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Preparation of the citizens' dialogues and panels



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Example of recruiting process: milestones leading up to a successful dialogue

Collection of Materials on "Random Selection and Invitation" – Document 2

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Recruitment of citizens by RANDOM SELECTION

with service provider

Using the example of the Citizens' Dialogue "Europawerkstatt" on dd/dd mm in Berlin

Timeframe for Citizens' Dialogue with high ranking politician: 18./19.mm. (weeks and dates)	Activities and procedure	Example <i>Event</i> , cooperation between the <i>political sponsor</i> and the <i>organizing body</i>
3 weeks 06. mm-2.yyyy – 27.mm-2.yyyy	<p>I) Coordination by the organizers on the key points of the random selection</p> <ul style="list-style-type: none"> • What should the Citizens' Dialogue be about? • Where should the Citizens' Dialogue take place? • How many citizens are invited and from where? • What time frame is available for recruitment? • How many participants and from which countries? • Criteria and quotas for the diversity of participants • What expense compensation should citizens receive? • How should the compensation be paid – bank transfer or cash? What is legally possible? 	<ul style="list-style-type: none"> • Dialogue with xx citizens from <i>Country A</i> (border region, Regions A.A and A.B), <i>Country B</i> (Regions B.A and B.B) & <i>Country C</i> (Regions C.A, C.B, C.D, C.E, C.F and C.D.). • Equal gender distribution (ideal: yyM/yyW), • Different age groups: <ul style="list-style-type: none"> ○ zz citizens: 18-25, ○ zz citizens: 25-40, ○ zz citizens: 40- 55, ○ aa citizens: 55-100. • Socio-economic balance: <ul style="list-style-type: none"> ○ 1/3 with or without school leaving certificate, without training, ○ 1/3 with school leaving certificate and training, ○ 1/3 academics. • Citizens from town and country, for Germany: East-West parity. • Determination of lump sums: <ul style="list-style-type: none"> ○ Expense allowances between xxx-yyy euros, ○ Food packages between xx-yy euros ○ Travel expense packages are calculated on the basis of the final participant lists

Timeframe for Citizens' Dialogue with high ranking politician:
18./19.mm.
(weeks and dates)

Activities and procedure

Example Event, cooperation between the *political sponsor* and the *organizing body*

2-3 weeks

II) Commissioning a service provider, defining the recruitment process, preparation of the documents for the invitation of the citizens

30.mm-2.yyyy – 13.mm-1.yyyy

(*Information sheet, registration sheet, list of participants, flight booking, hotel bookings, start of recruitment*)

30.mm-2.yyyy – 20.mm-1.yyyy

(*final invitation letter, final contracts and data protection agreement*)

- **Selection of a service provider** to recruit citizens according to the above criteria
- **Definition of the services to be provided** by the service provider and interfaces to the work of the organizer
- **Preparation of the relevant documents** for the invitation of citizens to the citizens' dialogue: invitation of the organizers, information sheet, registration sheet
- The *organizing body* (O) creates a recruitment concept and commissions *service provider* (SP) to recruit participants
- Tasks SP:
 - Recruitment of participants
 - Information for participants
 - Creation of participant lists
- Tasks O:
 - travel booking participants, hotel booking, preparation of relevant documents (data protection agreement, presentation of participant list, documents for the invitation of citizens)

4 weeks

III) Recruitment of participants

13.04.2020 – 11.05.2020

(*By 11.05. all names should be fixed. Experience has shown that participants still cancel at short notice, hence 15% over-recruitment*)

- **Step 1. Telephone acquisition** – acquisition of interested parties
- **Step 2: Invitation of interested parties**, dispatch of the relevant documents, clarification of personal data, registration
- **Step 3: Comparison of the acquired participants with the defined criteria and quotas.** If necessary: re-recruitment
- **Step 4: Determination of the final list of participants**
- SP starts recruiting 6 weeks before the event.
- Regular contact between SP and O to ensure successful recruitment, SP sends O regularly updated lists of names and personal data of recruited participants.
- SP is tasked with over-recruiting almost 15% to ensure the definitive participation of the xx participants.
- SP determines the final list of participants in consultation with O. Final details regarding transport and accommodation will be clarified.

Timeframe
Citizens' Dialogue
18./19.mm.
(weeks and dates)

Activities and procedure

Example *Event*, cooperation
between the *political sponsor* and
the *organizing body*

1 week

IV) End of recruitment – end of *Event*

11.mm.yyyy –
19.mm.yyyy

- **Determination of lump sums for travel expenses**
- **Booking of participant transport** at the venue, if necessary
- **Relevant personal data** shared with organizer and hotel on site
- **Organization and distribution of participant handling** on site
- Travel expense packages are calculated on the basis of the final participant lists and close to real travel costs
- Participant packages (expenses, meals, travel) are added together and prepared in cash
- Buses/taxis for participant transport to and from the venue are organized where necessary
- Participant data will be forwarded to the *political sponsor* for security checks.