Example of recruiting process: milestones leading up to a successful dialogue
Recruitment of citizens by RANDOM SELECTION with service provider

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

<table>
<thead>
<tr>
<th>Timeframe for Citizens' Dialogue with high ranking politician: 18./19.mm. (weeks and dates)</th>
<th>Activities and procedure</th>
<th>Example Event, cooperation between the political sponsor and the organizing body</th>
</tr>
</thead>
</table>
| 06. mm-2.yyyy – 27.mm-2.yyyy | • **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? |
|  | • Equal gender distribution (ideal: yyM/yyW).  
• Different age groups:  
  o zz citizens: 18-25,  
  o zz citizens: 25-40,  
  o zz citizens: 40-55,  
  o aa citizens: 55-100.  
• Socio-economic balance:  
  o 1/3 with or without school leaving certificate, without training,  
  o 1/3 with school leaving certificate and training,  
  o 1/3 academics.  
• Citizens from town and country, for Germany: East-West parity.  
• Determination of lump sums:  
  o Expense allowances between xxx-yyy euros,  
  o Food packages between xx-yy euros  
  o 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**

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 weeks</td>
<td><strong>II) Commissioning a service provider, defining the recruitment process, preparation of the documents for the invitation of the citizens</strong></td>
</tr>
</tbody>
</table>
| 30.mm-2.yyyy – 13.mm-1.yyyy      | - **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                                                                 |
| 30.mm-2.yyyy – 20.mm-1.yyyy      | - 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          | - **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)

<table>
<thead>
<tr>
<th>Activities and procedure</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>Event, cooperation</td>
</tr>
<tr>
<td>11.mm.yyyy – 19.mm.yyyy</td>
<td>between the political sponsor and the organizing body</td>
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<td>IV) End of recruitment – end of Event</td>
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<tr>
<td>• Determination of lump sums for travel expenses</td>
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<tr>
<td>• Booking of participant transport at the venue, if necessary</td>
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<tr>
<td>• Relevant personal data shared with organizer and hotel on site</td>
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<tr>
<td>• Organization and distribution of participant handling on site</td>
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<td>• Travel expense packages are calculated on the basis of the final participant lists and close to real travel costs</td>
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<tr>
<td>• Participant packages (expenses, meals, travel) are added together and prepared in cash</td>
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<td>• Buses/taxis for participant transport to and from the venue are organized where necessary</td>
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<td>• Participant data will be forwarded to the political sponsor for security checks.</td>
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