

REFERENCE DOCUMENTS



E.
SMILO FACILITATOR'S
ROADMAP

JUNE 2017 / EDITION N°1 - ENGLISH

SMILO FACILITATOR'S ROADMAP

A SMILO facilitator may be designated to serve as a liaison between the island and the SMILO office during the certification process. They should be chosen based on their skills, experience and/or their privileged relationship with a specific island.

The SMILO facilitator is the interface between the island and the SMILO office, they should:

- Support the island during all the stages of certification, in order to help it obtain the label;
- Inform the office of any potential changes and unexpected developments during the island's process and application.

As a stakeholder of the SMILO program, the facilitator must commit to:

- adhering to the program's philosophy (signing the declaration of small islands and strategic principles),
- knowing all the program's methodology documents,
- promoting the exchange of knowledge and the synergy between activities, programs and initiatives of other partner islands.
- being open and receptive to the island,
- respecting the network of stakeholders and existing organisational structures,
- having an adaptable approach to the varied social and cultural contexts of the island,
- monitoring the island at least until obtaining the label.

They have a fundamental role in all stages of the process:

1) Creation of the Island Committee

The facilitator is in charge of supporting (if needed) the island stakeholders during the creation of the Island Committee. They facilitate exchanges, may have to conduct meetings, inform and advise.

2) Signing of the declaration of the Islands and of the cooperation agreement

The facilitator ensures that the documents are understood and that the commitments made are carried out in good conditions.

3) Carrying out the diagnosis and the strategic plan

The facilitator follows the creation of the diagnosis remotely and guides the definition of the strategic plan, to ensure that it is carried out by the Island Committee in the best conditions and the shortest time (6 to 10 months). They facilitate dialogue between key-players and facilitate interactions, encourage strategic directions related to worthy programs, activities and measures being carried out on other islands and other territories both within and beyond the SMILO network. They can be present during meetings to validate assessments and define issues and objectives in order to facilitate and ensure that all the actors constituting the Island Committee find a consensus. During the mid-term and final assessments, the facilitator must be available to answer questions from the assessors.

4) Achieving priority objectives

The facilitator must be informed when measures are implemented, particularly those financed by SMILO, allowing to achieve priority objectives. During the label application, the facilitator must be available to answer questions from the assessors.

5) Obtaining the label

The facilitator (if available) continues to act as the interface with the SMILO office for annual reporting operations by the Island Committee after obtaining the label as well as for all the updating processes if the island wants to keep the label.