 1st Labs once the translation in your own language will be finished, while some of you will have the 1st lab in the very next days, so only with the draft version in english available. So in this second case, have this following points in mind

- This version of the ICF is a draft version. The final one will be ready after all the participatory labs in the 5 countries will take place. In fact in these labs all participants will produce new learnings and contributions to enrich and complement the deliverable.
- Have a couple of ICF printed for the first lab. For the following labs, I would not suggest printing one per participant, for green issues, but I would suggest having a couple of copies in the first meeting and then for the next labs, to have a copy for each working group, whenever you work in groups. Obviously the electronic version will be shared so anyone can access it on pc or smart device.
- Clarify that this draft, that you can also share in electronic format, is a confidential document that will be made publicly available after January, when the labs have finished and inputs will be included. If you can, save your copy with a watermark that says "draft version". You can do this either on word or directly on the final pdf using the magic site I LOVE PDF [add trademark here](#)
- When reporting, during the lab, involve a person that can takes directly notes of the corrections on the document with track-change and comments, in order to make easy to spot what we should correct and where
- When reporting, after the labs, [use this form](#) in order to facilitate the process of incorporating all the feedback. the reporting should be done right after each participatory lab, because it would be difficult for me to incorporate all the inputs from 25 labs in January, and for you to provide clarifications on something discussed 3 months before.

Thanks and have a super sparkling participatory labs phase!