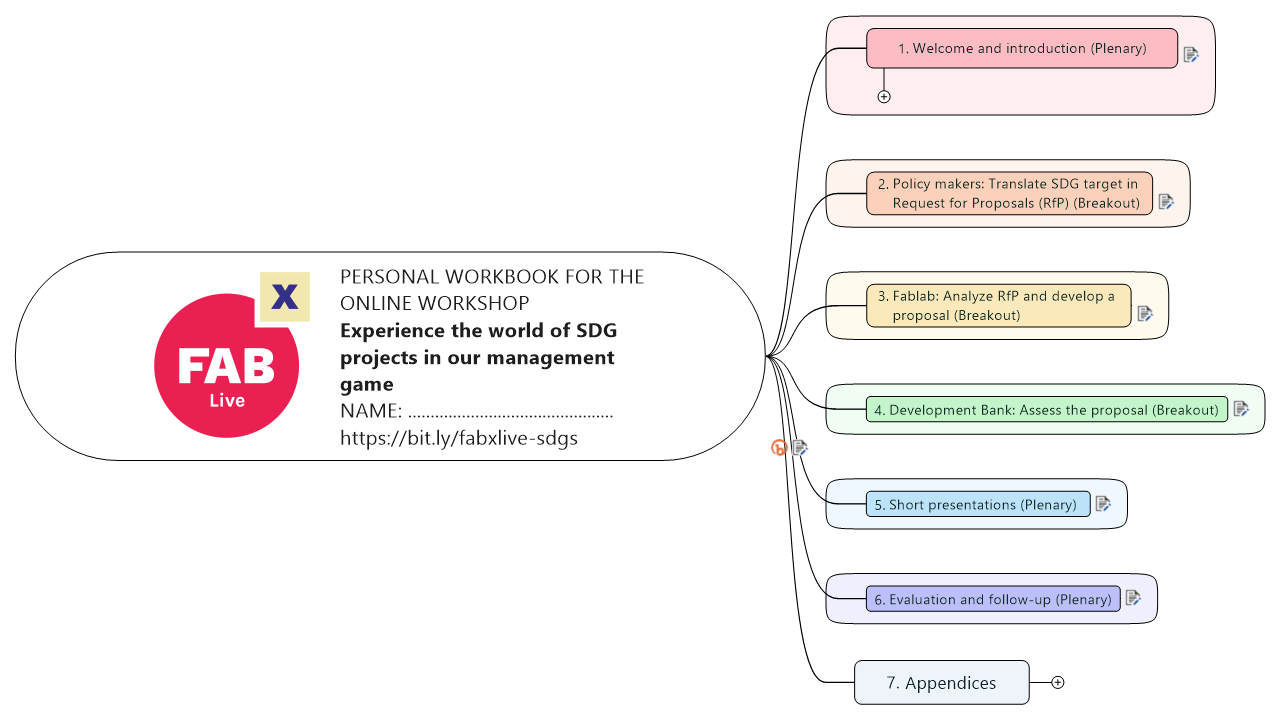
  
FABxLive – Online International Fab Lab Conference  
July 27-31, 2020

PERSONAL WORKBOOK FOR THE ONLINE WORKSHOP  
**Experience the world of SDG projects in our management game**

NAME: ..............................................



<https://bit.ly/fabxlive-sdgs>

Welcome!

**This workshop** helps staff and volunteers of fab labs / makerspaces / innovation centers **to explore the world of policy makers, development banks and real world developing projects within the framework of the United Nations Sustainable Development Goals (SDGs)**. With some changes it could be applied to any organization with consulting capabilities.

**The online workshop** consists of six parts of approximately 15 minutes each = 90 minutes in total. To follow the online workshop you need internet access. All relevant hyperlinks can be found on our "portal" page. You therefore only need to know (and remember) one hyperlink: <https://bit.ly/fabxlive-sdgs>.

**This workbook** helps you before, during and after the online workshop "Experience the world of SDG projects in our management game" during FABxLive 2020. It is an MS-Word document; you can freely download your personal copy in which you can make your own notes.

**The Working Group -** The Workshop and related materials have been developed by the international working group "Fablabs & SDGs", consisting of Pieter van der Hijden (The Netherlands & Suriname) plus global team: Enrico Bassi (Italy), Vaneza Caycho Ñuflo (Peru), Nagwa ElNwishy (Egypt), Neville Govender (South Africa), Ted Hung (Taiwan), Arundhati Jadhav (India), Beno Juarez (Peru), Yogesh Kulkarni (India), Noksy Letsoalo (South Africa), Jean-Baptiste Natali (New Zealand), Wendy Neale (New Zealand).

graphic  
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1. Welcome and introduction (Plenary)

**The goal of this step is to welcome the participants, to explain the agenda, and give a short overview of the key players in financing end developing projects.**

*Step 1 and its substeps*

* The facilitator welcomes the participants, introduces herself, and co-facilitators and explains the purpose of this workshop.
* This workshop helps staff and volunteers of fab labs / makerspaces / innovation centers to explore the world of policy makers, development banks and real world developing projects within the framework of the United Nations Sustainable Development Goals (SDGs).
* This workshop is a kind of management game. You work in breakout groups and as a group you successively play the roles of policy makers, fab lab staff and assessors at a development bank. As policy makers you translate one of the SDG targets into a change goal, as a fablab you develop a project proposal to achieve that goal and as a development bank (and financier) you assess the whole.

Financing the SDG development programs

* The facilitator introduces the concept of SDG development programs, the ways to finance them and the ways to involve other organisations. **Download the Presentation via** [**https://bit.ly/fabxlive-sdgs**](https://bit.ly/fabxlive-sdgs)**.**

In 2015, all countries agreed to the United Nations Agenda 2030. This consisted of 17 Sustainable Development Goals divided into 169 targets. The United Nations assumes that every country, every region, every local government, every local organization, every company, every family and ultimately every individual will contribute to the realization of the very ambitious and comprehensive 2030 Agenda. It is up to the governments to inform and enthuse all these entities and to start-up development programs.

External financing is indispensable, especially for developing countries. They therefore call on the Multilateral Development Banks (eg the African Development Bank, the Islamic Development Bank, the Inter-American Development Bank) to draw on the billions of dollars that these banks have at their disposal each year.

In summary, the existing working method is as follows:

* A government enters into a contract with one of the banks for (partial) financing of a development program (often several projects) via a commercial loan, a loan on soft terms or a gift. For each of these "products", the banks have separate departments and procedures to manage this properly.
* The government draws up a "Request for Proposals" (the bank is watching) and market parties at home and abroad can then respond to this by submitting proposals.
* The government makes a choice for one of the proposals in accordance with a procedure prescribed by the bank, processes the proposal into a contract between the government and the provider (the bank monitors).
* The provider goes to work, reports to the government, the bank watches and if everything is in order, the bank pays to the government and the government to the provider.

For SDG programs in particular, reality can be much more complicated. The SDGs are so ambitious that the development banks' billions of dollars are insufficient. Trillions of dollars are needed to complete all projects. That is why the banks have decided that because of the SDGs they will adjust their existing working method: the banks mainly want to use their billions of dollars to unlock the required trillions. They do this as follows:

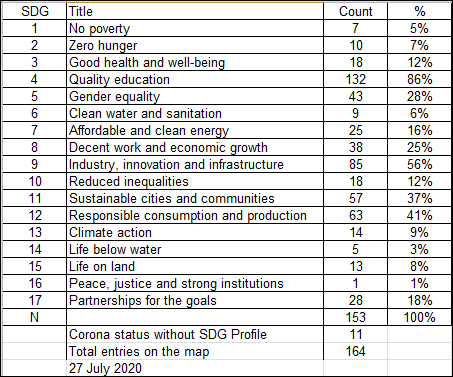
* The banks will come up with a new "counter" for governments, a one-stop window for complex programs where primarily analyzes and advice are produced.
* The banks organize an interplay of all kinds of actors: government, companies, the public, public-private partnerships, the financial sector and the banks with contributions, shares, guarantees and risk-bearing investments in order to complete the financing.

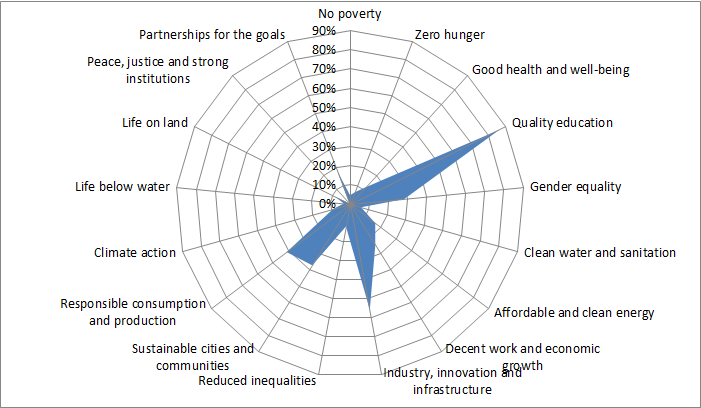
With the existing working method, you can imagine that a government orders a telecommunications company to make telephone traffic possible in a past village. In the new situation, the intention is in such a case to get the telecom provider as an independent company to invest itself, whereby an arrangement between the government and the bank can provide support for preliminary studies, a temporary turnover guarantee, a temporary shareholding.

**In this workshop we are forced to work with a simplification of reality. We broadly follow the existing working method: the policy makers adopt a specific SDG target and prepare a "Request-for-proposals"; the fablab (as one of the potential providers) comes up with a proposal; the bank (as an independent third party) gives an opinion on this.**

Which SDGs?

During this workshop each breakout group (and in every step) is working on a different SDG. Based on four breakout groups, we have selected four SDGs, the SDGs that are most common in Fablabs' SDG profiles; see the table and the radar plot below.

  
*Table: Occurrence of SDGs in Fablabs' SDG Profiles*

  
*Infographic: Frequency of SDGs in Fablabs' SDG Profiles*

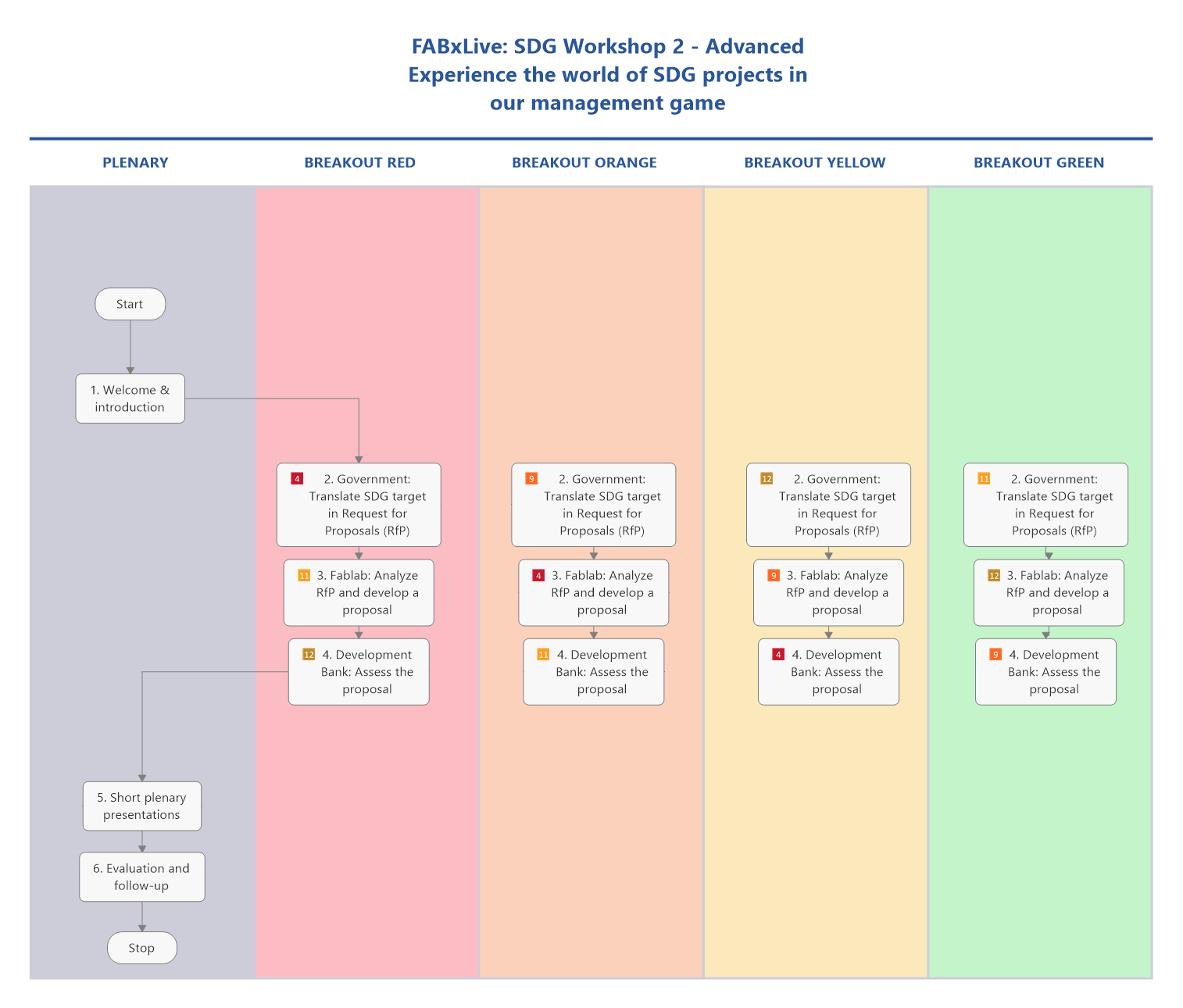
The SDGs most common in fablabs' SDG profiles are:

* SDG 04: Quality Education
* SDG 09: Industry, Innovation and Infrastructure
* SDG 12: Responsible Consumption and Production
* SDG 11: Sustainable Cities and Communities

These SDGs will be used during the workshop.

**For each of these goals a Project File (folder) will be accessible via** [**https://bit.ly/fabxlive-sdgs**](https://bit.ly/fabxlive-sdgs)**. There you find information on that goal in English, Spanish and Arabic (as well as empty forms to be filled online during the game).**

Steps-of-play

*Scheme: Swimlanes for the Workshop*

The game-part of the workshop consists of three steps:

1. As **policy makers**, the four breakout groups each start with a different SDG, producing a "Request-for-proposal". They transfer this to the next group at the end of the game step.
2. As a **fab lab**, each breakout group receives a different "Request-for-proposals". The four groups use this as the basis for a "Proposal" to be drawn up. They transfer this "Proposal" to the next group at the end of the game step.
3. As a **development bank**, each breakout group receives a different "Proposal" (including the underlying request); the groups produce an "Evaluation" of that proposal which is reported in the next (plenary) step.

The following tables show the SDGs involved in the different steps-of play.

* In case there are **four breakout groups**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** | **Breakout Green** |
| 1. Policy makers | SDG 04 | SDG 09 | SDG 12 | SDG 11 |
| 2. Fab Lab | SDG 11 | SDG 04 | SDG 09 | SDG 12 |
| 3. Development bank | SDG 12 | SDG 11 | SDG 04 | SDG 09 |

* When there are only **three breakout groups**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** |
| 1. Policy makers | SDG 04 | SDG 09 | SDG 12 |
| 2. Fab Lab | SDG 12 | SDG 04 | SDG 09 |
| 3. Development Bank | SDG 09 | SDG 11 | SDG 04 |

**ATTENTION: During every step-of-play your Breakout Group works with a different SDG!**

1. Policy makers: Translate SDG target in Request for Proposals (RfP) (Breakout)

**The goal of this step is to act as policy makers in government; they translate one of the SDG sub-goals (targets) into a request for proposals for work to be outsourced.**

* As policy makers, the four breakout groups each start with a different SDG, producing a "Request-for-proposal". They transfer this to the next group at the end of the game step.
* **ATTENTION: During every step-of-play your Breakout Group works with a different SDG!**
  + In case there are **four breakout groups**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** | **Breakout Green** |
| 1. Policy makers | SDG 04 | SDG 09 | SDG 12 | SDG 11 |

* + When there are only **three breakout groups**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** |
| 1. Policy makers | SDG 04 | SDG 09 | SDG 12 |

Policy-makers: sub-steps

Make sure you work with the correct SDG! Your task as policy makers is: Select a target in this SDG and translate this SDG target in Request for Proposals (RfP).

Go to the project file for your SDG (via <https://bit.ly/fabxlive-sdgs>); open the form "Request for Proposals". While you are discussing the topics below as a group, one of the group members can immediately fill in the answers in the appropriate fields of the RfP form. The label of the relevant fields is indicated in square brackets, eg [Example]. You can leave all other fields empty. The form is saved automatically.

1. There is no time to discuss the targets of your SDG in detail. Quickly choose one of them. Fill its SDG-code (e.g. 3.4) in: [Policy Target]
2. Think about why you want to tackle this target right now [Background]
3. Discuss what you hope to achieve with the intended project [Objectives]
4. What kind of services will the provider have to provide? [Services]
5. If time permits: What concrete goals should the intended project achieve [Goals]
6. If time permits: Where are the boundaries of the intended project (in terms of content, depth, geography, duration); in other words, what is included, what is outside the intended project [Scope]
7. If time permits: What concrete results should the project yield? [Expected outputs / deliverables]
8. Fablab: Analyze RfP and develop a proposal (Breakout)

**The aim of this step is to act as fablab management; they develop an appropriate proposal to be executed by the fablab, eventually in a joint venture with other organizations.**

* As a fablab, each breakout group receives a different "Request-for-proposals". The four groups use this as the basis for a "Proposal" to be drawn up. They transfer this "Proposal" to the next group at the end of the game step.
* **ATTENTION: During every step-of-play your Breakout Group works with a different SDG!**
  + In case there are **four breakout groups**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** | **Breakout Green** |
| 2. Fab Lab | SDG 11 | SDG 04 | SDG 09 | SDG 12 |

* + When there are only **three breakout groups**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** |
| 2. Fab Lab | SDG 12 | SDG 04 | SDG 09 |

Fab labs: sub-steps

Make sure you work with the correct SDG! Your task as fab lab is: Read the Request-for-Proposals (prepared by policy makers in another group) and prepare a Proposal.

Go to the project file for your actual SDG (via <https://bit.ly/fabxlive-sdgs>); open the form "Technical Proposal". While you are discussing the topics below as a group, one of the group members can immediately fill in the answers in the appropriate fields of the Proposal form. The label of the relevant fields is indicated in square brackets, eg [Example]. You can leave all other fields empty. The form is saved automatically.

1. As a fablab, think of a solution to the problem that the policy makers have described in the RfP. Describe your solution [Technical approach and methodology]
2. List the main activities that you (as a fablab) will carry out to realize the proposed solution [Work plan]
3. Indicate which expertise is required to realize the solution; which one does your fablab have in house, which come from elsewhere [Organization and staffing]
4. Development Bank: Assess the proposal (Breakout)

**The purpose of this step is to act as a Multilateral Development Bank; you have made financial arrangements with the government and make an assessment of the quality of the Request-for-Proposals as well as the proposal received**

* As a development bank, each breakout group receives a different "Proposal" (including the underlying request); the groups produce an "Assessment" of that proposal which is reported in the next (plenary) step.
* **ATTENTION: During every step-of-play your Breakout Group works with a different SDG!**
  + In case there are **four breakout groups**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** | **Breakout Green** |
| 3. Development bank | SDG 12 | SDG 11 | SDG 04 | SDG 09 |

* + When there are only **three breakout groups**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Step-of-play** | **Breakout Red** | **Breakout Orange** | **Breakout Yellow** |
| 3. Development Bank | SDG 09 | SDG 11 | SDG 04 |

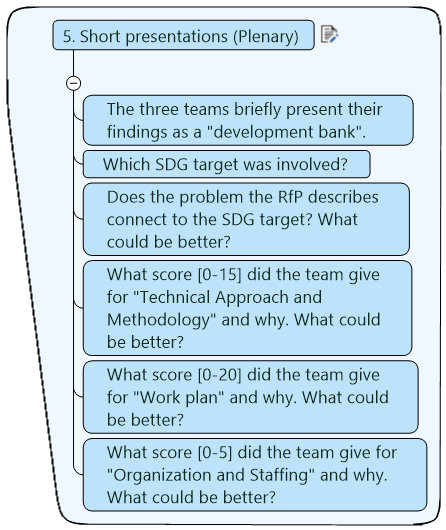
Development Bank: sub-steps

Make sure you work with the correct SDG! Your task as development bank: Read the Request-for-Proposals and Proposal (both prepared by other groups) and evaluate them.

Go to the project file for your actual SDG (via <https://bit.ly/fabxlive-sdgs>); open the Evaluation form. While you are discussing the topics below as a group, one of the group members can immediately fill in the answers in the appropriate fields of the Evaluation form. The label of the relevant fields is indicated in square brackets, eg [Example]. You can leave all other fields empty. The form is saved automatically.

1. Discuss whether, in your opinion, the policy makers have done their job well. Does the problem the RfP describes connect to the SDG target? Write your answer at the bottom of the form [empty space].
2. Rate in the Proposal the section "Technical Approach and Methodology" give 0-15 points for this [Evaluation 2.2.a]
3. Rate in the Proposal her "Work plan" and give 0-20 points for this [Evaluation 2.2.b]
4. In the Proposal, please rate the "Organization and Staffing" section and give it 0-5 points [Evaluation 2.2.c]
5. Short presentations (Plenary)

**The purpose of this step is to present the four assessments and the lessons learned**

  
*Step 5 and its substeps*

1. Evaluation and follow-up (Plenary)

**The goal of this step is to evaluate the workshop.**

We kindly request all participants to evaluate this workshop. You can do this via the evaluation form, which can be reached at <https://bit.ly/fabxlive-sdgs>. It concerns three open questions: 1. what did you like? 2. what could be better? 3. what other suggestions do you have?