
Publication Note

This concept note was endorsed by the EORE Advisory Group on 16 June 2021.

If you are interested in volunteering to host a webinar, please read the concept note in full. You can then indicate your interest in hosting by completing the “EORE Hour” Webinar Host Sign-Up form at:

https://bit.ly/EOREHour_signup

EORE AG

Explosive Ordnance Risk Education Advisory Group

“EORE Hour” Concept Note

Background

As part of its 2021 Work Plan, the EORE Advisory Group (AG) agreed to launch a regular webinar series to allow explosive ordnance risk education (EORE) practitioners to meet each other and to share good practices, innovations and lessons learned. This webinar series is an opportunity to foster informal and technical dialogue on EORE, to reach a global audience and to offer space for learning and exchange.

Format

The EORE Hour will be held on the last Wednesday of every month for which a host has volunteered, from 14:00-15:00 (or longer if needed). Months without a volunteer may be skipped. While maintaining flexibility for different durations and formats according to host preference, generally it will be structured in two parts:

1. Webinar (usually 45 minutes)

The first part of EORE hour will be hosted by an EORE AG member or non-member on a voluntary basis. The host determines the topic, format and language(s) of the webinar. Some potential topics and formats are included below as examples, but the sky is the limit as long as the topic is relevant for EORE practitioners (it does not need to be EORE-focused). The webinar will be recorded and later made available on the [EORE AG webpage](#).

Example Formats

- Presentation of a recent project or paper, followed by a Q&A
- Presentations by multiple speakers on a similar topic (panel)
- Interactive format (e.g. Ask Me Anything, breakout discussions, show and tell...)
- Etc.

*EORE for refugees & returnees,
EORE for persons with disabilities,
Digital EORE, IED risk education,
Remote EORE, Holistic approaches,
Core messaging, EORE data sources,
Impact assessment, Behaviour change,
Integration with other sectors,
Beneficiary definitions, etc.*

Example Topics

2. Networking Circle (usually 15 minutes)

The final 15 minutes will be reserved for networking. This part will not be recorded and the participants will be free to decide whether they wish to stay for it. Those who do will be split into breakout rooms with 3-5 people where they can discuss EORE-related topics and build connections. The host may choose to provide guiding questions so that participants can have engaging discussions. The format of the Networking Circle may be experimented with to create variety and learn what works best.

Webinar Host

| | Before the event | How far in advance? |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Sign up to host using the online sign-up sheet <i>The topic should already be specified at this stage</i> | 6 weeks |
| <input type="checkbox"/> | Provide Secretariat with webinar title, short description, photo & host's logo for the flyer | 4 weeks |
| <input type="checkbox"/> | Decide format; line up speakers (if desired) | Host discretion |
| <input type="checkbox"/> | Organise interpretation (if desired) | Host discretion |
| <input type="checkbox"/> | Prepare briefing or speaking notes (if desired) | Host discretion |
| <input type="checkbox"/> | Disseminate the event on social media | Host discretion |
| <input type="checkbox"/> | Organise a rehearsal (if desired) | Host discretion |
| <input type="checkbox"/> | Participate in a logistical call with the Secretariat | 2 weeks |
| <input type="checkbox"/> | Provide the Secretariat with at least one related question for the Networking Circle | 48 hours |
| Before the event | | |
| <input type="checkbox"/> | Be online at least 30 minutes before the event start | |
| <input type="checkbox"/> | Facilitate the webinar (including any moderation & screen sharing) | |
| <input type="checkbox"/> | Provide live social media coverage (optional) | |
| After the event | | |
| <input type="checkbox"/> | Provide Secretariat with any documents or presentations used in the webinar that have permission to be shared | |
| <input type="checkbox"/> | Write up a brief, blog, summary, video, etc. on key points or takeaways to share afterwards (optional but highly recommended) | |
| <input type="checkbox"/> | Share webinar recording & summary on social media (optional) | |

EORE AG Secretariat

| | Before the event | How far in advance? |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Maintain the online sign-up sheet | Ongoing |
| <input type="checkbox"/> | Provide platform & manage platform logistics (including participant registration) | Ongoing |
| <input type="checkbox"/> | Create a flyer template for all EORE Hour events | Ongoing |
| <input type="checkbox"/> | Confirm date & topic with hosts | 6 weeks |
| <input type="checkbox"/> | Produce flyer & share with hosts | 4 weeks |
| <input type="checkbox"/> | Share flyer & link with iMREWG and registered participants; add event to EORE calendar | 3 weeks |
| <input type="checkbox"/> | Organise a logistical call with the host | 2 weeks |
| <input type="checkbox"/> | Participate in rehearsal (if desired & invited) | Host discretion |
| Before the event | | |
| <input type="checkbox"/> | Be online at least 30 minutes before the event start | |
| <input type="checkbox"/> | Manage the platform logistics (waiting room, muting/unmuting, breakout rooms, settings, troubleshooting, etc) | |
| <input type="checkbox"/> | Facilitate the Networking Circle | |
| After the event | | |
| <input type="checkbox"/> | Upload webinar recording to EORE AG Youtube account | |
| <input type="checkbox"/> | Maintain accompanying resources as provided by the host | |
| <input type="checkbox"/> | Share link to webinar recording with iMREWG and registered participants | |

Notes: In principle, the only costs of the webinar will be in-kind staff time, but should the host wish to add anything extra with financial implications (e.g. interpretation) it will be their responsibility to finance it. The AG may not be able to provide the same level of support for events without English interpretation. In those cases, responsibilities may need to be reallocated.