

Citizens' Jury

Timeline and tasks

Timeline

Phase 1: May-June 2023

Setting the scene

<i>Dates</i>	<i>Objectives</i>	<i>Tasks</i>
MAY 2023	Defining the question Citizens' Jury or Assembly will tackle	<ul style="list-style-type: none">- To identify a pressing problem citizen deliberation can help address- To frame it as a question citizens' can tackle
MAY-JUNE 2023	Selecting and commissioning the operator	<ul style="list-style-type: none">- To draft the request for tenders document for commissioning the operator- To publish the tender- To receive expressions of interest and appoint the operator that will implement the deliberative process

Phase 2: June 2023 - September 2023

Preparation and recruitment

<i>Dates</i>	<i>Objectives</i>	<i>Tasks</i>
JUNE 2023	Setting up relevant committees and internal teams	To set up: <ol style="list-style-type: none"> 1. The Project Team/Secretariat 2. The Oversight/Expert Advisory Group 3. Content Group 4. Communications team
JUNE 2023	Designing the Citizens' Jury (to set the exact number of Members of the Jury, criteria to select them, their compensation, length of the process, design of the deliberation sessions etc.)	- Organise a series of online/in-person meetings to decide on the main design and organisational questions to be answered in preparation of the deliberative process

<i>Dates</i>	<i>Objectives</i>	<i>Tasks</i>
JULY 2023	Preparation of learning phase materials	<p>Content Group</p> <ul style="list-style-type: none"> - To identify the stakeholders and experts to submit evidence to the Citizens' Jury - To choose stakeholders and experts to present in person during the Citizens' Jury - To decide on the sources of the information kit for Members of the Jury <p>Commissioning organisation</p> <ul style="list-style-type: none"> - To officially invite stakeholders and experts to submit evidence to inform the Citizens' Jury members - To officially invite stakeholders and experts to present in person during the Citizens' Jury - To provide relevant information for the information kit about the work, aims, vision and priorities of the organisation <p>Operator</p> <ul style="list-style-type: none"> - To organise the meetings of the stakeholder and evidence selection committee - To assist in contacting and inviting stakeholders and experts - To draft the information kit - To ensure the overall coherence of the learning phase

<i>Dates</i>	<i>Objectives</i>	<i>Tasks</i>
SEPT - OCT2023	Sending out the invitations to participate (running two-stage random selection by lot)	<p>Project team</p> <ul style="list-style-type: none"> - To draft the invitation letter - Director of the commissioning authority to sign the invitation letter that potential Members of the Jury will receive - To send out invitations together with commissioning authority - To process replies from potential candidates - To select the final group of Members based on stratification criteria - To be available to answer any questions from Members and provide Member support (assist with travel, special needs, or other requests)
SEPT 2023	Official launch event/press conference, announcing the Citizens' Jury taking place, the question it will tackle, and the start of the recruitment	<p>Communications team</p> <ul style="list-style-type: none"> - To organise a press conference to launch the Jury - To prepare the communication strategy for the duration of the Jury - To disseminate a press release announcing the Jury

Phase 3: October 2023 - May 2024

Implementation and follow-up

<i>Dates</i>	<i>Objectives</i>	<i>Tasks</i>
OCT – NOV 2023	Deliberative process takes place over 4-5 days during the two months	<p>Operator</p> <ul style="list-style-type: none"> - To implement the Citizens' Jury - To be responsible for moderating the Jury and leading the facilitation team - To assist the Members in drafting their recommendations, and managing an extensive editing process - To draft a summary of the Jury process and ensure that the final report is professional and compelling <p>Communications team</p> <ul style="list-style-type: none"> - To communicate about the process throughout - To stream Jury sessions - To liaison with journalists
DEC 2023	Response to the Citizens' Jury's members' recommendations	<p>Commissioning authority</p> <ul style="list-style-type: none"> - To receive the recommendations prepared by the Citizens' Jury (in an in-person meeting) - To provide an initial response to the Members of the process

<i>Dates</i>	<i>Objectives</i>	<i>Tasks</i>
JAN/FEB 2024	Written response by commissioning authority to recommendations	Commissioning authority <ul style="list-style-type: none"> - To discuss and reflect on the recommendations - To decide which ones and how will be implemented - To prepare a written response to recommendations of the Jury and send it to the Members - To publish a report about the Jury, it's recommendations, and the response to them on their website
JAN - MAY 2024	Implementation of Citizens' Jury recommendations by commissioning authority	Commissioning authority <ul style="list-style-type: none"> - To prepare the plan of implementing the Recommendations - To begin implementing them - To regularly report on the progress of implementation every 6 months by providing updates on their website