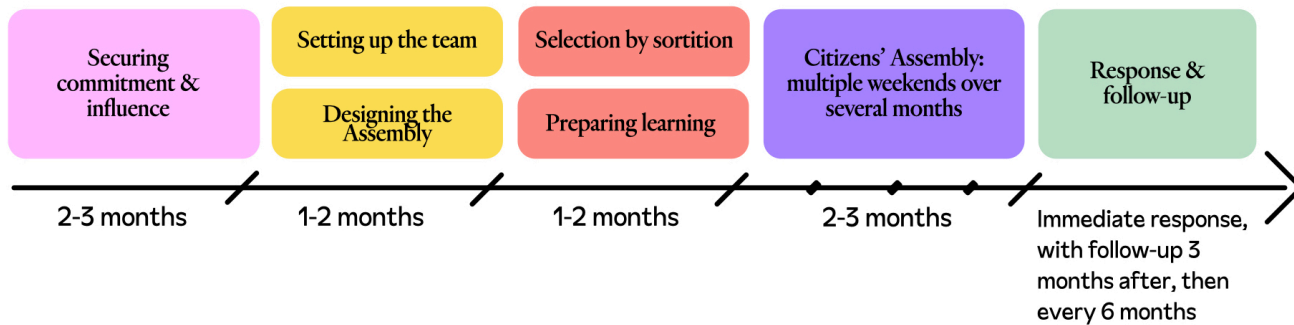


Timeline for a small Citizens' Assembly



Phase 1: Before the Citizens' Assembly

March 2023 - September 2023 (Example)

Dates	Objectives	Tasks
MARCH-MAY 2023	Securing commitment and support for the Assembly	<ul style="list-style-type: none"> - To make sure the Citizens' Assembly will have an influence on public decisions and is timely - To have early-stage conversations with key stakeholders - To secure cross-party or cross-institutional support for the Assembly - To secure resources necessary to run the Assembly
MARCH-MAY 2023	Defining the question Citizens' 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 publish a call for tenders for commissioning the operator - To appoint the operator that will implement the Assembly
JUNE 2023	Setting up relevant committees and internal teams	To set up: <ol style="list-style-type: none"> 1. The project team 2. The oversight/expert advisory group 3. The content group 4. The communications team
JUNE 2023	Designing the Citizens' Assembly	<u>Project team and operator</u> <ul style="list-style-type: none"> - To decide on the main design and organisational questions to be answered in preparation of the Assembly - the exact number of Members of the Assembly, criteria to select them, their compensation, length of the process - To commission the evaluation of the Assembly

Dates	Objectives	Tasks
JULY- SEPT 2023	Preparation of learning phase materials and deliberation phase	<p><u>Content group</u></p> <ul style="list-style-type: none"> - To identify the stakeholders and experts to submit evidence to the Citizens' Assembly - To choose stakeholders and experts to present in person during the Citizens' Assembly - To decide on the sources of the information kit for Members of the Assembly <p><u>Commissioner</u></p> <ul style="list-style-type: none"> - To officially invite stakeholders and experts to submit evidence to inform the Citizens' Assembly Members - To officially invite selected stakeholders and experts to present in person during the Citizens' Assembly - To provide relevant information for the information kit about the work, aims, vision and priorities of the organisation <p><u>Operator</u></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 - To develop a facilitation plan - To organise the logistic aspects of the Assembly
SEPT 2023	Official launch event/press conference	<p><u>Communications team</u></p> <ul style="list-style-type: none"> - To organise a press conference to announce the Assembly, the question it will tackle, and the start of the recruitment - To prepare the communication strategy for the duration of the Assembly - To disseminate a press release announcing the Assembly
SEPT - OCT2023	Sending out the invitations to participate (running selection by lottery)	<p><u>Operator</u></p> <ul style="list-style-type: none"> - To draft the invitation letter with the project team - Director of the commissioning authority to sign the invitation letter that potential Members of the Assembly will receive - To send out invitations together with the commissioner - To process replies from citizens who volunteered - To select the final group of Members - To be available to answer any questions from Members and provide Member support (assist with travel, special needs, or other requests)

Phase 2: During the Assembly

October 2023 - November 2023 (Example)

Dates	Objectives	Tasks
OCT – NOV 2023	Citizens' Assembly takes place over 4-5 days during over two months	<u>Operator</u> <ul style="list-style-type: none">- To implement the Citizens' Assembly- To be responsible for moderating the Assembly 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 Assembly process and ensure that the final report is professional and compelling <u>Communications team</u> <ul style="list-style-type: none">- To communicate about the process throughout- To livestream Assembly plenary sessions- To liaison with journalists

Phase 3: After the Assembly

From December 2023

Dates	Objectives	Tasks
DEC 2023	Response to the Citizens' Assembly Member recommendations	<u>Commissioner</u> <ul style="list-style-type: none">- To receive the recommendations prepared by the Citizens' Assembly (in an in-person meeting)- To provide an initial response to the Assembly Members
JAN/FEB 2024	Written response by commissioner	<u>Commissioner</u> <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 Assembly and send it to the Members- To publish a report about the Assembly, its recommendations, and the response to them on their website

Dates	Objectives	Tasks
From JAN 2024	Implementation of Citizens' Assembly recommendations by commissioner	<u>Commissioner</u> <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 3 months after the Assembly, and followed by updates every 6 months after that - To make evaluation report publicly available

How to cite this document:

DemocracyNext (2023), "Timeline for a small Citizens' Assembly", Assembling an Assembly Guide, <https://assemblyguide.demnext.org/>.