THE CIFCARR TOOL

Design Principle	Guiding question	Purpose	Examples
Container (building)	What can we do for people to encounter each other, to get in touch and to respect each other?	Meeting people as people! Prerequisite for deeper conversation, relationship building, people getting to know each other, creating a feeling of community, understanding the common journey.	Check-in with personal questions Small round tables with a guiding question Choice of location Coffee break before starting your meeting Get together in the evening before, etc.
Intention	Why are we here? What can we do to get the purpose of the meeting and the larger issue clear?	Clarity on what needs to be achieved, clarification on expectations - relationships - process - content	Be clear about the "Why": Why do we do what we do? Why do we do it the way we suggest? Objectives, expectations, expected results, connection to the larger goal.
Frame	How will we work together? What is the time frame? What are the responsibilities?	Clarity on process structure, tasks and boundaries	Program or process design Roadmaps, plans and schedules
Collective **A**ction	What will be happening?	The actual work process Cooperation experience - working together and achieving results together, ownership	Designing the appropriate communication architecture: working groups, plenary discussions, content input, reports, expert inputs, etc. Focusing on „collective" in a step by step process: joint review of reports, joint working on tasks, joint creation of solutions, integration of different results, as well as joint exploration of an issue (presentation, discussion, exchange of views) and joint work on selected issues including presentation of results.
Results	What did we achieve together?	Consolidation or summary of results Visibility of results	Integration of results and joint review Agreement on next steps (what, who, when)
Reflection	How do we create room for reflection?	Review of process and results	Reflective walks, reflective summaries, informal gatherings, check-out

*Adapted from *Fieldguide 'Dialogic Facilitation Skills'*, CLI, 2012