



MISSION INVOLVEMENT WORKBOOK

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SUMMARY

The Trami project, supported by the European Union and the European Mission Network (EMiN) members, aims to bridge the gap between EU Missions and everyday citizens by transferring the mission concepts and goals into their daily lives. Currently, EU Missions are often distant and abstract for policymakers and research institutions, but involving citizens with their practical knowledge and local connections is essential for effectively integrating these missions into society. To facilitate this, a workbook has been created to outline the necessary framework for participation procedures and serve as a guide for workshops involving experts with real-life experience to aid in the mission scheme's implementation.

1. MAKING MISSIONS WORKBOOK

Imagine the European Union is on a mission and its citizens do not know it.

The Trami project, funded by the European Union, and the members of the European Mission Network (EMiN) have decided to take on the challenge to transfer the concept and the goals of the EU Missions to those who have to live and establish the missions in their daily life to make them work. The EU Missions are currently often very far away from citizens and rather abstract concepts for policy-makers, research institutions or other institutionalized actors in the field. But without the citizens, with their knowledge from experience and their roots in local societal systems it will be difficult, or at least more resource-intensive, to anchor the EU Missions permanently and sustainably in society.

For this reason, this workbook is intended to present the necessary framework conditions for participation procedures in a practice-orientated way and to provide a guideline for workshops involving experts by experience for the integration into the implementation of the mission scheme.

1.1. What is a mission and why bother?

EU Missions are a new way to bring concrete solutions to some of our greatest challenges. They have ambitious goals and shall deliver concrete results by 2030. Each mission operates as a portfolio of actions – such as research projects, policy measures or even legislative initiatives - to achieve a measurable goal that could not be achieved through individual actions. The big opportunity of mission-oriented approaches and the increased coordination efforts within them, is to mobilize resources across society as a whole to solve key problems that would otherwise either lie idle or not being developed to their full effect because those resources are invested in uncoordinated individual actions.

In its simplest description, a mission carries three central characteristics ([Wagner 2021](#)):

1. **Intentionality:** The mission works towards a clearly defined goal. A successful mission solves a problem or helps to meet needs. For communication and involvement, this means formulating and conveying a clear common vision of the mission goal so that everyone can act accordingly.
2. **Purposefulness:** The mission is a cooperative venture with clearly defined objectives and a timeframe. The goals are ambitious and therefore inherently risky. For communication and involvement, this means sometimes helping new stakeholder groups to focus on the common goal and involving them accordingly.
3. **Reflectiveness:** Due to its cooperative nature, the mission involves a variety of actors and instruments. For communication and involvement, this means an increase in complexity: many different activities must be orchestrated and groups must be engaged. The mission's progress must be transparently monitored and communicated.

This means that missions involve coordinating and integrating many different actors and partly existing, partly new actions, which must be constantly monitored and adapted if necessary. Missions are therefore complex and difficult to grasp even for experts, making it all the more difficult for citizens to incorporate them for themselves and to become active within a mission's rationale. To enable citizens to effectively back the missions, mere comprehension of their content is insufficient. They must grasp the essence — the underlying rationale, encompassing both intent (intentionality) and purpose (purposefulness) — and trust that these missions will be executed to their benefit, with a reflective approach (reflectiveness). It is this understanding that paves the way for collective and united action by this group, together with established institutions in the respective field. This workbook is designed to facilitate just that, by presenting central aspects of participatory approaches and a blue print for a workshop. This shall help program managers and other persons so solve the complex task to involve citizens in their activities towards the EU Missions.

1.2. How do I find my citizens among the citizens?

A prevalent challenge for organizations with limited engagement with the public is determining how to initiate interaction and, more importantly, how to identify the appropriate citizens to participate. There is a tendency to adopt an all-or-none thinking, which often blocks or delays the progress of the development of participatory processes. As the intention in our case is to provide a blueprint for a workshop format with limited participant capacity, the organizers must implement a selection process and ensure clarity regarding which citizens are essential for the specific scenario. Therefore, we provide the concept of the **expert by experience** to structure the search and selection of citizens. An expert by experience can just be a person with a lived experience due to his or her age, or because of the area he or she lives at.

Citizens as experts by experience means that they are not understood as lay, but as persons who have either some sort of lived experience (e.g. being a woman with breast cancer, being an adolescent without driver license in a small town), or because of their education or job position a formalized expertise (e.g. working in a hospital, being a major in a small town) which is distant but needed to achieve your goals. This means, that your citizens are viewed in the same way as typical experts in your institution, where you are used to select those you need for a concrete challenge. It is the expertise that makes these persons relevant for you and you should treat them as experts in their field.

The first crucial step in your participatory approach is therefore to understand what type expertise you need to solve your problem. Working with experts by experience means that you as the organizers have to know what the rationale of your challenge is (i.e. intentionality or purposefulness). If you have the feeling that everybody is affected by you challenge, it is most likely too broad to carry out a structured participatory approach. This means that you may

1. need to narrow down your activity to a more concrete challenge, or

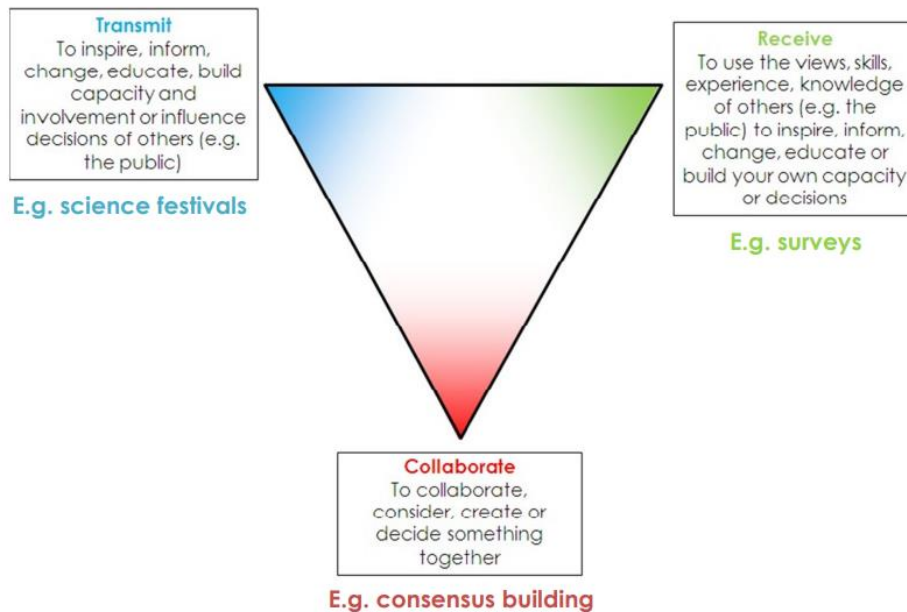
2. need to formulate several sub-challenges and have a more elaborated participation process or if one and two are not possible, or
3. need to choose a different approach to tackle your challenge (for more on this see next chapter). With regard to involvement in the EU Missions, this means that you will have to narrow the broad mission down into one or more sub-challenges.

Once you know your challenge(s) you can start to define personas and groups whose expertise you need in order to work on that challenge. The definition can be along the lines of demographic data (e.g. age, gender, income, place of living etc.), affectedness by the challenge (e.g. disease, personal behavior, dependence on solution), type of knowledge (e.g. field of work, formal education, lived experience etc.) or solution provider (e.g. agent of change, decision maker, gatekeeper etc.). For your challenge you might need a young person (age), who lives in rural areas (place of living) and does not use the national cancer screening program (personal behavior). Step by step you define several such personas or groups and may also prioritize them based on the importance they have (this can be a collaborative internal process, or already be done with experts by experience e.g. in form of an existing citizen observatory group or an advisory group). Once you know what kind of experience you need and how the carriers of this experience might look like, recruitment also gets easier as you have a better picture where you might find these experts by experience and how it is most reasonable to reach out to them. Because their expertise might be situated in unusual forms and settings, and they usually know as much about your institution, as your institution knows about them, new processes and formats (e.g. like the workshop format in this workbook) need to be implemented.

As for any other form of external expertise you should also think about remuneration (see [Payment guidance for researchers and professionals](#) by NIHR or Honorarium [Guidelines for Involving Citizens and Stakeholders](#) by the LBG OIS Center). Remuneration is not always possible due to tight budgets, but when dealing with experts by experience, you should still pay attention to their needs and the burden that may arise from participating in workshops (e.g. travel costs). It is also essential to consider whether the experts by experience have specific needs, e.g. due to their illness. If, for example, the group is likely to include more people with walking disabilities, special consideration must be given to the accessibility of the premises, etc.

1.3. Modes of participation

There are many different ways to incorporate external expertise into internal processes and also to transfer internal expertise into external entities (e.g. individual citizens, NGOs, patient organizations). The Public Engagement Triangle gives a conceptual overview on the possibilities, structured by the dimensions **receive, transmit and collaborate**.



Source: [Colbourne 2010](#); for more examples see also: [Capire 2015](#); [Lewis et al 2020](#))

1. **Transmit:** This dimension describes activities which focus on the distribution of information and knowledge towards external actors, to enable them to act (e.g. within provided structures like funding instruments). Activities can reach from well-kept repositories or other (on-line) archives for documentation, or an ambassador model for certain topics or dedicated public campaigns.
2. **Receive:** This dimension focusses on activities where you try to get information and knowledge from external actors. The received information and knowledge enable you to act (e.g. planning further steps in a participatory process). Consultation processes are typical for fulfilling that function, but also dedicated activities like contests, hackathons or direct dialogue can serve useful. It has to be kept attention that you need well-designed mechanisms in place that allow processing and documenting the received input in a transparent way. Such mechanisms avoid situations of overburdening floods of input or issues of information and knowledge drain when a central mediating person leaves the institution.
3. **Collaborate:** This dimension focusses on activities where you create something together, and where all involved actors participate in one way or another in decision-making. With such a way of cooperating we mean the establishment of common norms and practices between actors that identified a common goal (potentially for different reasons) providing mutual benefit based on joint responsibility. If one party stops collaborating, this will have consequences for all other parties. This dimension includes aspects like partnership, co-design, conflict resolution, mediation, consensus, co-inquiry, co-governance, shared decision-making, etc.

A complete participatory process features all three dimensions in differing degrees at different stages. For example, if there is still a great uncertainty about who the relevant experts by experience are it may make sense either to ask known stakeholders for this information or, if the field is a complete black box, to work with surveys to obtain this information. The same applies if you search for new aspects for content, where you can carry out a crowdsourcing to get a lot of ideas into your organization (see example [tell us priority setting project](#)). Once you know who your audience is, you can start to transmit information and knowledge into these groups and start interactions with them. The process can stop at this stage, repeat itself or transform into a collaboration. Within a collaboration you work together with experts by experience on a challenge on a singular or continuous basis and joint decisions are made within these settings. These decisions can be very concrete on a project level e.g. next tasks in a project or situated on a governance level e.g. main topics of the next call, depending on the nature of your participatory process. This can for example be the case if you establish an advisory group that helps your organization to organize the evaluation of your activities from the perspective of the affected experts by experience, or within a co-creative workshop, if you plan to collaborate on more concrete challenges. Please note that every dimension can be a starting point for your participatory process, depending where you stand and what you need. Below you find a table with typical types of activities and reasons to apply them, for each of the three dimensions, which may inspire you when planning your general participatory processes.

What is the emphasis of your activity?					
Transmit		Collaborate		Receive	
Terms	Activities	Terms	Activities	Terms	Activities
Inspiration	Festivals	Partnership	Open space events	Insights	Surveys
Shift expectations	Exhibitions	Co-design	Stakeholder dialogue	Information gathering	Datamining
Raise awareness	Champions	Conflict resolution	Regulatory negotiation	Extractive research	Feedback forms
Outreach	TV/Radio	Mediation	Partnership broking	Market research	Citizens' juries
Education	Open days	Multy-party agreement	Consensus workshop	Social research	Fokus groups
Understanding	Newsletters	Negotiations	Steering groups	Influencing	Suggetions
Communication	Debates	Consensus	Conversations project	Democratv Accountability	Ballots/votinig
Behavioral change	Lectures	Co-inquiry	Mediation	„giving voice to...“	Polling
Marketing	Advertising campaigns	Co-governance		Understanding strength of feeling	Advisory panels
Promotion	Viral Marketing	Shared decision-making			Public meetings
Opinion-forming	Websites				Deliberative Workshops
Dissemination					

Source: [Colbourne 2010](#)

The workshop presented in this blueprint will focus very strongly on the collaboration dimension. The joint decisions-making also plays a central role here, which is why this aspect is addressed in the following section, before concluding with a checklist for the successful planning and implementation of participatory processes.

1.4. Aspects of joint decision-making

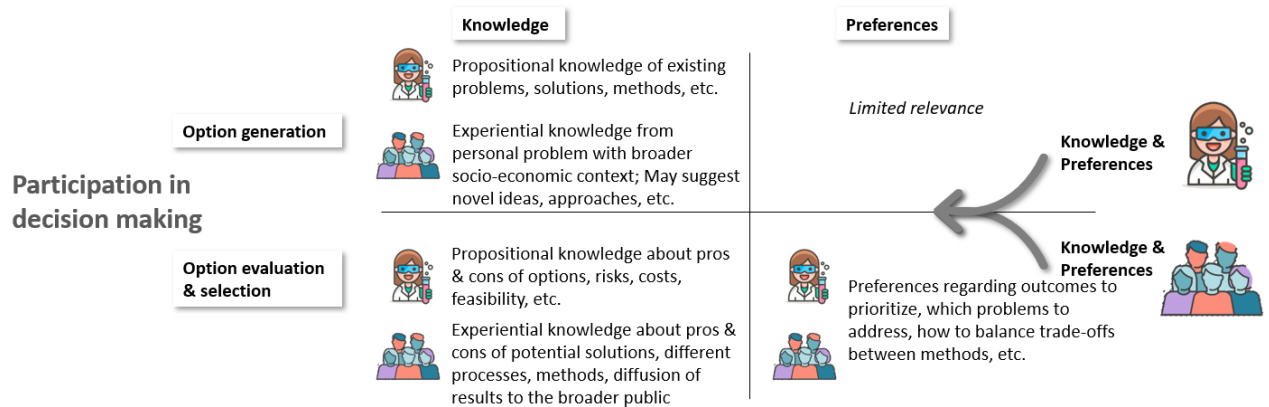
A central moment in every participatory process is when decisions have to be made. Is an idea relevant? Is it feasible? How to proceed? Who has the responsibility? All these questions can suddenly become relevant once you enter the stage of decision-making in your collaboration or your workshop-setting.

In its simplest form a decision-making process consists of two steps:

1. **Option generation:** In the first step, options are generated based on available knowledge. This involves gathering and analyzing information to understand the situation fully. During this phase, creativity and insight are utilized to brainstorm potential solutions or courses of action. The focus here is on exploring as many alternatives as possible without immediate concern for their feasibility or desirability.

This step relies heavily on the depth and breadth of one's knowledge, including facts, experiences, and expert insights.

2. **Option evaluation and selection:** The second step involves the evaluation and selection of the best options, guided by both knowledge and personal or organizational preferences. In this phase, the previously generated options are scrutinized critically. Each option is assessed for its potential outcomes, risks, benefits, and alignment with the decision-maker's goals and values. This evaluation process often involves comparing options against set of preferences and criteria. Ideally, this step culminates in making a well-informed decision that balances e.g. practicality with preferences.



Source: Beck et al 2023

In principle, these two steps apply to decision-making, regardless if they are made internally or with the involvement of external stakeholders (e.g. expert by experience). In participatory processes, however, differently situated knowledge must be collected and then evaluated and selected together with external preferences (which nevertheless are relevant for the success e.g. of a mission). The option generation is usually still relatively easy to implement (e.g. in form of a crowd sourcing = receive) because it is initially less restricted by e.g. limited resources and preferences therefore play less of a role. The moment when the preferences of the various stakeholders get relevant, as options are getting evaluated and should be selected can get complex. In collaborative settings it is important that all involved stay responsive and responsible and that that power-decisions are reduced to a minimum. This helps in the long run, that decisions are respected and also carried out by all involved actors. This requires appropriate participatory settings and good advance planning of the process. **Co-creation workshops often provide a good framework for making such joint decisions within the framework of predefined steps.**

1.5. Checklist for participatory processes

The checklist describes the major steps of participatory processes before, in the beginning of, during and after the process. This list should support you in preparing to involve experts by experience in your institutional settings and projects (see also [Kaisler and Missbach 2019](#)).

Before the participatory process starts

- Clarify the challenge and secure commitment by your organization's management
- Provide resources and personnel for the planned participatory processes
- Clarify motivation for involving experts by experience e.g. in internal processes before approaching organizations/individuals
- Clarify the role and expectations of experts by experience
- provide a job description for experts by experience: tasks and responsibilities, terms of reference
- provide training for members of the internal team that will be in direct contact with experts by experience
- Guideline for raising complaints and concerns (provided e.g. by the 'Ombudsman')
- Define credit: what to contribute and how to receive authorship or similar
- Safety plan: emotional, psychological and physical safety plan developed and set up evaluation plan and assessment of activities (may be co-created with patients/the public)
- Recruitment of experts by experience: define search strategy for experts by experience and how many people are needed to support the project
- Establish Citizen Observatory group: e.g., for consultation on agenda setting before the project starts

Beginning of the participatory process

- Check societal relevance of your planned project plan with experts by experience and adapt if necessary
- Offer training experts by experience and plan an onboarding for them
- Use suitable premises that are pleasant for the experts by experience
- Clear the legalities with experts by experience (e.g. usage of data)
- Align your description of the role and expectations with experts by experience and adapt if necessary

- Set up monetary and non-monetary honorarium (agreement or subcontracting)
- Assign an experienced and trained 'mentor' to serve as a point of contact with experts by experience
- Establish a project steering board: consist of experts in the field and experts by experience
- Set up supervision for experts by experience (e.g. Participation Officer)

During the participatory process

- Regular updates on project progress, results and plans
- Meet regularly, e.g. with the Citizen Observatory Group (or similar) for feedback and consultation on current activities
- Meet annually, e.g. with the Project Steering Board to discuss progress
- Regular check-ins with the experts by experience, if they are still happy to participate
- Co-design and co-analyse elements of the participatory process (reflect on the process itself, but also on the results)
- Co-write publications, outreach and media coverage
- Co-lead public presentations and public performances
- Co-convene public events and formats
- Create learning opportunities and further career development (e.g., xexperts on patient boards or similar)

After the participatory process

- Updates and dissemination of research outcomes and future opportunities to be involved
- Assist experts by experience e.g. in the implementation of project results
- Co-lead in public presentations events
- Co-write future projects (internally or externally)
- Facilitate network of collaborators for sustainable future collaborations

1.6. Sources of knowledge

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2. WORKSHOP BLUEPRINT

WELCOME NOTE

On our expedition to *Making Missions Work*, we are keen to include citizens.

This workshop blueprint is designed as a hands-on starter kit, to plan and conduct an exceptional, purpose-driven workshop that captures the spirit of a collective mission.

In this workshop, individuals come together to tackle a challenge. This involves active participation, interaction, and hands-on work. Think of it as embarking on a collective mission to explore the unknown. A facilitator guides participants towards a common goal, centered around problem-solving and generating ideas.

This workshop blueprint is part of the “workshop set” consisting of:

- Mission Involvement Workbook (this document)
- Workshop invitation
- Workshop backstage agenda
- Workshop slides
- Workshop templates

2.1. Facilitator Role

Welcome, Facilitator! In this EU Mission workshop, you are the navigator, steering the ship through uncharted waters to reach the shores of success.

Your role is that of a skilled navigator, offering direction and support while empowering participants to actively shape the mission ahead. Empower participants to take ownership of the journey! Like skilled sailors, they play an active role in steering the ship. You, the facilitator, provide tools, support, and encouragement, but it is the participants who ultimately shape the workshop's success.

Role and responsibilities of the workshop facilitator:

Charting the Course

As the navigator, you will help chart the course for the workshop. Set clear goals and objectives, thereby creating a map that outlines the journey the participants will embark on.

Guiding the Crew

Offer guidance and direction to the participants, much like a navigator guiding a ship's crew. Provide a framework for the workshop activities, ensuring everyone understands their roles and how they contribute to the mission.

Navigating Challenges

Anticipate and navigate challenges that may arise during the workshop. Just as a navigator adjusts the course to avoid storms, you adapt the workshop plan to address unexpected issues or concerns.

Facilitating Collaboration

Foster a collaborative environment where participants feel comfortable to contribute their ideas. Encourage teamwork, ensuring that everyone's voice is heard and valued.

A well-prepared workshop is the foundation of its success. Thus, the next section supports you specifically in the meticulous preparation required for a seamless and effective EU mission workshop.

2.2. Workshop Preparation

In this section you'll find step-by-step instructions on how to prepare your mission workshop. It is an extensive list, feel free to adjust according to your needs and experience.

Challenge

This workshop compass is designed for a high-level challenge, offering a birds-eye view to explore how to make a specific mission work and how citizens can be involved further. Yet, it can be easily adapted to a specific challenge inside your mission.

Making Missions Work

“How might we make the EU [fill in your mission] work? What role can citizens play and how do we involve them?”

Team

It is possible for one person to facilitate an EU Mission workshop, however, depending on the number of participants, having a team to support is preferable (and more fun of course).

Participants

A mission workshop can be big, with many parallel working groups or might be small with only one group. We have conducted great workshops with 3-4 groups each consisting of about 4-6 people. In each group, have no more than one person from your organization, all others should be citizens or stakeholder with knowledge from personal experience or practice.

Invitation

The invitation holds a pivotal role as it serves as the gateway to the workshop. Crafting a compelling and clear invitation ensures that participants feel valued, understand the significance of their contribution, and are motivated to actively engage in the workshop's objectives. Therefore, the invitation becomes a crucial element in setting the tone for a collaborative and meaningful workshop experience.

INVITATION CHECKLIST

- Goal/ Reason why: Why should I participate?
- Outlook: What happens after the workshop?
- Practicalities: Duration, Location, Transport...
- Data protection
- DSGVO: Agree if photos might be taken
- Always provide details of a contact person

Make sure to invite participants as early as possible, so they can reserve their precious time. Depending on your specific challenge for the workshop, use your networks and social media to promote it. You find a draft invitation in APPENDIX (1) Workshop Invitation.

Remuneration

We highly value the time and expertise our participants bring to the workshop, recognizing the significant commitment involved. To honor their contributions, we offer a remuneration with a suggested amount of 150 EUR for a half-day workshop. Additionally, we ensure that transportation costs to and from the workshop location are covered as a minimum, acknowledging, and appreciating the investment our participants make in joining us.

Location

As soon as you have decided on the preferred number of participants, make sure to secure a location for the workshop.

LOCATION CHECKLIST

- Inspiring environment
- Space double the size of the number of participants
- Different working zones
- Easy to reach by public transport

Catering

The workshop is designed as a half-day event, so depending on whether you conduct a morning or afternoon workshop, make sure to have the breaks covered. If your budget allows, a light meal or dinner is a nice gesture for participants as well. Just make sure to let them know what kind of catering they can expect (and check for allergies etc.).

Material

Before you embark on a successful workshop journey ensure you have all the essential materials at your fingertips. This comprehensive checklist is your guide to assembling everything you need for a seamless and productive EU Mission workshop:

MATERIAL CHECKLIST

- Room equipment (Flip charts, table, chairs...)
- Technical devices (Projector, speakers, slide clicker)
- Pens (Black felt pens, medium size, 1 per person)
- Templates (see APPENDIX (4) Workshop templates)
- Sticky notes (127x76, a couple of blocks)
- Sticky dots (A few sheets)
- Name tags (Crepe adhesive tape labeled by the participant is fine, but you may also use badges, or self-adhesive labels)

2.3. Running the Workshop

Below you find a sample structure and timeline for the EU Mission workshop. Feel free to adjust or change it according to your needs.

Phase 0 Prepare the room

Goal: Create an atmosphere, in which participants feel welcome. This might include:

- **Orientation:** Directions or sign to workshop room
- **Name tag:** Have some tape and a pen ready, so people can write a name tag

- **Participant list:** Let participants sign-in
- **Music:** some background music
- **Agenda:** Write the agenda on a flipchart, adapt times to your starting time
- **Principles:** Write the headlines of the EU Mission working principles and the agenda on a flip chart

EU Mission Workshop Principles

Embark on Your Mission with Ownership

Consider this workshop your expedition. You are the crew of this journey, steering towards success with responsibility and determination.

Utilize Your Crew's Diversity

Every member of your team is a vital crewmate, each bringing unique skills and perspectives. Harness this variety to navigate through the diverse challenges.

Chart the Citizens's Terrain

Dive deep into understanding the landscape of your needs and desires. Like any successful mission, thorough exploration is key to uncovering valuable insights.

Welcome Uncharted Ideas

Allow creativity to soar into unexplored territories. Even the most unconventional ideas can lead to groundbreaking discoveries.

EU Mission Workshop Flipchart Agenda

13:00 Phase 1 | Welcome: Setting sail together
 13:45 Phase 2 | Explore: Harbour Cafè
 14:30 *BREAK*
 14:45 Phase 3 | Ideate: Sailing into the future
 16:30 Phase 4 | Closing
 17:00 *END*

Phase 1 Welcome: Setting sail together

Goal: The aim of this phase is to set the stage for the EU Mission workshop. In a short time, we must build trust, a shared understanding of why we are here and get an idea of who is in the room.

Step 1: What is today's mission about? (max. 15min)

- Introduce the team
- Give a bit context about the EU Missions and the specific mission you are working on
- Introduce agenda on the flipchart and the mission workshop principles
- Remind participants (your crew) that photos might be taken

Step 2: Check-In: Getting to know the crew (max. 15min)

Let the participants briefly introduce themselves:

- Name
- Job or what they would do, if they were not here today
- Why they they decided to be here today

// Make sure, people stick to these points; otherwise you might run out of time

Step 3: WarmUp (max. 15min)

Although it takes some time from your agenda, a well-chosen, yet quick, warm-up, helps to unite our crew, sparks laughter, and effectively transitions us from previous engagements, thereby setting the stage for our collaborative journey ahead.

Method Desert Island

Ask participants to share which three items they would take to a deserted island and why. This activity is fun and can reveal personal priorities and creativity.

Phase 2 Explore: Harbor Café

Goal: The World Cafe method is a great choice during exploration because it facilitates in-depth conversations among participants. This interactive format encourages diverse perspectives, making it easier to uncover valuable insights and gain a comprehensive understanding of participant experiences.

Setting: Imagine this World Café as a bustling harbor where navigators gather, each sharing tales of their personal anchors, the formidable rocks they navigate around, and the empowering winds propelling them forward. No need for a unified consensus; let the diversity of perspectives shape the understanding of the challenges and motivations that propel the crew.

Method Overview: Harbor Café

In a World Cafe, participants engage in discussions on different topics by rotating between tables/flipcharts. Here's how it works:

- **Initial Table:** Participants start at their initial table, where they discuss a specific topic or question. They are invited to capture their main discussion points on the poster/flipchart.
- **Table Rotation:** After 7 minutes, participants move to a new table
- **New Topic:** At the new table, the "table host" from the facilitators team, briefly shares the previous discussion's key points with the new group. Participants continue the conversation on a different topic or question.

This process repeats for 3 rounds.

HARBOR CAFÉ – INSTRUCTIONS

Introduction (5 minutes)

Explain the challenge ahead:

Making Missions Work

“How might we make the EU [fill in your mission] work? What role can citizens play and how do we involve them?”

In order to start today's mission on how to involve citizens, we first need to share personal experiences. We will explore those together. Now, welcome everyone to the Harbor Café, described as a bustling harbor

Briefly explain the concept and method: Each participant is a navigator, sharing experiences about their personal anchors (motivations), rocks (challenges), and winds (enablers).

Clarify that diverse perspectives are valuable and there is no need for consensus. Ask the participants to split into 3 groups and choose any topic to start.

Topic 1 – Anchors (7 minutes)

Invite people to discuss what personally anchors you in your journey (motivations and driving forces). Encourage sharing personal stories or experiences that keep them grounded or motivated.

Topic 2 - Rocks (7 minutes)

Share about the formidable rocks you navigate (challenges and obstacles). Participants discuss and identify common or unique challenges they face.

Topic 3 - Winds (7 minutes)

Explore the empowering winds propelling you forward (enablers and support). Discuss factors or forces that help overcome challenges and propel forward.

Harbour Café Debrief (30min)

To share and discuss the results after using the World Café method, follow these steps:

Step 1: At each table, invite one participant from the last discussion round to share what was discussed and captured. (*Note: If no participant feels comfortable to do so, the table host or someone from the facilitators team can take on this part*)

Step 2: End with presenting the identified challenges (rocks).

Step 3: Provide each participant with three sticky dots. Ask them to place dots on the biggest challenges (rocks) they see. This helps prioritize and identified key challenges for the ideation phase.

By following these steps, you will effectively share and discuss the outcomes of the Harbor Café session, identify challenges, and involve participants in the decision-making process.

BREAK (15min)

Phase 3 Ideate: Sailing into the future

Goal: Welcome to our ideation session, where our focus is not merely on solving challenges but on creating opportunities for collaborative solutions in the future. This session is designed to harness our collective creativity and expertise to pave the way for effective action.

Step 1: Recall the three main challenges (rocks) (5 min)

Begin by pinpointing the three main challenges (rocks), identified before the break. These challenges will be the focal point of our brainstorming and idea generation. Ask each group to choose one rock. (Let participants switch groups or be open if two groups want to work on the same challenge.)

Step 2: Negative brainstorming (5 min)

This step helps us to get creative. We explore what could potentially get worse or what the negative aspects of these challenges are. This reverse thinking approach helps in understanding the challenges more deeply and can lead to innovative solutions.

Step 3: Creating Ideas: Involvement strategies and exploring future formats

Here, we brainstorm how we can actively involve people in tackling these challenges. Which formats could work? How can we approach experts by experience? Consider diverse involvement strategies that could be effective in addressing the identified challenges. (These could range from workshops, social media campaigns, community events, to digital platforms. Ask participants to be creative and open to all possibilities.)

Step 5: Selecting the Best Idea (5 min)

Each participant chooses the three best ideas or formats of their group with sticky notes (3 per person). This selection is based on feasibility, potential impact, and the level of excitement.

Step 6: Discussion and Idea Poster Creation (30 min)

Engage in a group discussion around the selected ideas. The top 1-3 ideas are then developed into a more detailed concept and captured on an 'Idea Poster', see APPENDIX (4) Workshop templates. These posters should include key points, potential impacts, and implementation strategies.

Step 7: Pin and Share the Posters (25 min)

Display the idea posters of all groups in a common area where they are visible to all participants. This visual representation of ideas serves as a catalyst for further discussion and inspiration. Also encourage participants to comment on the posters. Feedback and additional perspectives are invaluable in refining and enhancing the ideas.

Phase 4 Closing: Workshop Reflection and Departure

Anchoring Reflections (Recap)

In this step, we will drop anchor to revisit our starting point. As a facilitator, you summarize the key insights and experiences we have gathered during our journey through the workshop.

Course Evaluation (Feedback/Evaluation)

As we sail towards new horizons, it is essential to evaluate our voyage. We will provide feedback and assess our journey's effectiveness, ensuring we are on the right course. You can use the feedback barometer template and add your personal evaluation if needed.

Activity: Barometer

In the mission workshop, we use a creative and interactive feedback method known as the Feedback Barometer. We borrow the concept of a barometer to assess the "atmosphere" or satisfaction level within the group. Instead of measuring atmospheric pressure, the Feedback Barometer measures the perceived satisfaction and fulfillment of participants in various aspects of the workshop.

Questions Reflecting Satisfaction:

We've crafted five questions that touch upon crucial elements of the workshop experience, ranging from relevance to facilitator guidance and overall satisfaction.

1. Question: Workshop Relevance
2. Question: Facilitator Guidance
3. Question: Collaborative Atmosphere
4. Question: Interactive Activities
5. Question: Achieving Workshop Goals

Setting Sail Anew (Outlook)

The idea posters and challenges are now collected like a crew gathering their treasures. These valuable insights will be shared within your community, serving as a foundation for future endeavors and charting your course to continued growth and success.

Follow-Up

As you wrap up a successful workshop, your dedication has paved the way for an enriching experience. This post-workshop checklist is designed to support you in seamlessly concluding the EU Mission Workshop, capturing valuable insights, and ensuring a well-organized transition.

FOLLOW UP CHECKLIST

- Collect and organize all workshop materials, including flip charts and handouts
- Document key insights and participant feedback
- Review and update workshop documentation for reference or future sessions
- Plan for follow-up communication, sharing resources, and addressing any outstanding matters
- Consider a debrief session with fellow facilitators for continuous improvement
- Send thank-you notes or emails to participants and stakeholders

ANNEXES

- (1) Workshop invitation
- (2) Workshop backstage agenda
- (3) Workshop slides
- (4) Workshop templates