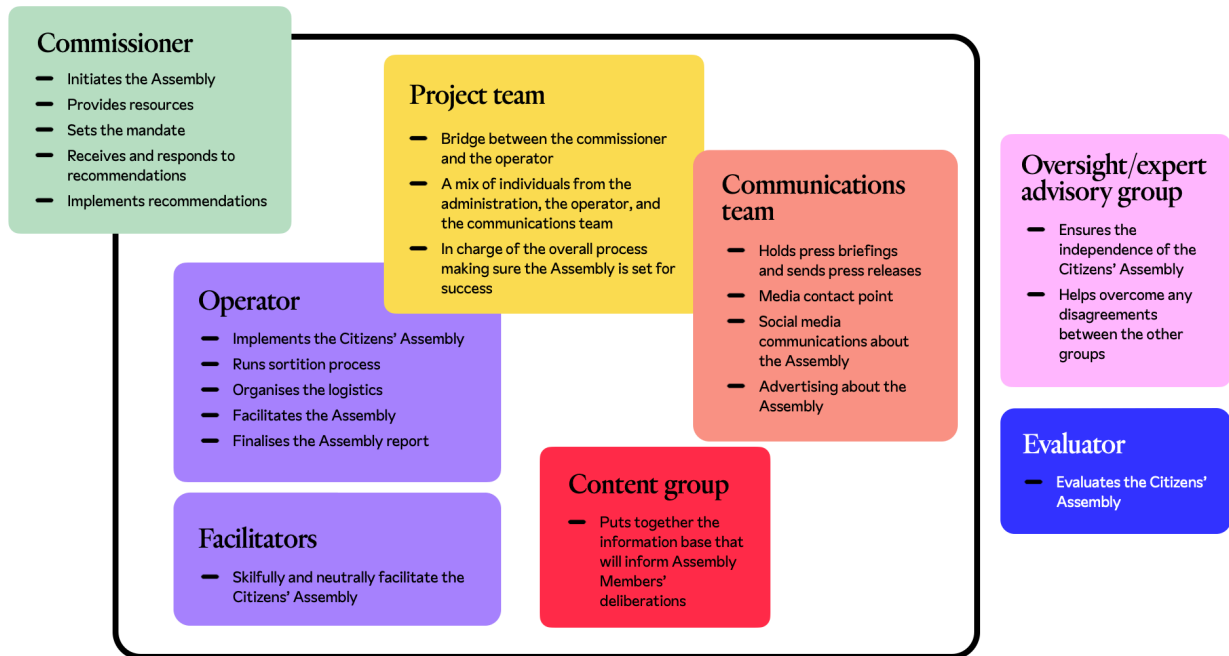


The Governance of a Citizens' Assembly: Roles and responsibilities



Project team		
Role	In charge of the overall process - making sure the Assembly is set for success and has a clear path to impact	
Composition	Comprising representatives of the commissioning authority or organisation initiating the Citizens' Assembly and key people from the operator's team who will implement it.	<u>Main roles:</u> <ul style="list-style-type: none"> • Project leader from the commissioning authority • Project leader from the operator's team • Communications expert
Commitment	Depending on the role, most members of the project team are heavily involved and central to putting in place a Citizens' Assembly.	4 months to 1 year commitment from start to finish (depending on the size and length of the Assembly)
Milestones	Designing the Citizens' Assembly (setting its parameters)	3-4 months before the Assembly
	Taking part in running selection by lottery (responsible for setting selection criteria, drafting the invitation letter)	2 months before the Assembly
	Putting together the content group and the oversight group	4 months before the Assembly
	Implementing a communications strategy	Throughout
	Ensuring timely response and follow-up of the commissioning organisation	Up to 1 year after the Assembly

Oversight / expert advisory group		
Role	The oversight/expert advisory group is appointed to ensure the independence of the Citizens' Assembly and to make sure it meets the OECD Good Practice Principles . The oversight group can help overcome any disagreements between the other groups listed, and acts as an intermediary between the Members of the Assembly and the public authority in case of any conflict.	
Composition	For it to be a truly independent source of scrutiny, this role is best undertaken by a university, another trusted independent organisation with relevant expertise, or several international citizen deliberation experts. This group sometimes also includes representatives of different political parties across political spectrum.	
Commitment	It is a lighter touch role, where members of this group meet 2-3 times over the course of preparing for and running an Assembly and otherwise is available for advice to the other groups on an ad-hoc basis.	4 months to 1 year commitment from start to finish (depending on the size and length of the Assembly)
Milestones	Validates Citizens' Assembly design and criteria for Member selection by lottery	3 months before the Assembly
	Validates the Assembly facilitation plan, information kit, and stakeholder/expert line-up	1-2 months before the Assembly
	Available for advice and oversight	Throughout

Content group		
Role	Responsible for the information base that Members of the Assembly will have access to to inform their deliberations. A solid and accessible information base featuring a wide range of accurate, relevant, clear and accessible evidence and expertise is fundamental for effective deliberation and to address the remit set for the Assembly.	
Composition	This group comprises 4-8 experts in the policy issue of the Assembly representing different perspectives and views.	<ul style="list-style-type: none"> • Academics • Independent experts • Civil society representatives • Relevant stakeholders • Relevant content experts from the commissioning authority/organisation
Commitment	It is a lighter touch role, where members of this group meet 3-4 times over the course of preparing for an Assembly and otherwise is available ad-hoc if any content and evidence related questions arise.	1-3 months of active commitment (depending on the size and length of the Assembly)
Milestones	Mapping major themes, dimensions, dilemmas of the question Citizens' Assembly will tackle and determining the kinds of information and evidence needed to inform citizen deliberation	3 months before the Assembly
	Creating a list of experts and stakeholders that will present to Assembly Members	2 months before the Assembly
	Deciding on the information to be included in the information kit and reviewing it	1-2 months before the Assembly

Operator		
Role	An independent operator is commissioned to help design the Assembly, select Assembly Members by lottery, organise the logistics of the Assembly sessions, facilitate deliberation, and prepare the final Assembly report.	
Composition	Comprising members with expertise and previous experience in running a Citizens' Assembly.	Main competences: <ul style="list-style-type: none"> • Deep expertise of citizen deliberation • Knowledge of local context and language • Experience running selection by lottery • Experience facilitating Citizens' Assemblies (or a partnership with deliberative facilitation professionals) • Communications expertise
Commitment	Heavily involved and central to implementing a Citizens' Assembly.	4 months to 1 year commitment from start to finish (depending on the size and length of the Assembly)
Milestones	Designing the Citizens' Assembly (setting its parameters)	3-4 months before the Assembly
	Running selection by lottery (responsible for the technical part of sending out invitations, composing the final group)	2 months before the Assembly
	Organising logistics of the Assembly and providing ongoing support for Assembly Members and invited speakers and stakeholders	From 2 months before to the end of the Assembly
	Designing the Assembly facilitation plan and facilitating the Assembly	From 2 months before to the end of the Assembly
	Contributing to implementing a communications strategy	Throughout
	Draft a summary report of the Citizens' Assembly process	Up to 1 month after the Assembly

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