



Manual - Citizen Panel Meetings

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Contents

Abbreviations.....	4
Introduction	5
Purpose of the citizens and expert meetings	6
Impacts.....	6
Overview of the design	7
Timeline.....	8
Budget.....	9
Recruitment of citizens	10
Recruitment criteria	10
First citizen panel meeting.....	11
Purpose of CPM1	11
Overview of first citizen panel meeting	12
Research Methodology	12
Category of engagement.....	13
Domain and sub-domain of R&I.....	18
Engagement culture/traditions.....	19
Agenda	20
Description of sessions and guide to moderators	21
Note-taking, recording and reporting of results.....	26
Planning, preparations and organisation of CPM1	26
Date and Place	26
Staff	26
Budget items for CPM1	27
Second Citizen Panel Meeting	29
Purpose of CPM2	29
Research Methodology	29
Preparatory work for national CPM2.....	30
Agenda	31
Description of sessions and guide to moderators	32
Country reports, final policy report and dissemination of results.....	39
National country reports.....	39
Synthesis report	39
Dissemination of results	39

Bibliography	40
Annex I: Glossary of the terms used in the Manual.....	41
Annex II: Guide for Table Moderators	42
What is a focus group?.....	42
Guidelines for conducting a focus group	42
Useful sources on how to conduct focus groups	43
Annex III CPM1 Materials.....	44
Detailed script and proposed taking points for table moderators	44
Annex IV: CPM2 Materials	51
Challenge Template	51
Policy and Practice Options – Definitions	52
Message template.....	53
Annex V: Important dates.....	54
Dates of citizen panels	54
Deadlines for reporting.....	54

Abbreviations

CPM – Citizen Panel Meeting

D – Deliverable

DoW – Description of Work

PPP – Power point presentation

R&I – Research and Innovation

RRI – Responsible Research and Innovation

WP – Work Package

Introduction

Citizen engagement has been within the focus of various programmes, projects and initiatives in the recent years. There are a multitude of public engagement approaches which are developed, tested and promoted in the realm of R&I across Europe. These approaches vary in the stage of involving citizens in the R&I cycle, the role they bestow to citizens in the process, the format they use to involve the public, among other things.

A number of publications on citizen engagement reveal that despite the recognised benefits of public engagement in R&I and its promotion in the recent years, a number of questions remain related to the willingness and incentives of the non-organised citizens to take part in these activities, as well as the factors that constrain citizen engagement from the point of view of citizens themselves (See PROSO D4.1 “Methodology Citizen Panels”, p. 5). Addressing these questions is essential for fostering public engagement which responds to citizens’ understanding of their role in the process of R&I, as well as for developing effective policies to encourage participation, which take into account the genuine incentives of citizens and address the barriers they perceive related to their taking part in engagement activities.

We, in PROSO, aim to find out what citizens’ views are on public engagement opportunities and take these views into account when formulating policy options for fostering public engagement. The overall objective of WP4, as elaborated in PROSO D4.1 “Methodology Citizen Panels” (p. 4) is to **generate insights into the barriers and incentives for citizens to engage with R&I**. More specifically, the WP aims to: i) research the factors and conditions that from the perspective of the citizens themselves enable and constrain their engagement into (responsible) research and innovation; ii) contribute to developing policy options and practices to promote citizen engagement for RRI. In this WP, we will, thus, elicit the perspectives of citizens in regard to how they see their (possible) roles in R&I and contributions to RRI, and what, from their viewpoints, could and should be done to lower existing barriers and to strengthen incentives for their participation.

To achieve these objectives, we will carry out citizen panels in five European countries: Austria, Bulgaria, Germany, United Kingdom, and Portugal. The methodology of the citizen panels consists of 3 main steps. These are:

- 1) **1st Citizen Panel Meeting (CPM)** will be organised in October 2016 in the above mentioned countries. Citizens will discuss their views on different kinds of public engagement opportunities in the fields within the focus of PROSO, namely bio-economy, nanotechnology and food & health.
- 2) **A Joint Expert Workshop** will be organised in early December 2016 in Sofia, Bulgaria to analyse the results of the first national citizen panel meetings and formulate recommendations for fostering public engagement, taking into account citizens’ perspectives.

- 3) **2nd Citizen Panel Meeting** will be organised in February 2017 in the 5 countries following the Joint Expert Workshop, where citizens will discuss and themselves prioritise the recommendations developed by the experts.

The results of these activities will be synthesised by the WP leader ARC Fund in the final WP deliverable D4.3 “Synthesis Report” until May 2017.

The current manual aims to provide Task 4.2 partners with an overview of the entire process of Task 4.2 “Citizen Panels”. It is strongly based on PROSO D4.1 “Methodology Citizen Panels”, which should be further consulted for any details related to the conceptual foundation of the applied methodology. The manual further aims to provide a step-by-step guide to the planning and preparations of the panel meetings, including:

- making a time plan and estimated budget for planning and organising the citizen panel meetings
- deciding about dates and location
- finding and booking a place for the meetings
- making agreements with your national facilitator(s)
- recruiting the national citizen panel
- preparing the programme for the citizen panel meetings
- planning practical steps and details of the work
- reporting the results of the meetings

Purpose of the citizens and expert meetings

The major objective of the citizen and expert meetings will be to generate insights into the barriers and incentives for citizens to engage with R&I from the citizens’ perspectives. To do this, with the first citizen panel meetings, partners will aim to get better understanding of the factors and conditions that enable and constrain citizen engagement into research and innovation. The next stages in the research methodology of WP4, namely the joint expert workshop and the second citizen panel meetings will aim to develop and prioritise policy options and practices to promote citizen engagement for RRI. The WP focuses on the engagement of non-organised citizens in three specific domains of science, which are within the focus of the PROSO project – bio-economy, nanotechnology and food & health.

Impacts

The successful implementation of WP4 will contribute to achieving the PROSO project objective of **fostering societal engagement under the terms of RRI in the research and innovation systems in Europe** through generation of a policy guide for developing governance for the advancement of societal engagement under RRI in relation to three fields of R&I, namely nanotechnology, food & health, bio-economy. Furthermore, it will contribute to achieving the following sub-objectives of the project:

- 1) Raising awareness among Third Sector actors, *citizens*, research (funding) organisations, science/technology policy makers, and industry/businesses across Europe of the emerging concept of Responsible Research and Innovation (RRI) and objectives, presuppositions and implications in relation to societal engagement with R&I that are linked with different notions of RRI, including those highlighting co-responsibility and mutual responsiveness as principles of RRI.
- 2) Gaining insights into the views of societal actors and other actors contributing to RRI on their own interests and roles in regard to societal engagement with R&I in relation to the three fields of R&I and different forms of Third Sector and *citizen engagement*.

The **end result** of the WP - synthesis report with key messages and recommendations on ways to facilitate citizen engagement - will be a major input into key project activities and deliverables, such as Task 5.1 “Identifying implications for future policy and governance” and the development of Policy and Practice Guide (WP6).

Overview of the design

Citizen panels will be carried out in five European countries to generate insights into the views of non-organized citizens of their (possible) roles in R&I and contributions to RRI, as well as their motivations and concerns related to engagement in different formats and different domains of science. With the help of experts we will also investigate how to facilitate citizen engagement in R&I.

Table 1 gives an overview of the three-step design, including the interim activities and (interim) products.

Table 1 Overview of the three-step design of the PROSO citizen panels (Source: PROSO D4.1 “Methodology Citizen Panels”)

Event(s)	Content	Methods of data collection and analysis	Time	Date
First Citizen Panel Meetings (AT, BG, DE, UK, PT)	Citizens share and exchange their views on different depths of citizen engagement in R&I related to the domains of bio-economy, nanotechnology and food & health.	3 parallel focus groups plus plenary sessions	ca. 6h	Oct. 2016
Desk research	<i>PROSO partners distil patterns of enabling and constraining conditions of citizen engagement (incentives and barriers). → Drafts of the national reports of the citizen panels, summarising results in each country</i>	<i>Content analysis, interpretation & synthesis</i>	<i>Ca. 1,5 months</i>	<i>Autumn 2016</i>
Joint expert workshop (Sofia, BG)	1. Experts (from the PROSO consortium) synthesise and reflect on barriers and incentives across countries. 2. Experts (from the PROSO consortium and external experts) discuss policy and practice options to address the identified	Clustering and understanding incentives and barriers Brainstorming and structuring policy options	2 full working days	30 Nov – 2 Dec. 2016

	barriers, strengthen identified incentives, and promote citizen engagement.			
Desk research	<i>PROSO partners prepare results for citizens' feedback. Partners choose relevant challenges for citizen engagement to be discussed in their citizen panel meetings and formulate policy and practice options to address these.</i>		1 month	Jan. 2017
Second Citizen Panel Meetings (AT, BG, DE, UK, PT)	1. Citizens discuss relevant challenges and policy and practice options. 2. Citizens develop messages to European engagement stakeholders. → D 4.2 National reports citizen panels.	3 parallel focus groups, plenary sessions	ca. 4h	Feb. 2017
Desk research	→ D 4.3 Synthesis report citizen panels	Documentation and synthesis.		May 2017

Timeline

The timeline of the major WP activities is as follows:

Year	Month	Activity	Responsible
2016	January	Initial planning	ARC Fund
	March	Research methodology development	DIALOGIK
	April	Research methodology development	DIALOGIK
	May	Research Methodology delivered (D4.1)	DIALOGIK
	June	Manual for Citizen Panels	ARC Fund
	July	Recruitment of citizens	ARC Fund, OEAW, USTUTT, SPI, SURREY
	August	Recruitment of citizens	ARC Fund, OEAW, USTUTT, SPI, SURREY
	September	Training of partners	ARC Fund
	September	Recruitment of citizens	ARC Fund, OEAW, USTUTT, SPI, SURREY
	October	1st Citizen Panel Meetings	ARC Fund, OEAW, USTUTT, SPI, SURREY
		Delivering 1 st part of Nation Citizen Panel Report	ARC Fund, OEAW, USTUTT, SPI, SURREY
	October/November	External experts for expert workshop – confirmed	WP4 partners
	November	Preparation for expert panel – fine-tuning the methodology, preparing materials; logistics	ARC Fund with the support of other WP4 partners

	30 Nov – 2 Dec	Joint Expert Workshop in Sofia	ARC Fund
2017	January	Preparation for 2 nd citizen panel	ARC Fund, OEAW, USTUTT, SPI, SURREY
		Translation into national languages of materials for 2 nd citizen panel meetings	ARC Fund, OEAW, USTUTT, SPI, SURREY
	Beginning of February	2nd Citizen Panel Meetings	ARC Fund, OEAW, USTUTT, SPI, SURREY
	22 February	Final versions of National Citizen Panel Reports delivered (D4.2)	ARC Fund, OEAW, USTUTT, SPI, SURREY
	May	Synthesis report	ARC Fund

Later on in the manual you can find a more elaborate timeline of specific activities related to the preparation and planning for the national citizen panel meetings.

Budget

When planning the budget for your citizen panel meetings, take into account the following expenses:

Table 2 Approximate estimation of expenses

CPM1		CPM2	
Venue	1 (see section Date and Place for details)	Venue	1 (see section Date and Place for details)
Multimedia projector	1	Multimedia projector	1
Laptops	3 for table moderators, 1 for lead facilitator	Laptops	3 for table moderators, 1 for lead facilitator
Catering	1 coffee break and lunch for 18 participants and the responsible staff (i.e. 1 lead facilitator, 1 project manager, 3 table moderators, 3 note takers), light welcome breakfast (if budget allows it) ~ 26 persons	Catering	1 coffee break and lunch for 18 participants and the responsible staff (i.e. 1 lead facilitator, 1 project manager, 3 table moderators, 3 note takers), light welcome breakfast (if budget allows it) ~ 26 persons
Translations	Info package for citizens (2 pages), 3 invitation letters (3 pages altogether), 3 info-texts (3-6 pages altogether), questions for table moderators (2-3 pages), power point presentations	Translations	1 power point presentation, questions for table moderators (2-3 pages), materials from expert meeting (the number of pages is not known yet)
Printing, copying	Info package for citizens (2-3 pages x 18), 3 invitation letters (3 pages altogether x 18), 3 info-texts (3-6 pages altogether x 18), etc.	Printing, copying	Materials from expert meeting (the number of pages is not known yet)
Transport of citizens, if needed	The methodology doesn't require the recruitment of citizens from different parts of the country	Transport of citizens, if needed	The methodology doesn't require the recruitment of citizens from different parts of the country

Recruitment of citizens

Important issues to communicate to the recruitment company include the list of recruitment criteria (see below) and that **the same citizens will be requested to attend a second panel meeting (CPM2) in February 2017, therefore the citizens should be recruited directly for both panel meetings.** You also need to discuss with the recruitment company what the most promising approaches for recruitment are (by telephone, face-to-face recruitment, etc.) and how many extra participants to invite in order to make sure the target number of participants will be met despite any last-minute cancelations that might occur.

In order to reduce the number of participants dropping out of the process before the end of the WP and the implementation of CPM2, it is important to inform them that they will be requested to take part in a second panel meeting in February 2017 *during* the recruitment process. Furthermore, partners can opt for providing the stipend to citizens after the second citizen panel meeting only.

ARC Fund will provide partners with the **information material** to be communicated to citizens prior to the event. This includes information about the PROSO project, the purposes of the panel meetings, as well as a description of the overall process of the work package. The recruitment process of and any activities with the citizens will be designed and implemented to assure *informed consent* (set out in PROSO D9.3). Depending on the national level ethics requirements, you may need to provide citizens **a form of informed consent** prior to the event (in other cases it might be sufficient to orally inform the citizens that their participation is fully voluntary and that they can withdraw at any point).

Recruitment criteria

In each of the five countries, the panels will consist of **18 citizens**. For the purposes of the WP, *a citizen is any lay person, who is not professionally involved with RRI and public engagement, or with any of the domains discussed in the panels, namely food and health, nanotechnology and bio-economy.*

The sampling strategy is to achieve a good level of **diversity of participants**. Each country sample will strive for a balanced distribution of the following basic diversity categories:

- Gender
- Age (18-25, 25-35, 35-50, 50-60, 60-75)¹
- Level of education (low, middle and high levels)

¹ Country adaptations to the age groups are encouraged, if deemed relevant by partners so that as diverse set of participants as possible is achieved. The objective is to have representatives of different age groups, which, in most cases, covers persons in different stages of their professional and personal life, such as students, young professionals, people with significant professional experience, retired persons, etc.).

- Occupation (diverse, also including unemployed people and retired persons)

All country samples must have **at least 1/3 of the participants below the age of 35**, which is a requirement as of the DoW.

Further categories can be considered by partners if they are country relevant and if it is financially feasible. For instance, citizens from different areas of residence (rural vs. urban); citizens from different parts of the country, as well as citizens of different religions and ethnicities. Each country team will consider what other categories might be relevant with regard to the diversity of perspectives in their country. The sampling is carried out individually for each country and will be supported by the subcontracted recruitment companies.

First citizen panel meeting

The first citizen panel meeting will be organised in October and November 2016 in 5 countries – Austria, Bulgaria, Germany, Portugal and the UK. In small groups and with the help of table moderators, the participating citizens will discuss their views on different formats of public engagement opportunities (each characterized by a different category of engagement) in the fields within the focus of the PROSO project, namely bio-economy, nanotechnology and food & health.

Purpose of CPM1

The objective of the first citizen panel meeting will be to elicit citizens' perspectives on citizen engagement, and more particularly on:

- i) How do non-organised citizens see their role in R&I?
- ii) (If, and under what conditions) are citizens willing to be engaged with research and innovation?
- iii) What are citizens' incentives/motivations to be engaged in different kinds of engagement methodologies?
- iv) What are the constraining factors for citizens' engagement from citizens' points of view?

After the meetings, the PROSO partners carrying out the citizen panels in each country will analyse the group discussions of their national panels and condense the main results into draft national reports. The analysis will focus on citizens' motivations to engage or not with (the governance of) public research and innovation, and on how these views and motivations relate to different categories of citizen engagement. The draft national reports will feed into and be presented, reflected on and refined in the second phase of the methodology, namely during the expert workshop.

Overview of first citizen panel meeting

The first citizen panel meetings will take place in October and November 2016 and will last for approximately 6 hours (See the [agenda](#)). The 18 participating citizens will be divided into *three* smaller groups (6 participants in each group) and will be involved in group discussions with the help of table moderators. Each discussion group will work like a **focus group** and will respond to a pre-defined set of questions. The agenda of the event consists of several sessions. In the first session, participants will be presented with the project and the objectives of the meeting. In the following sessions, they will discuss different engagement opportunities in their small groups. At the end, participants (with the help of the table moderators) will be invited to present the results of the small group discussions to the plenary. The participants at each table will stay the same throughout the meeting. Each table/group will focus on one particular scientific domain – bio-economy, nanotechnology or food & health.

In the group discussions focusing on different engagement opportunities, citizens will be asked to respond to *fictitious* invitation letters describing engagement formats corresponding to different categories of engagement varying by the participation objectives, which are information/awareness-raising, consultation and collaboration. The invitation letters describe the engagement formats of **science café** (where citizens are informed about a certain research domain and associated issues), **citizen dialogue** (where citizens are being consulted on a certain research domain and associated issues), and **participatory budgeting – citizen evaluation panel** (where citizens collaborate in decision-making in the R&I process, namely in funding decisions concerning a certain research domain). These invitation letters will also be related to one of the three specific domains of R&I within the focus of PROSO, in particular **Synthetic biology for green energy?** (bio-economy), **Addressing pollution with nanotechnology?** (nanotechnology), and **New foods to promote better health?** (food and health). Each table will deal with *one* research subdomain of the three R&I domains only throughout the event and will discuss the *three* formats (engagement categories) from the perspective of this one subdomain. Through these group discussions, we hope to obtain rich and detailed qualitative data on the citizens' perspectives on enabling and constraining conditions of citizen engagement in R&I related to these particular factors – category of engagement, as well as domain of science.

Research Methodology²

The main question we aim to answer through the first citizen panel meeting is: **what are the views of citizens (in AT, BG, DE, UK and PT) in regard to the offered participation opportunities?** In particular, we will seek to address the following research questions:

- What barriers and incentives for participation do citizens' views point at?

² For more details on the conceptual foundations of the applied methodology, please, consult PROSO D4.1 "Methodology Citizen Panels".

- What role do *categories of engagement* (varying by participation objectives) play for citizens' motivations to participate? What role do they play in terms of barriers for participation?

This is the central research focus. In addition, and **depending on the empirical material**, we may also explore the (possible) role of further factors:

- What role do the different *subdomains of R&I* (and perceived life-world relations of these subdomains) play for citizens' motivations to participate? What role do they play in terms of barriers for participation?
- What role do different *engagement cultures and traditions* in the five countries play for citizens' motivations to participate? What role do they play in terms of barriers for participation?

In PROSO, we will aim to respond to these questions by collecting qualitative data from citizens in five European countries. Citizens in small groups will discuss and respond to a set of questions with the help of table moderators (See [Description of sessions and guide to moderators](#) and [Guide for table moderators and note takers – CPM1](#)). Their responses and reactions will be duly recorded by note takers and reported to ARC Fund, using the respective template.

Through a set of pre-defined questions, table moderators will facilitate a discussion on citizens' views, motivations and concerns related to three different engagement formats, which will be exemplified and presented to citizens in the form of "invitation letters" to the respective engagement formats. Each of these formats corresponds to a different category of engagement. Each group will discuss the different engagement formats from the perspective of the R&I subdomain it works with throughout the day. The collected data from the five European countries will be looked into and analysed focusing first and foremost on the role the different *categories of engagement* play in citizens' views, motivations and perceived barriers for participation. Additionally, we will look for patterns and try to draw insights onto how the *R&I subdomains* and *engagement cultures/traditions* affect citizens' views and motivations to participate.

Category of engagement

The concept of category of engagement, as used in PROSO, is inspired by "A Refined Typology of PE Tools and Instruments D2.1" (Mačiukaitė-Žvinienė, S., Tauginienė, L., Rask, M., Mejlgaard, N., Ravn, T., d'Andrea, L., 2014), which was developed as part of the PE2020 project. The PE2020 project distinguishes five different categories of engagement, which differ in their aims and flow of information. In PROSO, we use these categories, as well as other literature sources (See PROSO D4.1 "Methodology Citizen Panels"), to formulate three distinct engagement categories and to study how these affect the motivations, incentives, concerns and views of citizens to take part in engagement activities. The three engagement categories are:

- **Informing (category A)** – here the major objective is to inform and/or educate citizens. The information goes mainly from researchers/policy makers/funding institutions to the citizens (or other relevant stakeholders). There is no specific mechanism to handle the feedback provided by citizens. In CPM1, citizens will discuss an example of **Science Café**, designed in a format that falls within this category³.
- **Consulting (category B)** – the major objective here is to facilitate group deliberation and consultation on a certain issue where the outcome of the consultation *may* have an impact on decision-making. Information is exchanged between the initiator of the engagement activity (e.g. researchers, policy makers) and the involved participants (e.g. citizens or other stakeholders). In our case, citizens will deal with an example of **Citizen Dialogue**.
- **Collaborating (category C)** – the objective here is to assign citizens a clear role in the process of decision-making on R&I (in our case – on funding), while not necessarily giving them a decision-making power⁴. Citizens in PROSO will discuss a case of **Participatory Budgeting – Citizen Evaluation Panel**.

The three engagement categories will be introduced to citizens in three consecutive sessions via **invitation letters** to the concrete engagement formats (Science Café, Citizen Dialogue and Participatory Budgeting), each corresponding to a different engagement category. These engagement methods/formats have been applied multiple times in various contexts and they can vary in terms of e.g. length, structure of the sessions, content discussed, etc., depending on the concrete objectives and resources of the initiating actors. In PROSO, we have reviewed various examples of the application of these methods and, based on these, we have created the fictitious invitation letters, describing the three formats of engagement in a way which serves the purposes of our research.

In PROSO, we are first and foremost interested in how the different engagement categories (with their specific objectives) affect citizens' views of participation, their motivations and incentives to participate and related barriers. Besides this, however, we are also going to look into how the different requirements related to the different engagement categories and formats in terms of resources (e.g. temporal, cognitive, educational and others) affect citizens' views on participation. While these are *not a priority* within our research, they will be discussed with citizens in order to get insights into the role they may play for citizens' motivations to take part in engagement activities.

At the same time, we will 'control for' (i.e. we will keep them the same in all three cases of engagement) the following factors across cases: i) all three cases are initiated by public actors or a non-for-profit organisation; ii) they are forms of offline engagement; iii) they are forms of invited engagement (See [Glossary](#) for a definition of invited/uninvited participation).

³ Science Cafés can be designed in various ways, also in forms that allow for more two-way communication, too.

⁴ Please, see the Detailed overview of the selected categories of engagement to be discussed during the PROSO citizen panels below.

The characteristics of the three formats of engagement, as elaborated in the invitation letters, are described in more detail in the following table.

Detailed overview of the selected categories of engagement to be discussed during the PROSO citizen panels

	Category A “Informing”	Category B “Consulting”	Category C “Collaborating”
Aim of engagement (see e.g. Rowe/Frewer 2005)	Informing, awareness raising, education of citizens	Citizens are being consulted on a certain research domain and associated issues	Citizens collaborate in decision-making in the R&I process, namely in funding decisions concerning a certain research domain
Categorization (see PE2020, Amodio et al. 2015)	Public communication	Public consultation	Public participation
Intensities of interaction between researchers and citizens (Engage 2020, Jellema/Mulder 2015)	Informing/ education (no engagement in the stricter sense of the term)	Consulting	(Involving) Collaborating
Science-society model (Irwin 2008)	science for society (“first order model of science-public relation”)	science with society (“second order model of science-public relation”)	science by society (“third order model of science-public relation”)
Degree of responsibility / responsabilization of citizens	No responsibility ascribed to or taken over by citizens.	Weak responsibility ascribed to and taken over by citizens.	Some co-responsibility - but no full responsibility, as further assessment of research proposals is done by peer review and the final decision about funding lays with the NRF.
Format representing the category	Science Café	Citizen Dialogue	Citizen Evaluation Panel (basis: participatory budgeting)
Definition	"...is a place where, for the price of a cup of coffee or a glass of wine, anyone can come to explore the latest ideas in science and technology. Meetings take place in cafes, bars, restaurants and even theatres, but always outside a traditional academic context" (http://www.cafescientifique.org/)	"A group of citizens are brought together to learn about, discuss, and give their views on an issue. ... It is not intended as a mechanism to determine, but rather to inform public policy and stimulate debate" (Parker and Duignan 2005). The type of dialogue described in the PROSO citizen panels is based on expert input but takes place mainly <i>among</i> citizens.	" Participatory budgeting is an umbrella term which covers a variety of mechanisms that delegate power or influence over local budgets, investment priorities and economic spending to citizens." (Engage2020) In this case: citizens form a citizen evaluation panel that becomes a new actor in the research assessment and research funding process of a national research foundation (NRF).
Central source of inspiration for the invitation letter	Navid/ Einsiedel 2012 Engage2020: Science Café ScienceCafe.org cafescientifique.org	BBSRC dialogues on biofuels Engage2020: Citizen Hearing NanoDialogue Baden Württemberg	MORI 2005 Engage2020: Participatory Budgeting Rowe et al. 2010

	Category A “Informing”	Category B “Consulting”	Category C “Collaborating”
Required time	1,5 -2 hours	1 day	Over two years, meeting for two weekends every year
E Initiating actor⁵ (all public or non-profit NGO)	Local Science-Café Association (NGO)	Ministry of Research	National Research Foundation (NRF)
Selection of citizens	Self selection	Quota sampling	Quota sampling
Monetary compensation	No	Stipend ⁶ according to local rates. In Germany, this would be max. 100 Euros for a day. This is a symbolic compensation, not a salary.	Stipend ⁷ according to local rates. In , this would be max. 150 Euro per 1,5 days, i.e. in total 600 Euros for two years. This is a symbolic compensation, not a salary.
Main task for the citizens	<i>'Come and talk with scientists, learn about their latest research, ask them questions and discuss with them.'</i>	<i>'We want to learn about your views, wishes and concerns regarding the topic. This will help us to orient our research programmes or to determine research policy priorities based on citizens' needs and concerns.'</i>	<i>'Assess research proposals with regard to their relevance for society and give researchers recommendations how to better orient their research projects towards what citizens consider being important for society.'</i> <i>This helps us to fund research that is tailored to the citizens' priorities, needs and concerns.'</i>
(Potential) Use of results	From the citizens' perspective: Higher degrees of information, awareness and interest. From the researchers' perspective: Learning about peoples' perspectives on their research, gaining new ideas on the narratives linked to their research, as well as potentially also new ideas for future research From the organisation's perspective: The non-profit NGOs are motivated by philanthropy – and/ or benefit from public support to carry out their work (as in this case vaguely pointed at by the logo “Year of science...”).	The results of the citizen dialogue are used to inform the Ministry of Research. Citizens' views can provide a valuable contribution by informing research and policy of the concerns and expectations of society. The results are <i>open</i> to the <i>interpretation</i> by experts and sponsors.	The National Research Foundation uses the citizens' recommendations as a form of 'societal review' in their own research proposal assessment process. The perspectives of the Citizen Panel complement the reviews of other researchers (i.e. peer review). As such, reviews by citizens and researchers alike will be used together as evidence in the internal funding decision process of the NRF. The NRF does then publicly justify its funding decisions not only in terms of scientific excellence but also in terms of societal relevance. The results contain a <i>clear message</i> from the citizens, namely the societal review and recommendations regarding individual project proposals), which can be directly used by the sponsors
(Potential) impact on R&I decisions on different stages of	Potential impact: Might provide scientist(s) with some food for thought	Rather diffuse and vague impact on: formation of research policy and on the	Concrete impact on funding of projects through the evaluation;

⁵ These actors may be adapted to the different country contexts.

⁶ PROSO partners should adapt the amount to the local rates.

⁷ PROSO partners should adapt the amount to the local rates.

	Category A “Informing”	Category B “Consulting”	Category C “Collaborating”
the research cycle (Engage2020, Jellema/Mulder 2015)	regarding design and implementation of new projects and on trajectories of ongoing projects.	preparation of research programs.	(potential) impact on: the design of individual research projects through the recommendations. In addition, including the citizen panel into the funding mechanisms of the NRF could also have an indirect and more structural impact on the design of research programs, as these will need to anticipate the fact that projects are assessed with regard to societal needs.
Further information, in case citizens ask:			<p>Number of proposals to assess per week-end n= 8-10</p> <p>Possible criteria to assess the proposals for the Citizen Panel (see MORI 2005)</p> <ul style="list-style-type: none"> • Usability • Public benefit (incl. number of people who benefit) • Improving quality of life • Scientific quality/excellence • Likelihood of a breakthrough • Cost effectiveness • Contribution to prosperity/ wealth creation <p>Possible criteria to assess the proposals for the NRF: (see Rowe et al. 2009:</p> <ul style="list-style-type: none"> • Societal need • Innovation • Peer review • Value for money • Expertise of research • Potential for profit • Political need • Etc.

Besides the engagement category, which is the central variable we are interested in and the main focus of the analysis that will be conducted based on the obtained results from the citizen panels, we will also look into the role of context factors. These context factors include *R&I domain*, as well as the *engagement culture/traditions* of the different countries, in forming citizens’ views and motivations to participate in engagement formats.

Domain and sub-domain of R&I

The 18 participating citizens in each country will be separated into 3 smaller groups, each group discussing *one* of the three domains – bio-economy, nanotechnology and food & health. The distribution of citizens into the groups should be done *prior* to the event by the organising partner. Each partner needs to make sure that there is a diverse set of participants in terms of the criteria listed above (See section [Recruitment of citizens](#)) on each table. **The participants will be informed about which group/table they have been assigned to only upon registration and not prior to the event.** The participants will stay within the same groups throughout the event, thus, they will deal with only one of the topics throughout the meeting.

The domain of R&I is considered a particularly relevant factor from the context of engagement. Each of the broad domains of R&I we focus on in PROSO - bio-economy, nanotechnology and food & health - covers multiple sub-domains and issues with various characteristics that could influence the responses of citizens in various ways. According to our design, each group/table will focus on engagement examples from one *sub-domain* of the broad R&I domains, with the sub-domains varying in the degree of perceived life-world relation. **Life-world relation** of R&I can be understood as the closeness to daily life and be defined by the intuitive meaningfulness and potential for sense making of R&I issues (See PROSO D4.1 “Methodology Citizen Panels”, page 9). In addition, a domain of R&I has a strong life-world relation, when it is an issue of public or even private discourse, when it is dealt with by the mass media or even discussed among family, friends and colleagues. Furthermore, life-world relation of domains or R&I can plausibly be linked to the stages of development of technological applications, namely if these are only future options, planned, experimental or already marketed applications. With these considerations in mind, WP4 partners selected the following sub-domains to be discussed by citizens: Research on bio-economy: “Synthetic biology for green energy?”; Research on nanotechnology: “Addressing pollution with nanotechnology?”; Research on food and health: “New foods to promote better health?”.

These sub-domains will be introduced to the participants through **info-texts**. Info-texts are short statements that introduce the three subdomains of R&I the engagement opportunities are related to. They describe real world research activities in the tone and style of a museum display. They aim at providing citizens with a dense and precise characterisation of the issue, and a language that is easy to understand and the tone lively and accessible.

We acknowledge that the life-world relation of sub-domains remains highly subjective, strongly depending from a persons’ background and interests. Within the PROSO team, we strived to find a sub-domain of bio-economy with a rather low life-world relation, a subdomain of nanotechnology with rather medium life world relation and a subdomain of food & health with a rather high life-world relation. Through systematically eliciting the citizen panellists’ views on the degree of life-world relation of their respective sub-domain, asking them questions during the respective session (“Introduction of research areas”), and analysing groups’ results, we will challenge our PROSO pre-assessment of life-world relation

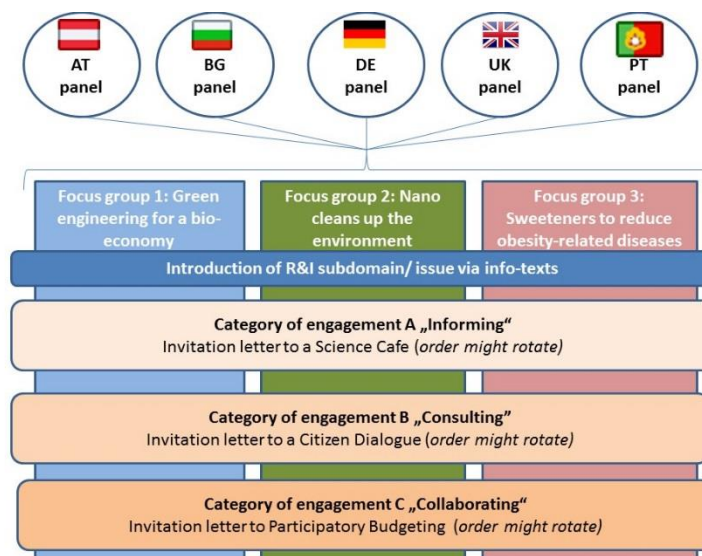
of the selected sub-domains. If empirical data backs our pre-assessment of the life-world relation of the different domains, the results of the five countries will be analysed from this perspective as well in order to gain insights on how the life-world relation of the different sub-domains affects citizens' perceived motivations and barriers for participation.

Engagement culture/traditions

We treat different engagement cultures, institutions and traditions in different domains of R&I and in different countries as possible factors influencing citizens' views on engagement in R&I. Countries seem to have their individual cultures, traditions and institutions of engagement. These cultures manifest in different ranges of experience with citizen engagement in R&I. Ultimately, the engagement culture is linked to the broader political, social and cultural backgrounds of the different countries and research domains. In analysing the results of the citizen panels, trends will be sought as to the significance of engagement culture for citizens' motivations to take part in different engagement activities.

The design of CPM1, developed by WP4 partners to study the role of the above mentioned factors in forming citizens' views on engagement, is schematically illustrated below.

Figure 1 Schematic illustration of CPM1 methodology



To avoid bias through the order of the three stimuli (e.g. from low to higher depths of engagement), the order of the three categories of engagement in the different national panels will differ. The order of discussing the different categories in the 5 participating countries is the following: **the Austrian panel will begin with Category A (Informing), the Bulgarian with Category B (Consulting), the German with Category C (Collaborating), the Portuguese with Category 1 (Informing) and the British panel with Category 2 (Consulting).** Partners can choose in what order to present the other two categories.

Agenda

While it is important that partners respect the duration of the sessions as provided in the Manual, the exact timing is only recommended and can be changed by partners, as deemed appropriate. Partners are also flexible to move the timing of the coffee breaks and the lunch buffet.

First Citizen Panel Meeting <i>(Sample Agenda)</i>	
09:00 – 09:30	Arrival and registration
09:30 – 10:10	Introduction <ul style="list-style-type: none"> • Welcome • Introduction to PROSO & the citizen panels • Programme of the day • Presentation of participants • What is citizen engagement in R&I?
10:10 – 10:30	Group session 1: Warm up Learning about your motivations and expectations regarding the citizen panel. Prior experience with engagement
10:30 – 10:55	Group session 2: Introduction of research areas Discussing info-texts and prior knowledge/experience with the topic
10:55 – 11:15	<i>Coffee break</i>
11:15 – 12:15	Group session 3: Discussing Category of engagement A/B/C Discussing your views on (e.g.) science café
12:15 – 13:00	Group session 4: Discussing Category of engagement A/B/C Discussing your views on (e.g.) citizen dialogue
13:00 – 14:00	<i>Lunch buffet</i>
14:00 – 14:45	Group session 5: Discussing Category of engagement A/B/C Discussing your views on (e.g.) participatory budgeting – citizen evaluation panel
14:45 – 15:15	Group session 6: Comparison of the three forms of engagement Comparing the different forms of engagement
15:15 – 15:45	Closing plenary & Good bye <ul style="list-style-type: none"> • Group presentations • Summary of results • Next steps and good bye

Description of sessions and guide to moderators

Time and duration	Session	Description	Materials needed
09:00 – 09:30 (30min)	Arrival Citizens arrive Registration	<p>Upon registration, citizens get their name card and are informed in which group they are. The name cards for the different groups are in three different colours (you can also use symbols to make the name cards of the three groups distinguishable). The name cards of the organisers (incl. lead facilitator, table moderators, etc.) are also in another colour. N.B: <i>Make sure distribution of participants in the three different groups is done prior to the event. The distribution on the table needs to ensure there is as wide variety of views represented on the table as possible. Use the Recruitment criteria (gender, age, level of education and occupation) and distribute citizens so that there are (to the extent possible) representatives of each category in each of the three groups.</i></p> <p>Participants get introductory materials (pen and notepad, agenda of the event, printed info material, consent form (if not sent in advance) and evaluation sheet). N.B: <i>The invitation letters and info-texts will be provided step by step in each session.</i></p>	Attendance sheet Distribution of citizens to the groups Prepared folders with introductory materials for the citizens, name cards, consent forms (if not sent in advance), evaluation sheets
09:30 – 10:10 (40 min)	Introduction <u>Format: Plenary</u> Welcome from the national organiser (5min) <ul style="list-style-type: none"> • Appreciation for coming • Introduction of the national organiser Introduction to PROSO and the process of the citizen panels (15 min) <ul style="list-style-type: none"> • The PROSO project • PROSO video • Goals of WP4 and its three-step methodology (2 citizen panels and expert workshop) 	<p>Citizens will sit at the tables in the groups with which they will be working during the day.</p> <p>The national organiser welcomes the participants and presents the organisation she/he represents with a few words.</p> <p>The project manager/lead facilitator introduce(s) the PROSO project. If partners decide, they may show the PROSO project intro video. N.B: <i>Beware that there is only an English version of it, which may make participants who do not speak English feel uncomfortable.</i></p> <p>Following are presentation of the goals of WP4, as well as of its three-step methodology. N.B: <i>As much as possible, try to avoid project jargon.</i></p> <p>The goals and agenda of the event will be introduced next, as well as the tasks for the working groups and the role of the participants throughout the event. In addition, the lead facilitator, table moderators and the note takers will be presented and their roles will be explained to the participants. Make sure to leave some time for questions and answers at the end of this part of the session.</p>	Multimedia projector Computer/laptop Internet connection to show PROSO video or downloaded video Power Point Presentation

	<ul style="list-style-type: none"> Goals and agenda of CPM1, tasks for the working groups Key roles (citizens, lead facilitator, table moderators, note takers) Q&A session <p>What is citizen engagement in R&I? (10min) – Presentation by the lead facilitator</p> <p>Citizens introduce themselves (e.g. name, hobby) (10 min)</p>	<p><i>The presentation of the main points in this session can be divided by the project manager and the lead facilitator as deemed appropriate. E.g. if you hire an external facilitator and the project manager is from the national PROSO partner, then the project manager can present the national organiser, the PROSO project and the methodology of WP4. In any case, it is important to make sure the lead facilitator is well familiarised with the methodology of the panel and of WP4 as well.</i></p> <p>In the “What is citizen engagement in R&I?” presentation, we will provide examples of different forms of engagement, without discussing the benefits of citizen engagement in order not to influence the positions of citizens on the issue. A template of the Power Point Presentation that will be used in this session will be prepared by ARC Fund and sent to partners in English. N.B: <i>National partners need to translate it into their national languages and adapt it to the local context (mainly the examples of public engagement provided).</i></p> <p>Each participant introduces herself/himself by giving their first name. Partners are free to choose the way they ask citizens introduce themselves. You can use icebreaking games for that purpose, such as: participants introducing their neighbour after a short discussion in pairs (a description of similar icebreakers you can find here). If you are limited in time, you can choose a simpler version of an introductory icebreaker, such as asking each participant to introduce herself/himself by giving their first name and to say what their hobby/favourite food/dream vacation is or anything else you consider suitable for the purpose (you can find more ideas here).</p> <p>N.B: <i>If time doesn’t allow it, citizens can only present themselves in their groups. Beware of asking citizens about their occupation, as it may feel uncomfortable for those who are unemployed.</i></p>	
<p>10:10 – 10:30 (20 min)</p>	<p>Warm up: learning about the citizens’ motivations and expectations regarding our citizen panel</p> <p><u>Format: Group session</u></p>	<p>Table moderators leave the Rules for discussion on the table and remind participants about them, if needed.</p> <p>Discussion will first focus on the question What experience do participants have with public engagement so far (Q1 from the National Citizen Panel Template)?</p> <p>Furthermore, table moderators should encourage the participants to share their views, motivations and expectations regarding the concrete event they take part in, answering the following questions:</p> <ul style="list-style-type: none"> Q2: What motivates the participants to take part in this specific event and methodology? Q3: What are the participants’ expectations and concerns related to the event and the methodology? 	<p>Laptops for the note takers</p> <p>Printed out Rules for discussion</p>

10:30 – 10:55 (25 min)	Introduction to ‘their’ sub-domain of R&I with the help of the info-text <u>Format: Group session</u>	<p>Facilitators distribute the info-texts and invite participants to read them. It will take around 5min to participants to read the info-texts (give them more time, if needed). First reactions by the citizens.</p> <p>Discussions in this session will focus on the following issues:</p> <ul style="list-style-type: none"> • Q4: How knowledgeable participants consider themselves to be in this particular area of research? • Q5: How relevant do they think this issue is to their everyday life as of nowadays? What about the future? • Q6: How important do they think this issue is for the society as a whole? Why? 	Laptops for the note takers Printed-out info-texts
10:55 – 11:15 (20min)	<i>Coffee break</i>	You can move the coffee break to another timeslot, if deemed more appropriate.	
11:15 – 12:15 (1h)	Category of engagement A: Discussing citizen views on e.g. science cafés in their sub-domain of R&I with the help of the first invitation letter <u>Format: Group session</u>	<p><i>This first session is longer than the other two sessions on categories of engagement to give more time to citizens to get to know each other, the format of discussion and the topic.</i></p> <p>Table moderators distribute the invitation letters and invite participants in the group to read them. Give 5 min. to citizens to read the invitation letter (and more if needed).</p> <p>The main issues to discuss in this session are:</p> <ul style="list-style-type: none"> • Q7: What are the motivations of citizens to take part in the presented engagement opportunities? • Q8: What holds them back from doing so? What are their concerns and perceived obstacles for participation? What could change their position? • Q9: What do participants see as possible benefits for them personally/the wider public/other stakeholder groups (incl. researchers/policy-makers/other decision-makers)? 	Laptops for the note takers Printed-out invitation letters
12:15 – 13:00 (45 min)	Category of engagement B: Discussing citizen views on e.g. citizen dialogues in their sub-domain of R&I with the help of the second invitation letter. <u>Format: Group session</u>	<p>Give 5 min. to citizens to read the invitation letter (or more if needed).</p> <p>The main issues to discuss in this session are:</p> <ul style="list-style-type: none"> • Q10: What are the motivations of citizens to take part in the presented engagement opportunities? • Q11: What holds them back from doing so? What are their concerns and perceived obstacles for participation? What could change their position? 	Laptops for the note takers Printed-out invitation letters

		<ul style="list-style-type: none"> Q12: What do participants see as possible benefits for them personally/the wider public/other stakeholder groups (incl. researchers/policy-makers/other decision-makers)? 	
13:00 – 14:00 (1h)	<i>Break & Lunch buffet</i>		
14:00 – 14:45 (45 min)	Category of engagement C: Discussing citizens' views on e.g. participatory budgeting – citizen evaluation panel in their sub-domain of R&I with the help of the third invitation letter <u>Format: Group session</u>	<p>Give 5 min. to citizens to read the invitation letter (or more if needed).</p> <p>The main issues to discuss in this session are:</p> <ul style="list-style-type: none"> Q13: What are the motivations of citizens to take part in the presented engagement opportunities? Q14: What holds them back from doing so? What are their concerns and perceived obstacles for participation? What could change their position? Q15: What do participants see as possible benefits for them personally/the wider public/other stakeholder groups (incl. researchers/policy-makers/other decision-makers)? 	Laptops for the note takers Printed-out invitation letters
14:45 – 15:15 (30 min)	Comparisons of the three forms of engagement <u>Format: Group session</u>	<p>Now that citizens have discussed the three engagement opportunities, it is time to compare the three forms of engagement. Ask for volunteers to present the result of this session in the plenary.</p> <p>The discussions will focus on the following issue:</p> <ul style="list-style-type: none"> Q16: In a comparative perspective, which opportunity is most/least attracting to participants and why? Q17: Which engagement opportunity brings most benefits to the different stakeholder groups (the public at large, researchers, policy-makers/politicians), according to the participants? 	3 Flipcharts Laptops for the note takers
15:15 – 15:45 (30min)	Closing plenary <u>Format: Plenary</u> Presentation of key results from the Comparative session (5 minutes each group, by the group facilitators and/or citizens ~15min)	<p>The three groups present their results (table moderators and/or citizens). The presentations will focus on highlights from the comparative session. Each group's presentation will take around 5 minutes.</p> <p>The lead facilitator highlights the main similarities and differences between groups' results (around 5min).</p>	Multimedia projector Computer/laptop Power Point Presentation

	<p>Highlights of similarities and differences in the presentations of the different groups by the lead facilitator (~5min)</p> <p>Further steps. Thank you (~10min)</p>	<p>Lead facilitator/project manager reminds participants what the next steps in the methodology are (expert workshop and second meeting of the citizen panels), how the results will be used further and the date of the second panel (10min). <i>The slides for the Power Point Presentation will be provided by ARC Fund in English.</i></p> <p>Thank you!</p>	
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N.B: The questions provided in this script are the once we aim to address in the discussions with citizens. Partners will fill in the responses to these questions in the National Citizen Panel Report template. **More detailed description of sessions and list of prompting and probing questions for each session to be used by table moderators is provided in [Annex II Guide for Table Moderators and Note Takers](#).**

Note-taking, recording and reporting of results

Detailed notes should be taken during the group sessions and the final plenary session. The group sessions can also be recorded, if partners have available resources.

After the first citizen panel partners will fill in the first part of the National Citizen Panel report and submit it to ARC Fund by **21 October 2016**.

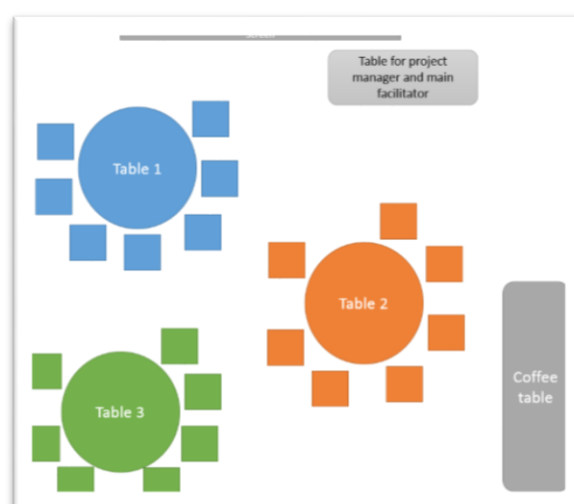
Planning, preparations and organisation of CPM1

Date and Place

The first citizen panel meetings are scheduled for **October and November 2016** and will take approximately six hours. Partners are encouraged to carry them out during weekends in order to increase the potential availability of citizens. Each PROSO country team will set their own date.

It is important that the venue of the citizen consultation is suitable for the purpose and allows citizens to feel welcome and comfortable during the meetings. The venue should be large enough to accommodate the panel of 18 citizens separated into three groups, as well as a table for the project manager and lead facilitator (as well as possibly coffee table). There needs to be sufficient space between the three groups so that they do not disturb each other. Alternatively, the three groups can be situated in separate rooms, but in that case it is important to have 1 larger room, which accommodates the plenary sessions at the beginning and at the end of the agenda. Technical equipment such as projector (as well as microphone, if needed) should be available.

Proposed location of tables in the venue:



Staff

The following staff is needed for running CPM1:

Staff needed	Role of staff
Project manager	The main organiser of the event responsible for the overall management (venue, coffee and lunch breaks, technical equipment, etc.). She/he can also present the PROSO project in the first session.
Lead facilitator	<p>The lead facilitator can be a member of your own staff. While specific knowledge on the topic of public engagement is not required, some analytical competence to manage complex problems is needed. It is also important that the lead facilitator knows well the methodology of the event, as well as the whole process. The role of the lead facilitator at CPM1 will be to:</p> <ul style="list-style-type: none"> • chair the whole process and give introductions to sessions and instructions to participants, as well as table moderators; • guide participants throughout the day – welcomes participants, presents the programme of the day, establishes clear and transparent rules for discussions; • discuss citizen engagement in the introductory plenary (thus, helps the panel to understand the project and the citizens' own role in it); • keep focus of the tasks to be done and keeps track of the time; helps table moderators with keeping the time schedule for sessions; • summarise key points from the group presentations in the closing plenary; and • explain the next steps in the process of the citizen panels. <p>See Description of sessions and guide to moderators for more details.</p>
3 table moderators	<p>Table moderators can be members of your own staff, who will be instructed to assist the proceeding of CPM1 – help the citizens, the lead facilitator and the project manager to achieve desired results. Table moderators will be responsible for moderating the 6 group sessions in the small groups: warm up, introduction to the thematic area, 3 sessions on the different categories of engagement and the comparison of the categories of engagement (altogether around 3h 40 min).</p> <p>See Description of sessions and guide to moderators and Annex II - Guide for Table Moderators and Note takers for more details.</p>
3 note takers	<p>Note takers will be responsible for taking detailed notes during the group sessions, as well as in case there are discussions during the plenary sessions.</p> <p>See Description of sessions and guide to moderators and Annex II - Guide for Table Moderators and Note takers for more details.</p>

Additional notes to keep in mind:

- It is important that neither the lead facilitator nor the table moderators impose his or her own opinions on the citizens!
- Partners decide whether they will hire external facilitator/moderators and note takers or they can find human resources within their own organisations.

Budget items for CPM1

The costs you may need to take into account when planning CPM1 are:

- Venue: see section [Date and Place](#) for details.
- Multimedia projector: 1 for PPP in the first plenary session
- Laptops – you will need 4 altogether (3 for table moderators and 1 for lead facilitator)
- 3 Flipcharts
- Transport of citizens, if needed - The methodology doesn't require the recruitment of citizens from different parts of the country.
- Catering: 1 coffee break and lunch buffet for around 26 participants (18 participants, 3 table moderators, 3 note takers, 1 lead facilitator, 1 project manager), light welcome breakfast (recommended, if the budget allows it).
- Translation from English to your national language (Info package for citizens, 3 invitation letters, 3 info-texts, questions for table moderators, 2 power point presentations)
- Printing, copying (Info package for citizens (2-3 pages x 18), 3 invitation letters (3 pages altogether x 18), 3 info-texts (3-6 pages altogether x 18), etc.)

See also [Section Budget](#) for an overview of the available budget and expenses of partners for WP4.

Second Citizen Panel Meeting

Purpose of CPM2

To improve our understanding of:

- i) citizens' views and positions in regard to certain challenges that have been extrapolated from the first citizen panel meetings in relation to engagement of citizens with science;
- ii) possible policy and practice options (PPOs), which address the particular challenges. Citizens will also be encouraged to propose new ways to address these challenges.

The participants at each panel meeting will deliberate in small groups about the ethical, practical and other concerns associated with the challenges and the possible PPOs to address them. Following this will be a session for developing (and recording) messages about improved policy and practice vis-a-vis public engagement with science. These messages will be streamed at the WP5 PROSO conference in Brussels on 19 June 2017. Furthermore, the results of the discussions in the five countries will be used to develop sound policy and practice advice, which takes into account citizens' views, incentives and concerns in regard to public engagement. These will serve as an input for the development of the PROSO Policy and Practice Guide in WP6.

Research Methodology

Each WP4 partner will select 3 challenges to work with at their national level CPM2. A list of potential challenges is provided separately. These have been identified based on the analysis of the national level results across countries. Each partner will choose/develop 3 challenges which are most relevant and prevailing in their country. Besides the proposed list in "Ideas on Policy and Practice Options", partners can identify and work with other challenges which are considered more relevant to their national context. Partners are also free to edit the proposed PPOs and add new ones, as deemed appropriate.

Citizens at each panel will be divided into 3 small groups from the very beginning of the event. The groups will not be defined by scientific topic and the participants will be mixed. The distribution of citizens into the groups should be done prior to the event by the organising partner. Each partner needs to make sure that there is a diverse set of participants in terms of the following criteria: gender, age, level of education, occupation (and others, if relevant). *Rationale:* i) People may welcome meeting a new group of participants and the event won't feel repetitive for the participants. We will also avoid repeating the same arguments as in CPM1; ii) the mix of experiences with the three scientific topics within the group may enhance and enrich the discussions; iii) we don't need to reintroduce the specific domains in detail; iv) considering that different challenges will be discussed in the different countries, there will be no sufficient data to compare results across scientific domains and come to conclusions regarding the effect of the research areas on the perceptions of the participants related to the discussed challenges (as it was the case in the first panel meetings where we had 5 groups

discussing each domain). If trying to compare results across domains in one country only, the discussions might be affected by the dynamic and particularities of the specific group.

Each group will discuss all 3 challenges and the proposed policy and practice options with the help of table facilitators. The three groups will discuss the three challenges in a different order – each group can choose the order of discussing the challenges. The discussions will be recorded via audio recorder and/or manually by a note-taker.

In CPM2, we focus on providing more in-depth understanding of the values, beliefs and concerns of citizens regarding the different challenges we have identified and the possible solutions of these. The participants will discuss the PPOs and the related ethical, practical, financial, political and other considerations that would typically inform any discussion about the possible adoption of these PPOs. The country results will be compared only in cases where the same challenge is discussed in different countries. Results from the discussions will serve as qualitative data for better understanding citizens' perspectives in regard to the different challenges and the proposed solutions.

After discussing each challenge, citizens will need to formulate short messages to national and possibly European level policy-makers, scientists, research funders, and/or other stakeholders they consider relevant. A template for the messages will be sent to partners in a separate file.

Preparatory work for national CPM2

- Each partner will prepare a presentation of the results of their national CPM1, providing a comparison to other countries' results. PPT template will be provided by ARC Fund, where each partner will fill in their national results. Please, look at the excel table *PROSO_WP4_Comparing CPM1 results_ALL* and the word file *PROSO_WP4_Barriers and incentives_Highlights from comparison across countries*.
- Partners identify 3 challenges that seem particularly relevant for the citizens from their CPM1 and describe them in terms of what the main concerns for the public are and why the particular challenge is considered to be an issue for public engagement with science.
- Extrapolate (alternative or complementary) policy and practice options that can address each of the identified challenges.

Agenda

Second Citizen Panel Meeting <i>(Sample Agenda)</i>	
09:30 – 10:00	Arrival and registration
10:00 – 10:15	Welcome and Introduction <i>Plenary</i> <ul style="list-style-type: none"> • Welcome from the organiser (3-5 min) • Reminder about What is PROSO • Why are we here today – purpose of the meeting • Citizen consultation process – the three stage approach, use of results, calendar • Agenda for today • Key roles (of citizens, main facilitator, table moderators, note-takers) • Reminder about Rules for discussion
10:15 – 10:35	Results from the first Citizen Panel and cross-country comparison. Q&A <i>Plenary</i> <p>Presentation of main results from national CPM1 with a view of other countries' results. Participants ask clarifying questions.</p>
10:35 – 11:00	Policy and Practice Options: Presenting the 3 Challenges. Q&A <i>Plenary</i> <ul style="list-style-type: none"> • What is the challenge about? • How do the challenge compare against the results from the other countries? • Policy and practice options we have identified to respond to this challenge • Detailed instructions about the tasks in the next sessions
11:00 – 11:20	<i>Coffee break</i>
11:20 – 12:50	Group discussion on the challenges and PPOs <i>Group work</i>
12:50 – 13:30	<i>Lunch break</i>
13:30 – 14:00	Creating Messages: Your advice to engagement stakeholders. Q&A <i>Group work</i> <p>One representative of each group presents the group message(s) to the other participants. Clarifying questions.</p>
14:00 – 14:20	Presenting group messages <i>Plenary</i> <p>One representative of each group presents the group message(s) to the other participants. Clarifying questions.</p>
14:20 – 14:30	Closing session <i>Plenary</i> <ul style="list-style-type: none"> • Outlook on WP5 conference and Policy and Practice Guide • How can we keep in touch? • Thank you and good bye

Description of sessions and guide to moderators

Proposed timeline Duration	Session	Description of sessions	Materials to prepare
09.30 – 10.00 (30 min)	Arrival and registration	<p>Upon registration, citizens are informed as to which table they have been assigned.</p> <p><i>N.B: Make sure distribution of participants in the three different groups is done prior to the event. Do not use the distribution of the participants from CPM1. The distribution on the table needs to ensure there is as wide variety of views represented on the table as possible. Use the Recruitment criteria (gender, age, level of education and occupation, for more information see Manual) and distribute citizens so that there are (to the extent possible) representatives of each category in each of the three groups.</i></p> <p>Participants get the agenda, pen and notepad.</p>	<p>Attendance list</p> <p>Distribution of citizens in the groups</p> <p>Pens and notepads, agendas of the event for all participants.</p>
10:00 – 10:15 (15 min)	Welcome and Introduction <u>Format: Plenary</u>	<p>Citizens sit at the tables in the groups they will be working in during the day.</p> <p>Presentation in plenary on the following:</p> <ul style="list-style-type: none"> • Welcome from the organiser (3-5 min) • Reminder about What is PROSO • Why are we here today – purpose of the meeting • Citizen consultation process – the three stage approach, use of results, calendar • Agenda for today • Key roles (of citizens, main facilitator, table moderators, note-takers) • Reminder about Rules for discussion <p>The presentation of the main points in this session can be divided by the project manager and the lead facilitator, as deemed appropriate.</p>	<p>PPT, delivered by ARC Fund</p> <p>Multimedia projector</p> <p>Computer/laptop</p>

		Make sure to leave some time for questions and answers at the end of this part of the session.	
10:15 – 10:35 (20 min)	Results from the first Citizen Panel and cross-country comparison Q&A <u>Format: Plenary</u>	<p>Presentation of the main results from the national CPM1 with a view of other countries' results.</p> <p>PPT template will be provided by ARC Fund, where each partner will fill in their national results. ARC Fund will provide slides on the cross-country comparison, which partners are free to adapt, as they deem appropriate, if they wish to put more focus on specific issues, which are related to their national results.</p> <p>Questions and Answers (5-10min). Participants ask clarifying questions and provide immediate reactions. N.B: <i>We don't specifically invite them to provide us with feedback, unless there is something really urgent. People had sufficient time to express their opinion at CPM1 in groups where all participants were given the opportunity to express their positions. If we invite participants for feedback now, this will be the feedback of those who are sufficiently self-assured to argue in favour of their own positions in front of all others, which will introduce bias in our results.</i></p> <p>Objective of the session: The main objective of this session is to inform citizens how we understood their views from CPM1 discussions and how these compare with other countries' results. This is a <i>more general and inclusive overview</i> of the results compared to the next presentation on the challenges, where partners will focus on the 3 particular challenges they have selected to work with.</p>	<p>PPT from ARC Fund</p> <p>Partners adapt PPT, according to their national results</p> <p>Multimedia projector</p> <p>Computer/laptop</p>
10:35 – 11:00 (25 min)	Policy and Practice Options: Presenting the 3 Challenges Q&A <u>Format: Plenary</u>	<p>The presentation here will focus on the following:</p> <ul style="list-style-type: none"> • <i>What is the challenge about?</i> <p>Describe in detail the challenge. Summarise the results from the national panel related to this challenge. Cover all its related aspects (e.g. if the challenge is (the perception of) lack of skills, mention citizens' fear of too technical presentations, fear that they need to actively take part in the discussion, fear that the topic is too advanced, etc.).</p>	<p>PPT from ARC Fund</p> <p>Multimedia projector</p> <p>Computer/Laptop</p>

		<ul style="list-style-type: none"> • <i>How does the challenge compare to the results from the other countries?</i> Describe how the results from the other countries compare with the national-level results? Where are the similarities and where are the differences with the other countries' results? Is the challenge country-specific or it is an issue which has come up in the discussions of the other panels as well? See the table with the aggregate results. • <i>Policy and practice options⁸ we have identified to respond to this challenge</i> List the PPOs you have identified. Please, make sure to mention in your presentation what we in PROSO understand as PPOs. • <i>Detailed instructions about the tasks in the next sessions:</i> What we want to know is how these challenges should be addressed? What needs to be done and by whom? We have identified a few possible policy and practice approaches to address (a part of) the problem. Sometimes the proposed approaches are complementary, sometimes they are alternatives. <p>We would like to discuss with you (the participants):</p> <ul style="list-style-type: none"> i) Should the proposed PPO be implemented? ii) Why? Why not? What are the advantages and disadvantages of implementing it? iii) If the group agrees it should be implemented: who should be involved and how? iv) Do the PPOs cover all possible solutions you can think of? Is there anything else we could add as an option? <p>You will have 30 min for each challenge.</p> <p>After the end of the first group session, the participants will have 30 min to develop message(s) on the discussed challenges. You can see more details below.</p>	
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⁸ For a definition of PPOs in the context of PROSO, please see the [Glossary](#).

		Leave 5 min. at the end for clarifying questions about the challenges, PPOs and messages in the task ahead.	
11:00 – 11:20 (20 min)	Coffee break		
11:20 – 12:50 (90 min)	Group discussion on the challenges and PPOs <u>Format: Group work</u>	<p>Citizens introduce themselves in the group.</p> <p>Table facilitators explain in more details the group task, if needed.</p> <p>Every group discusses all three challenges. It is important that the three groups discuss the challenges in a different order. 2 options to decide on the order: i) The participants in each group choose the order; ii) You propose the order for discussing the challenges in each group.</p> <p>Groups have 30 min for each challenge. When discussing the challenges, they should respond to the following questions:</p> <p>i) What are your first thoughts about the challenge?</p> <p><i>For each of the proposed PPO table facilitators ask the following questions:</i></p> <p>ii) Should the proposed PPO be implemented?</p> <p>iii) Why or why not? What are the advantages and disadvantages of implementing this PPO?</p> <p>It is important to gather the perspectives of both the proponents and the opponents of the proposed PPO. The facilitators should stir the discussion towards discussing the related ethical, practical, financial, political and other considerations that would typically inform decisions about the possible adoption of these PPOs.</p> <p>If the group agrees that the PPO will be helpful in addressing the challenge and should be implemented → continue to question iv.</p>	<p>3 Challenge Stakeholders Maps (A3 format, one per challenge) or draw them on a flipchart</p> <p>Printed out templates with the 3 challenges and respective PPOs for each participant</p> <p>Sticky notes – 3 different colours</p> <p>PPOs definitions – 1 per table (See section PPOs – definition section)</p> <p>It is advisable to print out the invitation letters for the participants, especially if one of the discussed challenges is related to the specific methods.</p>

		<p>If the group cannot achieve consensus on whether it is a measure that will be helpful in addressing the challenge → continue to the next PPO. Beware that the time for discussing the challenges is limited. Don't spend too much time in trying to achieve consensus.</p> <p>iv) Who should be involved in implementing this PPO and how?</p> <p>Using a separate sticky note for each actor mentioned by the group, the facilitator records what is expected from this actor in relation to the PPO (how the actor should be involved). E.g: Universities (include public engagement in the curricula of PhD candidates). The facilitator puts the sticky notes on the Challenge Stakeholder Map. The more a particular actor is/should be involved in addressing the particular challenge, the closer to the inner circle the respective sticky-note should be. Please, use <i>one</i> Challenge Stakeholder Map for each challenge, using <i>same colour</i> sticky-notes for complementary PPOs and a <i>different colour</i> if the group agrees that alternative PPOs can be used to address the challenge. The maps will help participants in the next session when developing messages to be more specific when formulating the messages.</p> <p><i>After having discussed the proposed PPOs:</i></p> <p>v) Do the PPOs cover all possible solutions you can think of? Is there anything else we could add as an option?</p> <p>N.B: <i>It can be expected that participants will need more time to discuss the policy options than the practice options. Table moderators should take this into account.</i></p> <p>The group discussions are recorded (audio or by a note-taker).</p>	
12:50 – 13:30 (40 min)	Lunch break	<i>Partners are free to move the lunch break to a different timeslot (e.g. after discussing 2 of the challenges in the previous session).</i>	

<p>13:30 – 14:00 (30 min)</p>	<p>Creating Messages: Your advice to engagement stakeholders</p> <p><u>Format: Group work</u></p>	<p>After discussing the three challenges, each group will spend 30 minutes to develop 1 to 3 messages related to the discussed challenges and PPOs (e.g. 2 messages, tackling the same challenge or 2 messages tackling 2 different challenges), depending on how quickly they work and whether they reach a consensus on which challenge they want to address. The participants will be free to choose how many and which challenges they would like to address in their messages.</p> <p>The messages developed by the citizens will be streamed at the WP5 Feedback and Impulse Conference in June 2017 in front of European and national policy-makers, researchers, NGOs and other actors in the field of public engagement. Thus, citizens' messages should be directed to them.</p> <p>The questions the participants should respond to in developing their messages are:</p> <p><i>i) What needs to be done to make citizen engagement in R&I (more) attractive?</i></p> <p><i>ii) Whose contributions are required and what is required by whom?</i></p> <p>Provide templates for the messages (3 per group) and colourful markers to each group.</p> <p>We have left some “Space for your imagination” in the template, where participants (ONLY IF THEY WISH SO) can e.g. draw a picture related to their message (for instance they could draw a picture of what they imagine the result will be from addressing the particular challenge) or they could make a colourful slogan for their message. It's all up to the group to decide whether and how they should use this space.</p>	<p>Stakeholder maps from previous session</p> <p>Template for messages – 3 per group (See Section Message template in this document).</p> <p>Colorful markers.</p> <p>Video/audio recording tool</p>
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		<p>Participants will be able to use the Stakeholder map, developed in the previous session, as a reminder of the discussions on the challenges and the actors that are involved in the process.</p> <p>The process of developing messages will <i>not</i> be facilitated by table moderators, but table moderators will be on the table to support the group if needed. Note taking is not necessary.</p> <p>The message(s) will be video/audio recorded. Before developing the message(s), the table moderator should ask for volunteers to present the message(s). While it is advisable to make the recordings separately, they can also be done during the presentations of the messages to the other participants in the next session, if time or space doesn't allow it.</p>	
14:00 – 14:20 (20 min)	Presenting group messages <u>Format: Plenary</u>	<p>One representative of each group presents the group message(s) to the other participants.</p> <p>The presenter also shares: <i>Why did your group feel this message was important?</i> <i>Why did you choose to send this message to this/these stakeholder(s)?</i></p> <p>Clarifying questions.</p>	
14:20 – 14:30 (10 min)	Closing session <u>Format: Plenary</u>	<p>Outlook on WP5 conference and Policy and Practice Guide</p> <p>How to keep in touch with PROSO? (Provide the participants with contacts and information on how they can keep in touch with us and be updated on what is going on in PROSO).</p> <p>Thank you and good bye</p>	

Country reports, final policy report and dissemination of results

National country reports

Each organising partner will be responsible for delivering a National Country Report that compiles the results produced in the panel meeting. The reports shall be produced in English. After CPM1 partners will deliver the first part of the National Country Report, synthesising the results of the first panel meeting. These will be used for the production of the materials to be used during the expert workshop. After CPM2, partners will deliver the final version of the country reports, including summary of the results of CPM2, which are due on **22 February 2017** and should be submitted to ARC Fund. ARC Fund will provide all partners with a template for the reports.

Synthesis report

Task 4.3 aims to synthesise the results from the national citizen panel meetings. The report is due in May 2017. It will be produced by ARC Fund and will be consulted with all partners which organised national citizen panels.

Dissemination of results

The results of the work package, which will be published in May 2017 in D4.3 “Synthesis Report” will provide a sound empirical basis to include the perspective of non-organised citizens into the multi-actor conference on policy and practice options (WP5, scheduled for June 2017). The results will also feed into the Policy and Practice Report, which will be produced in WP6.

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- Mačiukaitė-Žvinienė, S., Tauginienė, L., Rask, M., Mejlgard, N., Ravn, T., d'Andrea, L. (2014). A Refined Typology of PE Tools and Instruments D2.1. Public Engagement Innovations for Horizon 2020, EC FP7.
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- Kosow, H.; Dreyer, M., Bauer, A.; Chonkova, B. (2016): Methodology citizen panels. Deliverable 4.1. of the project PROSO Promoting Societal Engagement under the Terms of Responsible Research and Innovation (RRI), EC Horizon 2020.

Annex I: Glossary of the terms used in the Manual

Citizen	A citizen is any lay person, who is not professionally involved with RRI, with public engagement, or with any of the domains discussed in the panels, namely food and health, nanotechnology and bio-economy, and who does not have any special vested interests.
Invited/uninvited participation	Depending on who is the actor who initiates the public engagement opportunity, we differentiate between invited and uninvited participation. In the case of uninvited engagement, initiatives are organised by citizens mobilising themselves independently of formal decision-making institutions. In the case of invited engagement, the members of the public are invited to participate by a decision-making institution in an either structured and managed group dialogue or an open and unstructured dialogue (Source: Chilvers, J.,2010).
Life-world relation	The closeness to daily life, the intuitive meaningfulness and potential for sense making of R&I issues (Source: Habermas 1981, See D4.1 „Methodology Citizen Panels“, p. 9).
Info-text	Info-text are short texts introducing the three issues of R&I the engagement opportunities are related to. They describe real world research activities in the tone and style of a museum display. They aim at providing citizens with a dense and precise characterisation of the issue, and a language that is easy to understand and the tone lively and accessible.
Policy options	Policy options are actions (laws, regulations) or strategies, which can be implemented by the government to achieve certain goals and address a particular issue. The actors that can be involved in the development and implementation of policy options are: the government itself (national, local), EU policy-makers, the legislature, the public administration, interest groups, CSOs, media, the public.
Practice options	Practice options are actions and strategies which can be implemented by those who actively engage the public in R&I (scientists, practitioners from research institutes, CSOs, public bodies), etc.

Annex II: Guide for Table Moderators

What is a focus group?

Focus group is a qualitative research method involving guided/moderated discussion with a selected group of individuals. It is used to gain information and improve understanding on collective views and individuals' experiences on a given topic⁹ as well as the meanings behind these views. Participants are selected according to certain characteristics. Each group consists of 6-10 participants, a moderator and a note taker. Participants are asked questions, which are typically qualitative and open-ended. Thus, the information collected is usually open to interpretation. The discussions focus on a specific theme which is explored in depth. The moderator/facilitator keeps the group focused on discussing the specific topic using a number of guiding questions.

Guidelines for conducting a focus group

Table moderators' main task is to facilitate the discussions on the table in a way which allows for in-depth understanding of the positions of the participants on the table, as well as the differences and similarities in the expressed opinions in the group.

The moderator needs to make sure that all research questions are adequately covered within the allocated time. In order to stimulate the discussions and prompt participants to share their opinions, the moderator shall use the questions in the section 'Proposed talking points' in the script for the table moderators.

Some questions that can prompt the participants to explain their answers include:

- "Can you tell us more about it?"
- "Help me understand what you mean"
- "Can you give an example?"¹⁰

It is also important to note that moderators should *guide* the discussion without *participating* in it and expressing own views as such interference might affect the views expressed by the participants and introduce bias to the research. Considering the position of authority of the moderator in the group, she/he must remain neutral in the discussion. Moderators should avoid reactions, such as nodding/raising eyebrows, agreeing/disagreeing, or praising/denigrating any comment made. Moderators should also try to paraphrase and summarize long, complex or ambiguous comments of participants in order to clarify the comment for everyone in the group.

⁹ Social Research Update, Issue 19 (1997). Department of Sociology, University of Surrey. Available online at: <http://sru.soc.surrey.ac.uk/SRU19.html>

¹⁰ Guidelines for Conducting a Focus Group (2005). Eliot & Associates. Available online at: https://assessment.trinity.duke.edu/documents/How_to_Conduct_a_Focus_Group.pdf

The moderators need to create an environment in which people feel free to talk openly. Keeping the discussion balanced in terms of expressed opinions by the participants may be challenging due to the individual characteristics of some participants. Table moderators need to prevent the discussion being dominated by one of the members of the group and kindly remind participants the importance of hearing all range of views. Reticent members of the group may need to be encouraged to express their opinions.

Some strategies to deal with challenging participants are¹¹:

Self-appointed experts: “Thank you. What do other people think?”

The dominator: “Let’s have some other comments.”

The rambler: Stop eye contact; look at your watch; jump in at their inhale.

The shy participant: Make eye contact; call on them; smile at them.

The participant who talks very quietly: Ask them to repeat their response more loudly.

To help moderators in this task, the ground rules will be presented by the lead facilitator in the introductory session. They should also be printed out prior to the event and left on tables by the table moderators as a reminder to the participants. The facilitator of the focus group is responsible with ‘enforcing’ the ground rules, guiding the conversation and keeping participants engaged.

Ground rules for discussion during the citizen panel meetings

- One person speaks at a time.
- Everyone gets a chance to speak.
- Anyone can decide not to speak.
- Respect everyone – make sure you leave enough time for others to speak.
- It’s okay to disagree, but do it in a respectful way.
- Respect everyone’s privacy – keep the discussion confidential.
- There are no right or wrong answers, only differing points of view.
- Please, turn off your phones.

Useful sources on how to conduct focus groups

“Designing and Conducting Focus Group Interviews” by R. Krueger. Available at:

<http://www.eiu.edu/ihec/Krueger-FocusGroupInterviews.pdf>

“Guidelines for Conducting a Focus Group”. Available at:

https://assessment.trinity.duke.edu/documents/How_to_Conduct_a_Focus_Group.pdf

“How to Conduct a Focus Group” by Judith Sharken Simon. Available at:

<https://www.tgci.com/sites/default/files/pdf/How%20to%20Conduct%20a%20Focus%20Group.pdf>

¹¹ Ibid.

Annex III CPM1 Materials

Detailed script and proposed taking points for table moderators

The script includes detailed talking points, which we provide as an example for the table moderators.

In the ‘Description & Research questions’ of the table part, you will see the research questions which we aim to respond to in the different sessions. These are also the questions you will be answering in the National Citizen Panel Report template.

In **bold** in the ‘Questions, proposed talking points and explanations’ part of the table, you will see the questions table moderators need to ask in order to elicit the answers to the research questions we are interested in. We have also included prompting questions, which may be used by table facilitators, if deemed appropriate, to stimulate discussions at the tables and elicit more focused and in-depth information regarding the research questions.

In *italic*, we provide some explanations on the process and the logic behind the proposed talking points.

Duration	Session Needed materials	Description Research questions (RQ)	Questions, proposed talking points and explanations
			Questions that table moderators need to ask Talking points and prompting questions <i>Explanations for table moderators</i>
20 min	Warm up: learning about the citizens’ motivations and expectations regarding our citizen panel <u>Needed materials:</u> 3 flipcharts and markers (for each table) with different methods of engagement mapped	1) Welcome the participants. You can again introduce yourself. Leave the Rules for discussion on the table and remind participants about them, when needed. 2) Give participants a few minutes to think about previous engagement forms they’ve taken part in (both invited and uninvited forms of	Welcome once again. My name again is Today I will be your moderator. I will be here to guide you through the process and make sure we discuss all questions we need for the purposes of our research. Let’s agree we will address each other with our first names. <i>The purpose here is to create a positive, friendly atmosphere where participants feel comfortable, clear with their tasks and the role of the moderator, secure to share their opinions.</i> Please, think about and share with us what your experience with engagement initiatives is . If you don’t have any experience with engagement, but you have heard about people in your surrounding (your family and friends, your community) taking part in engagement activities, please, share with us what you know about it.

	<p>Sticky points</p> <p>Laptop for the note taker</p> <p>Printed out Rules for discussion</p>	<p>participation – see Glossary) and let them indicate with sticky points with which forms they have had experience. After they've put the sticky points on the flipchart, encourage each participant to share their previous experience with citizen engagement in R&I.</p> <p>RQ:</p> <ul style="list-style-type: none"> Q1: What experience do participants have with public engagement so far? 	<p><i>The purpose here is to slowly make citizens think about engagement methods and their experiences with different engagement forms. If they don't have such experience, they can share what they know from people in their surrounding/communities, etc. If participants are still hesitant, you can give them a few examples from the presentation before or any other appropriate for your national context examples. This will be a good transition to the next session where they will be presented with and have to comment on concrete forms of engagement.</i></p>
		<p>3) Encourage citizens to share their views, motivations and expectations regarding the concrete event they take part in.</p> <p>RQs:</p> <ul style="list-style-type: none"> Q2: What motivates the participants to take part in this specific event and methodology? Q3: What are the participants' expectations and concerns related to the event and methodology? 	<p>Now we have discussed the different engagement methods, let us come back to the current event. Please, share with us what were your first thoughts, what was your first reaction when you were invited?</p> <p>Why did you decide to take part in this event? How would you benefit from taking part in the event, if at all?</p> <p>What do you expect from it?</p> <p>Do you have any concerns related to the event?</p>
25 min	<p>Introduction to 'their' sub-domain of R&I with the help of the info-text</p> <p><u>Needed materials:</u></p> <p>Laptop for the note taker</p> <p>Printed-out info-texts to distribute to participants</p>	<p>Facilitators invite participants to read the info-texts. It will take around 5min to participants to read the info-texts (give them more time, if needed). First reactions by the citizens.</p> <p>RQs:</p> <ul style="list-style-type: none"> Q4: How knowledgeable participants consider themselves to 	<p>Let us begin with the concrete research area you will work on throughout the day. As you have already heard, each of the groups will work on a separate research area. Your research area for the day will be <i><domain></i>.</p> <p>As we've shared with you already, you have been chosen to represent a diverse set of age groups, education backgrounds and professional experiences. You are not supposed to be experts in any of the areas we discuss here. Experts were actually intentionally excluded from these panels as we want to know how ordinary citizens/lay people perceive these research areas and the other issues we will discuss today. Therefore, please, don't shy away from sharing anything with us today – you're here to tell us what your opinion is on the</p>

		<p>be in this particular area of research?</p> <ul style="list-style-type: none"> • Q5: How relevant do they think this issue is to their everyday life as of nowadays? What about the future? • Q6: How important do they think this issue is for the society as a whole? Why? 	<p>questions we are interested in, to meet new people maybe, to enjoy intellectually stimulating discussions.</p> <p><i>We should try to make citizens feel comfortable discussing the respective research areas and engagement opportunities. They should know that they are not supposed to have any specific knowledge in these areas, and this is why we provide them with information materials.</i></p> <p>Please, read the info-texts. If there is anything you don't understand, please, ask and we will try to clarify it.</p> <p><i>Give participants 5 or more minutes to read the info-texts.</i></p> <p>Now you have read these info-texts, please, share with us whether you've heard about this issue before.</p> <p><i>Let participants share their thoughts voluntarily. Don't ask each one to talk about the issue as this may make them feel uncomfortable.</i></p> <p>In the scale from 1 to 5, how knowledgeable you consider yourself to be in this particular area of research (the domain and particular sub-domain)? As previously said, don't worry – you're not supposed to be experts in the field. On the contrary.</p> <p><i>Let each participant share his/her thoughts.</i></p> <p>How relevant/important do you think this issue is to your everyday life? Does this issue have any relevance to you? How do you think it can affect your current life, if at all?</p> <p>How important do you think this issue is for the wider public? Why? Does this issue have any relevance to the wider public? How do you think it can affect society (locally/nationally/globally), if at all?</p> <p>How would it affect your life in the future (the life of your children/grandchildren)? How would it affect society in the future (the life of the future generations).</p> <p><i>If citizens ask about which period in the future you are asking, you can specify it is about 20-30 years from now.</i></p>
20min	Coffee Break		
1h	Category of engagement A: Discussing citizen views on e.g. science café/ in their sub-	<i>This first session is longer than the other two sessions on categories of engagement as we want to give more time to citizens to get to know each</i>	<i>Considering these are fictitious letters, it is important to make participants relate the invitation letters to their everyday life. This is important in order to provoke more natural reactions by the citizens. Therefore, table moderators should 'set the scene', making people imagine a usual day from their life before presenting the letter. For the first engagement</i>

<p>domain of R&I with the help of the first invitation letter</p> <p><u>Needed materials:</u></p> <p>Laptop for the note taker</p> <p>Printed-out invitation letters to distribute to participants</p>	<p><i>other, the format of discussions and the topic.</i></p> <p>Give 5 min. to citizens to read the invitation letter (and more if needed). Discussion on the following questions:</p> <ul style="list-style-type: none"> • Q7: What are the motivations of citizens to take part in the presented engagement opportunities? • Q8: What holds them back from doing so? What are their concerns and perceived obstacles for participation? What could change their position? • Q9: What do participants see as possible benefits for them personally/the wider public/other stakeholder groups (incl. researchers/policy-makers/other decision-makers)? 	<p><i>category you can be more descriptive, elaborating on the imaginary setting. For the following two categories, you don't need to repeat the same. You can shorten the description and use a different setting. Use your imagination! ☺ For example:</i></p> <p>Let's play a short game now. Close your eyes. Imagine it's a sunny Sunday in October. You wake up, you drink your morning coffee and you are ready for the start of a great day. On the way to meeting your friends in the centre, you open your mailbox and see an envelope. You open it and see a letter in it. Open your eyes now. The letter is in front of you ☺ Please, read it through, after which we will talk about it.</p> <p><i>Give participants 5 min to read the letter (or more).</i></p> <p>Please, tell us what comes to your mind/what your first reaction would be when you read this letter?</p> <p>Would you be willing to participate in such an activity? Why? Why not?</p> <p>If you wouldn't, what needs to be changed to make you reconsider your opinion? How could the event be more attractive to you?</p> <p><i>It is important to understand the positions of all participants in the group on these questions. You need to ask clarifying/exploratory questions to get into the essence of the participants' responses and understand their motivations and concerns in regard to participating in the proposed engagement opportunity. We need to understand the factors that play a role in citizens' decisions to participate or not to participate. Thus, here we can ask the following questions, which may encourage participants to share their opinions, get ideas and might help us elicit the information we need about these factors. Before asking these stimulating/clarifying questions, however, it is important to let participants share their thoughts without giving them "ready answers".</i></p> <p>What role would timing and duration of the event play for your decision, if any? Would you be willing to invest more time for the purposes of the respective engagement opportunity? What role would monetary compensation play, if at all? What do you consider a proper compensation for this timing, duration and format?</p> <p>Are there any specific capacities/capabilities you think you might need to take part in such an activity? Would this be an obstacle for you taking part in the event?</p> <p>Would it matter which is the organiser/the organisation commissioning the event (e.g. public authority, university, business)?</p>
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			<p>What role does the research area play in your decision whether to take part in this engagement activity?</p> <p>Do you see any possible benefits for you personally from taking part in such an activity? What would they be?</p> <p><i>After discussing the factors which play a role in individuals' decisions to take or not to take part in the presented engagement opportunities, we will investigate what citizens see as benefits of the presented engagement opportunities for the wider public and for different stakeholder groups.</i></p> <p>Do you see any possible benefits for the wider public from taking part in such an activity? What would they be?</p> <p>Would researchers/policy-makers benefit from organising such an event? How?</p> <p><i>Here, we again will try to elicit the factors that play a role in citizens' decision to take part in engagement activities. This time the focus is on those factors that hold people back from participating, as well as those that can change citizens' opinion to participate.</i></p> <p>Do you see any disadvantages for you from taking part in this engagement format?</p> <p>What do you see as possible obstacles for taking part in this activity? What would discourage you to participate?</p>
45 min	<p>Category of engagement B: Discussing citizen views on citizen dialogues in their sub-domain of R&I with the help of the second invitation letter. <u>Format: Group session</u></p> <p><u>Needed materials:</u> Laptop for the note taker</p>	<p>Give 5 min. to citizens to read the invitation letter (and more if needed).</p> <p>RQs:</p> <ul style="list-style-type: none"> • Q10: What are the motivations of citizens to take part in the presented engagement opportunities? • Q11: What holds them back from doing so? What are their concerns and perceived obstacles for participation? What could change their position? • Q12: What do participants see as possible benefits for them 	<p><i>The same as above</i></p>

	Printed-out invitation letters	personally/the wider public/other stakeholder groups (incl. researchers/policy-makers/other decision-makers)?	
45 min	<p>Category of engagement C: Discussing citizens' views on participatory budgeting in their sub-domain of R&I with the help of the third invitation letter</p> <p><u>Needed materials:</u> Laptop for the note taker Printed-out invitation letters</p>	<p>Give 5 min. to citizens to read the invitation letter (and more if needed).</p> <p>RQs:</p> <ul style="list-style-type: none"> • Q13: What are the motivations of citizens to take part in the presented engagement opportunities? • Q14: What holds them back from doing so? What are their concerns and perceived obstacles for participation? What could change their position? • Q15: What do participants see as possible benefits for them personally/the wider public/other stakeholder groups (incl. researchers/policy-makers/other decision-makers)? 	<i>The same as above</i>
30 min	<p>Comparisons of the three forms of engagement</p> <p><u>Needed materials:</u> Laptop for the note taker 3 flipcharts and markers (for each table)</p>	<p>The discussions will focus on the following question:</p> <ul style="list-style-type: none"> • Q16: In a comparative perspective, which opportunity is most/least attracting to participants and why? • Q17: Which engagement opportunity brings most benefits to the different stakeholder groups (the public at large, researchers, policy-makers/politicians), according to the participants? 	<p><i>Before you proceed with the questions, make sure you ask citizens if there are volunteers to present in the following plenary.</i></p> <p><i>The presentations will focus on this session's discussions, highlighting the following:</i></p> <ol style="list-style-type: none"> 1) <i>Which of the three formats is most appealing for the group and why?</i> 2) <i>For whom/which stakeholder group(s) would this format be most worthwhile? Why?</i> 3) <i>Which is the least appealing format for the group and why?</i> <p>The questions to discuss in this session are:</p>

			<p>When you compare the three engagement activities – is there any difference in the way they appeal to you?</p> <p>If you had to choose which of the three engagement activities would you be most willing to take part in? Why?</p> <p>Which of the three would you be least willing to take part in? Why?</p> <p>Which do you think would be most worthwhile for yourself and your family?</p> <p>Which do you think would be most worthwhile for the wider public? What about the researchers, policy-makers and/or other stakeholder groups (businesses, politicians, etc.)? Why?</p> <p>Which would be least worthwhile? Why?</p>
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Annex IV: CPM2 Materials

Challenge Template

Session: Group discussion on the challenges and PPOs

Challenge:

Describe the challenge here. Please, keep in mind to use clear and accessible language to the extent possible when formulating the challenges and PPOs.

Policy and practice options:

List policy AND practice options here.

N.B: Use a separate sheet for each challenge. Distribute the printed out challenges to the participants at the beginning of the session “Group discussion on the challenges and PPOs”.

Policy and Practice Options – Definitions

Policy options *are actions or strategies implemented by the government to achieve certain goals and address a particular issue.*

Some of these actions can include:

- rules and regulations
- funding and economic incentives (funding societal engagement, or research on societal engagement)
- innovations/adaptations in research institutions and their frameworks (rewards, incentives, opportunities)
- training, promotion, and exploring why people and institutions don't realise their goals

The actors who can be involved in the development and implementation of policy options are: the government itself (national, regional, or local), EU policy-makers, the legislature, public administration, interest groups, Civil Society Organisations (CSOs), media, and the public.

Practice options *are actions and strategies for 'good practice' implemented by those who can/do actively engage the public in research and innovation.*

Some of these actions can include:

- transparency
- careful framing of engagement

These actors can include scientists, practitioners from research institutes, CSOs, parliamentarians, the government, and others.

How to make citizen engagement in R&I (more) attractive?

Group: _____ Country: _____

What needs to be done?

Who should do it?

Space for your imagination 😊

Annex V: Important dates

Dates of citizen panels

Country	CMP1	CPM2 (provisional)
Austria	1 October 2016	11 February
Bulgaria	2 October 2016	11 February
Germany	26 November	11 February
Portugal	5 November	11 February
United Kingdom	1 October 2016	28 January 2017

Deadlines for reporting

National Citizen Panel Report, Section 1: **21 October 2016**

National Citizen Panel Report, final: **22 February 2017**