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Session 7 Group 3: Moderator Script and Action Discussion Guide

e-Marketplace Design and Evolution | Country Discussion and Action Summary

Session objective: Help each country identify its current e-Marketplace stage—Not in use, Pilot, or Operational—and agree on practical priority actions to be recorded in the Group 3 discussion and action template.
Final output: Completed country rows in the action template, one consolidated priority action plan by stage, and one group representative ready to report the synthesis in Session 8.

90-minute run of show

Time	Activity	Purpose / output
0–5	Opening and output check	Welcome countries, explain that the discussion will directly populate the action template, and confirm the expected Session 8 reporting output.
5–12	Stage mapping	Place each country under Not in use, Pilot, or Operational; note one main problem or policy objective for each country.
12–35	Country problem framing	Each country briefly explains its most important design, implementation, adoption, or evolution challenge.
35–58	Priority action planning	Countries draft two to three priority actions using action verbs, identifying the lead institution, first step, timing, and support needed.
58–75	Stage-level consolidation	Identify common immediate, 6–12 month, and medium-term actions for each stage in the consolidated action table.
75–85	Peer check and synthesis	Test whether actions are specific, owned, feasible, and sequenced; agree one key lesson and three common priorities.
85–90	Presenter and close	Select the Session 8 reporter, confirm the reporting points, and collect the completed template.

Moderator script and facilitation prompts

Welcome and purpose

Good afternoon, colleagues. Welcome to Group 3 on e-Marketplace Design and Evolution. This is a working discussion, so our main task is not to agree on perfect answers, but to capture practical actions that countries can take forward.

We will use the action template in front of us. First, we will place each country under the most relevant stage—Not in use, Pilot, or Operational. Then we will record the main problem or policy objective and agree on priority actions.

By the end of the session, we should have country-level inputs and a short consolidated message for Session 8: one key lesson, three common priority actions, and any support needs that deserve follow-up.

Stage mapping

Let us begin by locating each country in the template. Please choose the stage that best fits your current situation: Not in use, Pilot, or Operational. It is fine if your country sits between two stages; please choose the one that best describes the main issue you want to discuss today.

As we map countries, please also give us one short phrase: what is the main problem or policy objective you want this discussion to help address?

Country problem framing

I will invite each country to speak for about one minute. For countries not yet using an e-Marketplace, please focus on the legal, institutional, capacity, or supplier-readiness issue that must be resolved first. For pilot countries, please focus on what is blocking scale-up. For operational countries, please focus on adoption, compliance, SME participation, data, or continuous improvement.

A useful way to phrase the issue is: “Our main objective is to…” or “The main bottleneck we need to solve is…”. This will help the note-taker enter the point clearly in the template.

Structured discussion

Now let us move from problems to actions. Please try to make each action concrete enough that someone could start work on it after the conference. Good action verbs include: adopt, appoint, assess, standardize, simplify, integrate, onboard, monitor, publish, benchmark, and improve based on evidence.

For each action, please check four points: Who should lead it? What is the first step? Is it immediate, 6–12 months, or medium term? What support or decision is needed?

Stage-level consolidation

We will now look across countries at the same stage and identify common priorities. For the Not in use group, typical priorities may include enabling rules, governance, readiness assessment, operating guidelines, and supplier outreach. For the Pilot group, typical priorities may include workflow simplification, catalog and supplier validation, user support, KPI tracking, and phased scale-up. For the Operational group, typical priorities may include compliance monitoring, SME onboarding, analytics, benchmarking, and continuous improvement.

Please keep the consolidated plan practical. We can organize it as immediate actions, 6–12 month actions, and medium-term actions, so that the Session 8 report is easy to understand.

Peer review and synthesis

Before finalizing, let us test the actions together. Are they specific enough? Is there a clear owner? Are they realistic for the country's current stage? Is the sequence right?

For the group synthesis, I suggest we agree on three messages: first, the most important lesson from the discussion; second, the three priority actions that appear across several countries; and third, the type of support that could help countries move to the next stage.

Presenter selection and close

We now need one representative for Session 8. The report can be very short: "Our group discussed countries at three stages. The key lesson was… The common priorities were… One example was… The support countries may need is…".

Thank you, everyone. Please make sure your country name, main problem or objective, and priority action plan are clearly written in the template before you leave it with the facilitation team.

Useful facilitation phrases

- To help us complete the template, may I ask you to summarize that point in one action sentence?
- That is a useful example. What would be the practical next step for your country?
- Let us park the detailed technical issue and capture the policy or implementation action we can agree on.
- We have heard the challenge clearly. What is the most realistic first step in the next six months?
- I would like to invite a country that has not yet spoken, especially if you are at a different stage.

Group 3: e-Marketplace Design and Evolution Discussion Template

Country	Stage (Not in Use / Pilot / Operational)	Main Problem or Policy Objective	Priority Action 1	Priority Action 2	Lead Institution	First Step	Timing (Immediate / 6–12 Months / Medium Term)	Support Required

Group 3 Stage Consolidation

Stage	**Immediate Actions**	**6–12 Month Actions**	**Medium-Term Actions**	**Key Support Needs**
Not in Use				
Pilot				
Operational				

Group 3 Session 8 Reporting Summary

Item	**Agreed Message**
Key Lesson Learned	
Priority Action 1	
Priority Action 2	
Priority Action 3	
Collaboration / Support Needs	
Presenter	