**Example of moderator notes for Breaking the Silos**

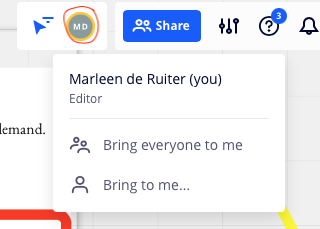
This document provides an example on how to conduct a game session of *Breaking the Silos*. It provides the moderator notes, based on a sequence of events randomly sampled beforehand (in the tabs IMPACT\_E1, IMPACT\_E2 and IMPACT\_E3). This means that elements that are highlighted in yellow in this document will change depending on the event type you sampled and the impacts will be dependent on the area affected you selected.

We show below actions in different colors for the “narrator”-moderator and the “excel”-moderator. The following provides a guideline detailing your lines and tasks.

1. **Game introduction**: For the next hour, we will be playing a serious game in groups of 8. There will be a 10 minute break mid-way.

*“During today’s game you are all taking on the role of an important decision maker or key stakeholder who are all involved in the disaster management of a fictional island nation. Today’s game takes place in a country with a strong economic dependence on the agricultural sector. 80% of the population of this country depends on this sector for their livelihood. The socioeconomic inequality in the country is high. The island is impacted by different climate-related hazards. Risk knowledge is very fragmented. The country has gone through political unrest during the past decade and has therefore not been able to maintain or improve its Disaster Risk Reduction measures. You want to show that your country can efficiently deal with disasters and be a world example. If you do so, you will attract financial aid from the international community.”*

1. **Plenary on how to navigate MIRO**
   1. Explain how MIRO works
   2. Check navigation mode under settings
   3. Start from the board in the middle; it shows which areas have been impacted,
   4. Explain that everyone needs to settings: navigation mode and set to mouse
   5. Show how to copy paste the icon in the red box onto the game board
      1. just ctrl c ctrl v; right clicking doesn’t work and make clear what they can copy and what not,
   6. Show how to edit the excel in Miro
   7. Explain that they can use sticky notes to make notes
   8. Show the frames
2. **Start of the game by moderator**
   1. Call them to the centre of the main board game (there is a function on the top right of your MIRO screen where you can bring everyone to where you are at)



* 1. Moderator to read the first round story.

*“Let’s start the first round. The country was hit by a medium intensity tropical cyclone a week ago. The impacts were substantial: close to 20,000 people were impacted, more than 400 buildings were damaged or completely demolished, 2 hospitals were severely damaged, 1 airport. Finally the tropical cyclone destroyed agricultural areas, threatening food security. The key decision makers and stakeholders (identified as such by the president) are getting together today for your daily briefing. The meeting is chaired by the president. The main agenda item for this meeting is to make a decision on how to spend up to 30,000 coins on disaster risk reduction. Everyone has their own interests, knowledge and perception; some of them may be conflicting. As knowledge is fragmented, you will need to collaborate to get a complete picture. Different DRR measures take different amounts of time to implement, have different costs, and target the risk of different hazards. This may help you to prepare for the next disaster.”*

* 1. Moderator to remind participants to please focus on their own information cards rather than reading other people’s roles.
  2. Put timer to 5 minutes in MIRO to read their texts
     1. tell them that while reading their text, test in MIRO if everyone can copy paste their DRR measure icon
  3. Tell them it is up to them whether they share knowledge.

*“Please be reminded that the president has the final say, that the Minister of Finance is responsible for doing the calculations of the total costs of the DRR measures and for making sure you do not go over budget, and remember that the international community can provide financial support after the first round if, by the end of the first round, you meet their requirements.*

*You will now have exactly 15 minutes to discuss what DRR measures each of you would like to take and then you have another 10 minutes to come to a final decision that is within your budget.”*

* 1. Moderator starts the timer in Miro for 20 minutes.
     1. you can encourage them to name their country (a fictional name)
     2. if someone is very quiet, give them the floor at some point
     3. After 10 min, remind them of the time
  2. After 20 minutes, set the timer for 10 minutes and ask the president to use a maximum of 10 minutes to come to a final decision that is within the budget.
     1. remind them after 5 min
     2. remind them to add the icons of DRR measures to the map with the correct numbering (1)

1. **End of round 1 - moderator to announce a 10 min break (opportunity to have a drink, toilet, etc) BE BACK IN 10 MIN**
   1. Now that all the icons are on the board, fill in the DRR measures in [*> sheet DRR\_Meas\_SELECTED*](https://docs.google.com/spreadsheets/d/1t3h0xNQy4_o83KHq7wZ1u_QHCn1AMKy8pvyd-V1d3IQ/edit#gid=356086635)
   2. if they plant crops in an area that is too highly populated (identified by crosses in Excel) they can’t plant those crops.
   3. Check that they did not go over budget how much they have left. This is automatically calculated in [*> sheet DRR\_Meas\_OVERVIEW*](https://docs.google.com/spreadsheets/d/1t3h0xNQy4_o83KHq7wZ1u_QHCn1AMKy8pvyd-V1d3IQ/edit#gid=259921636). If they overspend it is your call what measures you cut. Let the moderator know which one you cut so he/she can report back after the break.
   4. Meanwhile,
      1. take a screenshoot (for example using the Snipping Tool function App in Windows) of the recovery objectives, the revised budget and the new impact table [*> sheet IMPACT\_E2*](https://docs.google.com/spreadsheets/d/1t3h0xNQy4_o83KHq7wZ1u_QHCn1AMKy8pvyd-V1d3IQ/edit#gid=558987368) and paste it next to the main board
      2. Remove the previously impacted cell: in MIRO click on the red crosses, unlock them, and delete them.
      3. Copy-paste the new crosses of the next disaster on the main board game: go to the “Crosses” frame (you can get a list of the frames by clicking on the lower left button  ), unhide it () then copy-paste the new crosses on the new impacted cells on the map. Don’t forget to lock () the group of crosses so that the players don’t move them
      4. add the crane icon to any NBS, dam and relocation icons on the board. The crane icon is in the hidden admin board frame if need be.
2. **Players return, start of round 2:**
   1. Discuss the recovery (the “met/not met” column):
      1. Have all the impacted hospitals, buildings, airports, crop requirements been met?
      2. *The international aid community set several targets for the country to meet in order to get additional finances. These were to take measures to address all the damages to hospitals, crops, airports, and the population. You met …… of these targets. But you did not meet…. As a result, you receive an additional 5000 coins in funded / you receive no additional funding.*
   2. Moderator explains the situation:

*“It is now several months after the tropical cyclone caused severe damage and while recovery efforts are still ongoing, the country is now hit by a new disaster, a very severe drought in the South of the country. This has caused large damages to the important agricultural areas of the island.*

*xx people were affected. This is xx more/fewer than would have been the case without your DRR measures*

*xx buildings were damaged. This is xx more/fewer than would have been the case without your DRR measures*

*xx hospitals and xx main airports were affected. This is xx more/fewer than would have been the case without your DRR measures*

*xx cells of agricultural area were affected. This is xx more/fewer than would have been the case without your DRR measures*

*You find yourselves back in a meeting room with the same actors as months ago. This drought has created major disruptions in the construction of long-term DRR measures: even though you invested the money in these DRR measures, the construction of dams and NBS are heavily delayed due to economic disruption caused by the drought disaster. This is signaled by the crane icons on the NBS and dam icons of round 1. In other words:”*

* + - *If you planned DRR measures that took longer than months to complete (a dam, nature-based solutions or relocation incentives), they have not yet been constructed, so they do not work in this disaster!*
    - *If you moved people (refugees) after the tropical cyclone to the south, they are now impacted by the drought.*
    - *You have been allocated some new funds, both from tax collection and, if successful in round 1, from international aid: what will you do to help your country recover? Note that you can remove a DRR measure from previous rounds but will not recover funds already spent.*

*You will now have exactly 10 minutes to discuss what DRR measures each of you would like to take and then you have another 5 minutes to come to a final decision that is within your new budget.”*

* 1. Go through the ‘updated budget’. Show them how much funds they have now from the screenshot the excel moderator made.

*In your new budget, you now have xxxxx coins. This includes 10,000 from tax collection, 5000 or 0 from international funds,and any money you may have had leftover from last year.* The minister of finance needs to add the new numbers into the calculation sheet and clear its budget sheet.

* 1. Start timer give them 10 min to discuss things,
  2. followed by 5 minutes to come to a final conclusion - start the timer again

1. **End of round 2 - moderator to announce a 10 min break (opportunity to have a drink, toilet, etc) BE BACK IN 10 MIN**
2. Enter the mitigation measures and report the summary table:
   * 1. Enter the new mitigation measures in > [*sheet DRR\_Meas\_SELECTED2*](https://docs.google.com/spreadsheets/d/1t3h0xNQy4_o83KHq7wZ1u_QHCn1AMKy8pvyd-V1d3IQ/edit#gid=2012626639)
     2. *Check budget in* [*> sheet DRR\_Meas\_Overview2*](https://docs.google.com/spreadsheets/d/1t3h0xNQy4_o83KHq7wZ1u_QHCn1AMKy8pvyd-V1d3IQ/edit#gid=1407556740)
     3. take a print screen (for example with the Snipping Tool) of the recovery objectives, summary of the flood event and updated budget [*> sheet IMPACT\_E*3](https://docs.google.com/spreadsheets/d/1t3h0xNQy4_o83KHq7wZ1u_QHCn1AMKy8pvyd-V1d3IQ/edit#gid=538726140) and paste it next to the main board
3. **End of the game and debrief -** signal the end of the game and take some time to discuss feedback, thoughts.
   1. For example:
      1. how did they come up with DRR decision,
      2. what fueled their decisions,
      3. did they consider the possibility of other disasters when contemplating DRR measures
      4. in general about the game: what did they think of it