CIVICUS: World Alliance for Citizen Participation invites interested CIVICUS members and partners to submit proposals for workshops to be presented at the CIVICUS World Assembly being held from 20-23 August 2010 in Montréal, Canada.

The CIVICUS World Assembly serves as a primary venue for civil society, government, business, donors and media to share ideas and experiences on strengthening citizen participation. Past World Assemblies have increased visibility for the civil society sector through heightened media interest, participation by a broad range of civil society organisations and new alliances forged with business, donors and government around the world.

Overall Theme and Focus Theme
The overall theme of the CIVICUS World Assembly is Acting Together for a Just World. This theme will be explored through the focus theme: SOS: Seeking Out Solutions, which aims to bring together the different stakeholders of our global society to discuss solutions to the many challenges facing humanity today. The theme furthermore accentuates the necessity to translate words into concrete actions. A just world requires open dialogue and the participation of all. The World Assembly will provide a space that favours the exchange of good practices in order to identify and share these possible solutions.

Given the current global context, the series of World Assemblies in Montréal will focus on three main sub-themes: Economic Justice; Development Effectiveness; and Climate Justice. Each sub-theme will be included each year but one of these will be highlighted in each year. The 2010 World Assembly will highlight Economic Justice, with Development Effectiveness and Climate Justice as cross-cutting themes.

No other problem has currently more impact on humanity globally than the problems related to the various repercussions of the financial collapse, combined with the related effects of climate change and development. While governments, economists, business figures and environmental scientists have a large platform to present their perspectives, the repercussions for ordinary people and civil society organisations are much less visible. What are the shared experiences and how can we learn from the coping mechanisms we have all employed? How can the voices of the marginalised or repressed be heard and acted upon effectively in the global landscape?

Submission Guidelines
Workshops form a key component of each World Assembly. They:

- offer an important means for World Assembly delegates to participate in and contribute to discussions
- encourage the development of innovative ideas and projects
- provide your organisation and partners with a unique opportunity to share with and learn from other delegates from around the world, and
- provide a focus for exchange and networking with other interested stakeholders in the lead-up to the World Assembly, during the event and afterwards

Your workshop proposal should explore specific issues or examples of best practice related to the focus theme and cross-cutting themes.

Please pay special attention to the following guidelines when preparing your proposal.
A. When designing your workshop, please consider the following elements:

- Relevance to the World Assembly overall theme, focus theme and sub-themes
- Appeal to an international audience drawn from a variety of stakeholder groups
- Participatory, engaging and creative approaches to presentation and facilitation (Preference will be given to workshops that do not rely heavily on a lecture-based format)
- Key outputs or proposals of how the work discussed in the workshop will be followed through during the rest of the year up to the next World Assembly
- Jointly organised or co-hosted efforts are particularly encouraged (Preference will be given to workshops that show collaboration from different regions or different countries)

B. Your workshop may deal with any aspect of the focus themes and how it relates to one or more of the following stakeholder groups:

- Civil society organisations (including faith based, environment groups, trade unions, women’s rights movements, campaigning organisations; the youth, etc.)
- Government and international governmental organisations
- Media and communications (including mainstream and alternative)
- Business (including multinational corporations, small to medium enterprises and the extractive industries, etc.)
- Donors (including bilateral, multilateral, foundation, philanthropic, etc.)

C. Your workshop may cover any aspect of the work being done by any of the above stakeholders in:

- setting standards and principles of best practice
- organising, campaigns and advocacy
- impact assessment and results-based management of social change work
- training and capacity building
- forming a network and a community of practice
- innovative ways of information sharing and promoting participation
- development of practical tools for learning and action

D. Your workshop should address topical issues currently affecting the discussions and debate around the focus theme for these different stakeholders.

E. Your workshop should include practical examples of best practice or policy recommendations.

F. Workshop Categories

You can submit your workshop under one of the following two (2) workshop categories:

1) Engagement (90 minutes) – these may involve collaboration between various organisations/sectors/regions doing similar work; that encourage constructive engagement; and which present and discuss best practices or share information or global level advocacy and representation initiatives or some aspect of knowledge generation around the policy work and advocacy being done.

2) Training (2 hours) – these are to build capacity and/or transfer skills to delegates in any aspect of the issues covered by the workshop. Please indicate clearly in your proposal under which category you are submitting your workshop. Failure to do this may result in your proposal not being considered.

Submission Format

To submit a proposal, please prepare your submission following the format indicated below and submit via e-mail or fax:

E-mail: waworkshops@civicus.org

Fax: +27 11 833 7997, marked for the attention of Margaret Fish
Your submission should include the following information:

1. Contact Information
   • Contact Name
   • Organisation / Institution
   • Full address (city, postal code, country)
   • E-mail
   • Phone
   • Fax
   • Current membership status (i.e., whether organisation is currently a paid-up CIVICUS member)
   • Workshop category

2. The Proposal
   Please provide a general description of the workshop you propose (**1200 to 1800 words**) including:
   • Title of the workshop or session;
   • Workshop leader / convener / facilitator
   • Presenters’ names and organisations
   • Description, including objectives and expected outcomes
   • How the workshop relates to the overall theme, focus theme and sub-themes
   • Intended or targeted participants (and number of targeted participants)
   • Any innovative components or potential for establishing new projects/partnerships
   • Format (e.g., discussion, structured workshop, information sessions) and type of facilitation
   • Proposed language in which the workshop will be conducted; and
   • Any planned outputs (e.g. a paper, recommendations, project), follow-up activities or reporting.

3. Abstract
   • Workshop title
   • Brief overview (**50 words maximum**) 
   • Organisation
   • Workshop Moderator
   • Contact person (if different from leader / convener / facilitator)
   • Email address for contact person

4. Equipment/ Materials
   Any specific equipment or materials that will be required during the session (All workshop rooms will be equipped with a projector, flip charts and basic stationery).

5. Language
   Although you may elect to deliver your workshop in another language (please give details in section 2 of your proposal), we kindly request that all submissions are in English, French or Spanish.

Deadlines
   The deadline for submitting the Proposal is **28 May 2010**.

If your proposal is accepted, you will also receive an indication of the likely date and the time of your event, although these may be subject to change. CIVICUS will also work with you to finalise the details of the session.

Registration
   There are a limited number of bursaries available to assist presenters. We will probably only be able to support one presenter per workshop. Kindly indicate your need for financial assistance in the Proposal. All workshops will be promoted through the World Assembly programme brochure and the World Assembly website (www.civicusassembly.org). Participants and delegates are encouraged to use the various platforms offered by CIVICUS to promote their workshop e.g. the World Assembly website, e-CIVICUS and the discussion forum. Details about this will be provided once workshops have been selected.
Enquiries
For enquiries or clarifications regarding submissions or the CIVICUS World Assembly, please e-mail worldassembly@civicus.org or call +27-11-833-5959.

(Please do not use this e-mail address for proposal submissions)