Facilitator Guide: Session 1 - WP3 Overview & Twinning Model

Session Information

- **Duration:** 60 minutes
- **Format:** Presentation with Q&A
- **Presenter:** WP3 Lead (UT)
- **Slides:** 20260801*1000*WP3*Session1*Overview.pdf (10 slides)

Pre-Session Checklist

- [ ] Test screen sharing and audio
- [ ] Have slides loaded and ready
- [ ] Ensure all participants have joined
- [ ] Check recording is enabled (if applicable)
- [ ] Have attendance list ready
- [ ] Prepare chat monitor (if large group)

Detailed Agenda

Time	Activity	Slide
0:00-5:00	Welcome & introductions	1
5:00-10:00	WP3 in project context	2
10:00-17:00	WP3 objectives	3
17:00-25:00	Timeline walkthrough	4
25:00-33:00	Three tasks overview	5
33:00-40:00	Twinning model	6-7
40:00-47:00	Partner roles	8
47:00-53:00	Deliverables	9
53:00-60:00	Discussion questions	10

Slide-by-Slide Talking Points

Slide 1: Title

- Welcome all 11 partners
- Acknowledge the significance of this launch
- Set expectations for the session

Slide 2: WP3 Position in Project

Key messages: - WP3 is the core capacity building work package - It transforms WP2 designs into actual teaching materials - This is where the real knowledge transfer happens

Discussion prompt: "Before we dive in, does everyone understand how WP3 connects to what we achieved in WP2?"

Slide 3: WP3 Objectives

Key messages: - Three primary objectives: develop materials, train staff, enable delivery - 24 staff will be trained (4 per Asian HEI) - Success measured by readiness for WP4 pilot

Emphasize: "The ultimate goal is sustainability - Asian partners delivering independently"

Slide 4: Timeline

Key messages: - 15-month work package (M8-M22) - Three distinct phases with clear deliverables - Timeline is ambitious but achievable

Note: Point out the deliverable diamonds on the timeline

Slide 5: Three Tasks

Key messages: - T3.1: Preparation (EU-led) - T3.2: Training (joint) - T3.3: Integration (Asian-led)

Emphasize: Progressive handover of responsibility

Slide 6: Twinning Model

Key messages: - Not traditional training - it's partnership - Three stages reflect knowledge transfer - Asian input is valuable from day one

Discussion prompt: "What does 'twinning' mean to you?"

Slide 7: Three-Stage Process

Key messages: - Stage 1: EU develops with Asian input - Stage 2: Joint learning and adaptation - Stage 3: Asian ownership with EU support

Emphasize: "By Stage 3, Asian partners are in the driver's seat"

Slide 8: Partner Roles

Key messages: - Clear distinction between EU and Asian responsibilities - Two tandem teams with different focuses - All partners have defined contributions

Action: Confirm any questions about role assignments

Slide 9: Deliverables

Key messages: - D3.1: Training materials (M10) - D3.2: Training reports (M18) - D3.3: Pilot curriculum (M22)

Emphasize: Deliverables are official EU submissions

Slide 10: Discussion Questions

Key messages: - Open floor for questions - Encourage participation from all partners - Note concerns for follow-up

Questions to prompt discussion: 1. "What excites you most about WP3?" 2. "What concerns do you have?" 3. "How can we ensure effective communication?"

Common Questions & Answers

Q: How much time commitment is expected from Asian partners? A: Active participation in reviews during T3.1, full-time engagement for 2 training weeks in T3.2, and leadership role in T3.3. Estimate 20% time in T3.1, 100% for training weeks, 50% in T3.3.

Q: Can staff selection be changed later? A: Ideally select staff now who will remain committed. Changes possible but create continuity challenges.

Q: What if we don't finish materials on time? A: Sprint structure provides buffer. Escalate concerns early to UT.

Post-Session Actions

1. Share slides with all participants
2. Log attendance
3. Document questions raised
4. Note any concerns for risk register
5. Confirm Session 2 timing

Materials Needed

- Slides PDF
- Attendance sheet
- Note-taking template
- Risk register access

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The project site is https://digital-ai-finance.github.io/Green-Finance. A question about this file goes to joerg.osterrieder@utwente.nl.

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