Regional Platform Agenda Template: Example of Harghita

Objectives and agenda for the first meeting

Date:

Place: A large meeting room in a pub or otherwise in a University in a room where tables can be removed and chairs can be moved.

Objectives of the meeting

Let the group <u>form</u>: clarify for the group how this meeting came about, clarify the group's mission/ purpose and agree on it.

Get adhesion to the group purpose

Present the work done so far including perceptions of interviewees on the bear situation

Outline the further process for the group and get an agreement on this.

Facilitation Material Needed

Different coloured cards, big sheets of Manila Paper to post the cards on the wall, masking tape, markers, a flip chart with paper, probably a projector and a screen

Other preliminary considerations

Room: We would need a room where we can remove tables and move chairs around (better for creating a sense of cohesion in the group). Therefore, we should avoid auditoriums. It would be very useful to be able to use the walls for visualizations.

Sending out invitations. A local contact point of the platform project and at the same time representative and of community-based nature conservation in the Eastern Carpathian would send out the invitations. Invitations should probably be sent out before Christmas. We would also have to state the purpose of the meeting in the invitation (see the respective point in the agenda comments below). State 9 am as the starting time (can mention informal welcome with coffee)

Participants: Invited will be participants of the previous meetings and interviews, a wide range of stakeholders in Harghita County who are already informed about the process. In the meeting, the criteria for the invitation will be restated (e.g. "organizations that represent people that are affected by bear behaviour plus organizations that are ready to act on bear management?" – this will probably still need to be confirmed amongst ourselves).

Number of participants: How many participants do we expect in total?

Remark on timing. Timing for the first activities is generously scheduled. It might be possible to finish some of the activities a bit earlier then foreseen in this agenda. In this case, more time will be available for the problem tree analysis in the end.

Process of the meeting

Time	Topic	Process Steps	Preparations/ Other Comments
			Spare white A4 sheets such as used for printers (about 50)
8.00	Facilitators arrive	Set up the room: Organize chairs in a semi-circle facing a wall where work results on facilitation cards can be seen. Agenda and objectives on wall.	Arrival time can be later if the preparation can be done the afternoon before
9.00	Informal welcome starts	Distribute coffee and name badges	Coffee, juice Adhesive labels
9.15	Official Welcome	Local organizer provide a very brief welcome : how this meeting came about, why these very participants have been invited, purpose (also to discuss at the meeting). The local organizer should then present the facilitator.	
9.25	Warm-up and expectations	Warm-up activity introduced: this will be an *interactive*. Interactive means we would like to have the opinion everybody, in this case their expectations. Icebreaker activity: ask participants to position themselves in three corners of the room each labelled "**I think it is very important to act on the bears immediately**"; "**I think we should first have a better understanding of the situation before we act on the bears**" and "**Something completely different is on my mind**" .When participants have made their choice and positioned themselves, the facilitator can then ask some of them to say their names, organizational affiliations and a reason why they stand there where they stand (to hear expectations). We can do this with 6 to 8 people. With regard to the others, we can just ask their names and their affiliations (depending on the numbers keep an eye on time!). At the end, we ask, if there are any expectations for the meeting that have not been told yet.	Descriptions for the three corners printed out in big letters on A 4 papers to be hung in three places in the room.

Time	Topic	Process Steps	Preparations/ Other Comments
9.50	Re-clarification of meeting	Explain objectives of the meeting and share the agenda. *Explain now to what extent expectations can be taken into account (or not)*. <u>Rules</u> for the meeting e.g. <u>respect</u> of the	Objectives, agenda and rules visualized Mention the questionnaire and say that it will be distributed at the end of the meeting?

Time	Topic	Process Steps	Preparations/ Other Comments
	objectives and agenda. Rules.	other – meaning not to interrupt anybody and to listen - and working in a participatory mode – meaning to give everybody a chance to express themselves which implies not to talk for too long for anybody at a given time. Ask participants if they are really ok with the rules (facilitator should ask this question and look directly at each participant one after the other to see how they react. If they appear ok it can be seen as acceptance. If this does not seem to be the case the respective participants have to be asked what is on their minds)	
10.00	Explanation of the following interactive presentation	Facilitator explains that the following presentation will be done by using the "focused conversation" approach where there is a time of *mini-group (3-4 persons) discussion after the presentation*: The mini groups will have to work on two questions (these should be visualized - see right hand column and shown to other participants). Members of the mini groups – after the presentation – should then answer the two questions within the mini-groups (possibly doing a round on each question) and then write a maximum of two cards on the second question (not the first one).	Questions for mini groups to be visualized: 1. What were the most important facts for me in the presentation (round robin in the mini group) and 2. What are my immediate reactions (questions including clarifications on any information missing, comments, feelings) to this presentation and its various points (2 yellow facilitation cards written per mini group on this question)? For writing they • Use markers (not ballpoint pens) • Write only one idea per card • Use big letters on the cards
10.05	Presentation of the project, its means and approach, the interview results, group purpose and	Important to spend time on this so the group agrees its purpose. The local organizer could briefly present the genesis of this project in Harghita, its purpose, approach and means available, and then the main results of the interviews (this could also include the mentioned reasons for bear presence as well as the solutions that are already put into place), the suggestion for the group purpose and a suggestion for the further group process. Also roles should	Presentation content agreed among the organizers.

Time	Topic	Process Steps	Preparations/ Other Comments
	foreseen process	be clarified in this presentation. The presentation should not be longer than 15 minutes	
10.20	Mini group work	As explained previously (at 10.00) the mini groups now start their work and produce the cards. Insist on small groups (3-4 persons not bigger) and encourage them to write their two cards. When they have written the cards, they can post them on a wall prepared for this. Cards with similar content should be clustered	
10.40	Break		
11.00	Answering to comments and questions	The cards can now be read, clarified (if they are not clear) and answered one after the other by the presenters/ organizers. Discussions should be avoided at this point. By the end of this process there should be clarity on the purpose of the group and the further process. Emerging discussions about bear presence and bear behavior should be stopped by saying that these topics will be dealt with in more detail during the next sessions and that the purpose here was just to present the perceptions as they emerged from the interviews.	

Time	Topic	Process Steps	Preparations/ Other Comments
11.30	Agreement on group purpose and on further process	Based on the preceding presentation (and exchange) the group purpose could now be restated (see right hand column. This may already have to be adjusted if there were strong pointers in the reactions to the presentation). At this point in time the participants should have a clear idea what they want with regard to the group mission/ purpose. Whenever the statement seems clear there should be a vote using a gradient of agreement. The gradient would look as follows:	Suggestion for group purpose (this can be adjusted according to the wishes of participants): "**The mission of this group is to** 1. **better understand bear presence in Harghita County and** 2. **to come up with ideas and agree on actions to manage bear presence in**

Time	Topic	Process Steps						Preparations/ Other Comments
			I like it	I support	I can live with it	I need more discussion	I see many problems	**the best possible way with regard to the interest of stakeholders and**
		Mission statement part 1						**3. by doing so alleviate the situation for town dwellers and farmers"**
		Part 2						
		Part3						Question to the organizers: Do we also need a statement on communication? Do we need a statement on respective roles?
		Process statement here						
		Participants then check ("x") the (for them) appropriate box. If all are within the green, blue and yellow range it's ok. If there are orange and red ones check how the statement needs to be adjusted so that they can agree. There should also be an expression on the further suggested process						

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11.50	Problem tree analysis in homogeneous groups.	Facilitator asks participants to form homogeneous mini groups (3-4 participants). Facilitator explains the idea of the problem trees Facilitator asks two questions (to be treated by each group): 1. What are the main elements/ issues of the conflict (such as bear presence in town or bear presence in fields etc.) 2. For each issue what are the main reasons for the situation? .	Comment: Avoid at this stage allocating responsibilities. Responsibility in complex situations is always shared. If participants analyze the causes, they will realize this. If the questions of responsibility is asked, however, some participants may understand that they are supposed to name other participants (or non- participants) as responsible. This may then be a source of conflict. The objective here should just be for participants to see that different views exist.	
12.30	Meeting evaluation and next dates	Some verbal feedback at the end and also take written evaluations. Participants can evaluate on A4 sheets of paper according to the following model (right hand column) which should be visualized for them. Participants should fill in the sheets (once they understood the model) and hand in the sheet. There should be final open feedback from the participants on the meeting (maybe 3-5 persons) and then announcement of the next meeting.	+ Good (in the meeting) O Global appraisal of the meeting	Δ Change (in these meetings)
12:45	Questionnaire and announcement of interviews	Participants are kindly requested to fill in the project questionnaire. The purpose of the questionnaire will have to be explained beforehand as well. Announcement of interviews.	Questionnaire ready	
13.00	End			

Rough Outline of the further Group Process (for presentation)

The further process should allow:

Meeting 2: A better understanding of everybody of how the various stakeholders see the current situation with regard to bear presence in terms of causes (this could be done by a schematic such in a model but also metaphorical and graphical – drawing - description of the situation). Participants could also work on perceptions of "what works already" in terms of solutions (equally schematic and graphical descriptions). Based on this, we would develop criteria for solutions that are co-decided by the group (e.g. scope, scale impact [e.g. also synergy between measures], but also group involvement criteria: should all of the group be involved?, stay informed?) (E.g. fairness in participation, effectiveness, etc.]. There should probably a discussion about what would be faire with regard to the available funds.

Meeting 3: Brainstorming and development of solutions that meet the criteria. Action planning

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