

# ROLES & DISTRIBUTION

## Facilitator's guide

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This page is for the facilitator. It explains *who receives which materials*. The materials themselves come in two kinds:

- public, the same for everyone: the scenario and the shared role overview “The roles in the kickoff meeting”.
- confidential, one per person: the personal cards with a hidden negotiation briefing (secret goals, red line, trump card) – each person receives only their own.

The complete overview of all secrets and conflicts is held by the facilitator alone.

## WHY SEPARATE CARDS? — NEGOTIATION TRAINING

The roles have deliberately conflicting interests. Everyone wants a share of the scarce development time before the conference – but not everything fits. This very conflict of interests is the training material: the RSE has to mediate and negotiate until a package emerges that everyone can support. That is why no one knows the others' hidden goals – you have to *find them out* in conversation.

## THE ROLES AT A GLANCE

| # | ROLE                                                     | PUBLIC CORE INTEREST                    | CONFIDENTIAL CARD             |
|---|----------------------------------------------------------|-----------------------------------------|-------------------------------|
| 1 | Robin — RSE / software coordination                      | a viable, maintainable platform         | <a href="#"><u>Card 1</u></a> |
| 2 | Petra (Prof. Dr. Barn) — PI / chair                      | visible success carried by everyone     | <a href="#"><u>Card 2</u></a> |
| 3 | Mara (Dr. Melis) — Education research                    | quickly analysable data for the paper   | <a href="#"><u>Card 3</u></a> |
| 4 | Tobi (Tobias) — student assistant                        | learn more, avoid being overwhelmed     | <a href="#"><u>Card 4</u></a> |
| 5 | Sabine (Ms. Korter) — Partner school ( <i>optional</i> ) | benefit for the school, data protection | <a href="#"><u>Card 5</u></a> |

The card links lead to the confidential individual cards – for the facilitator to prepare and distribute. During the round itself, only the facilitator opens these pages and hands each person their card individually.

## DISTRIBUTION — HOW IT WORKS

1. Hand out the scenario and the shared role overview ([The roles in the kickoff meeting](#)) to everyone – ideally a few days in advance (shared briefing, ~5 min in the session). Both are free of secrets.
2. Distribute roles by preference: let the students choose *for themselves* as far as possible which person they want to play (Robin, Petra, Mara, Tobi, Sabine) – whoever identifies with “their” role plays more engagedly. In case of a tie, draw lots.
3. Give each person exactly one confidential role card – as its own PDF ([rolle-\\*.pdf](#)) or printout. For groups of 4 use cards 1–4, for groups of 5 add card 5.
4. Do not show the others' cards. The hidden goals stay secret – that is the heart of the negotiation training.

5. The facilitator keeps the overall picture (all secrets + conflict matrix) and throws in the events along the timeline.
6. Afterwards: a shared debrief – *there* comes the input on lateral leadership and the reveal of the hidden interests (see facilitator).

Role swap (optional, recommended): As in the template “*First project lead*”, the RSE players can switch groups – so they do *not* lead the group with which they prepared the game. This increases unpredictability. Variants between groups: where useful, assign slightly different RSE profiles (internal *domain* RSE vs. external *infrastructure* RSE from an RSE center). See facilitator.