



## **Citizens' debate** on Space for Europe

Organise your own debate on space  
**#ESACD2016**

# Presentation

## **Citizens' debate on space for Europe in a few words:**

Groups of approximately 100 participants met simultaneously on September 10th from 9 AM to 5 PM in 22 countries in Europe. In order to interact properly they sat at tables of 5 to 8 persons.

They shared information, reacted, interacted, and answered to the same set of questions.

Information about the debate in every country and in 17 languages on [citizensdebate.space](http://citizensdebate.space)

## **What is the point of connecting citizens with space issues?**

Space issues have an impact on our daily lives and take major importance in them. Moreover, Space exploration is a major part of research which leads to understand the origins of the universe and life.

In short, whether we want to understand our daily life and technologies behind it or to apprehend the universe, its origins and life, it is crucial to have a better understanding of Space issues.

## **Why does ESA need citizens' views and proposals?**

ESA worked for decades with representatives of Member States. With the Citizens' debate, ESA gets closer to citizens and exchange with them.

Space programmes benefit to European citizens thanks to ESA's research and work. It is crucial for an organisation which intends to serve citizens to dialogue with them.

The results obtained from the citizens' views and proposals serve as elements of information and inspiration for drawing up the future space strategy.



# Your own debate in a classroom, club, NGO or with your friends

## Use the tools of the debate available in 17 languages

Organise in your school, your club, your university, your association the Citizens' Debate on Space for Europe.

To do so, use the present guide and download all the material on the website [citizensdebate.space](https://citizensdebate.space) (introduction videos for each sequence, magazine *Citizens' Space*, information 4 pages *ESA & you*, questionnaire and facilitation material)

You can also use the magazine and the videos as information material.

## How to organize a debate and adapt it to my available time?

If you have one hour: choose from one of the 5 sequences of the debate.

If you have a whole evening (2 to 3 hours) or half a day: choose 2 sequences of the debate

If you have a whole day (or twice half a day or 5 classes of one hour): reproduce the whole debate from sequence 1 to evaluation

## How to choose a sequence for the debate?

If you want to question our [daily connection to space technologies](#), use sequence 1 "Space and me".

If you want to think about [space issues related to Europe](#), use sequence 2 "The role of Europe in space exploration and exploitation".

If you want to think about [the management of space and the related burning issues](#), use sequence 3 "The governance of space".

If you want [to free the imagination of the participants, imagine and propose new space programmes](#), use sequence 4 "Let's go into space!"

If you want to think about [the future of Space and imagine how to involve more the citizens](#), use sequence 5 "Preparing the future of Space for Europe".

# Method & Procedures



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# 3 types of questions and answers

## 1. Multiple choice questions

Participants tick the appropriate box after the discussion

## 2. Open and individual

Participants can fill in the voting slip with his/her own inspiration

## 3. Open and collective

Participants find a consensus on which question/scenario they prefer

The facilitator takes note of the main arguments and/or information

One production per table (5 to 8 persons), as a collective answer



# The sequences

The debate day is composed by 5 sequences & the evaluation. Each sequence covers a set of questions. Some of the questions are “closed”, meaning the participants will select one of the proposed answers (multiple choice questionnaire). Others are “opened”, meaning participants are free to develop their own answers. Sequence is a collective work, to produce one proposition or vision per table.

During each sequence table facilitators will be most active during the third step and he distributes and helps collect the voting slips at the end of each session.

## Schedule of the day

### **A. Opening session**

Welcome speech and presentation of the day by the head facilitator.

### **B. Sequence 1 – Space and me**

Step 1: introduction by head facilitator

Step 2: overview of the questions

Step 3: collective discussion at each table

Step 4: Individual answers

### **C. Sequence 2 – The role of Europe in space exploration and exploitation**

Step 1: introduction by head facilitator and video

Step 2: overview of the questions

Step 3: collective discussion at each table

Step 4: Individual answers

### **D. Sequence 3 – The governance of space**

Step 1: introduction by head facilitator and video

Step 2: overview of the questions

Step 3: collective discussion at each table

Step 4: Individual answers

### **E. Sequence 4 – Let’s go into space!**

Step 1: introduction by head facilitator and video

Step 2: overview of the optional scenarios

Step 3: collective choice of a scenario at each table and collective work- transcription by the facilitator

### **F. Sequence 5 – Preparing the future of space for Europe**

Step 1: introduction by head facilitator and video

Step 2: overview of the questions

Step 3: collective discussion at each table

Step 4: Individual answers

### **G. Evaluation sequence**

### **H. Conclusion & greetings**

# Script of the debate



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# To manage the Debate

- To maintain discussions of quality, participants must be sitting at tables by groups of 5 to 8
- To facilitate these discussions (make sure the rules for a good dialogue are respected, remind and apply them) it is important to have somebody sitting at the table reminding these rules and the script of the sequence (that person will refer to the documents « rules for a good dialogue » and « facilitator guide »)

# Planning – from the staff view for a one day debate

Time is an indication, you can adapt the starting time, duration of the lunch break or select the sequence-s you will organise

Time	Participants	Head facilitator
8:00 AM – 8:30 AM	The whole team, facilitators and scrutators	<p>Team briefing</p> <p>You give all the envelopes with the questionnaires to the facilitator</p>
8 :30 AM – 9 AM	Arrival (coffee & tea), get their name and participant number on a badge & the magazine and 4 pages document ESA & you, set up at the table and answer to the entrance questionnaire (questionnaire 0)	<p>Welcomes participants at the tables (each table has a number: one to fifteen if there are fifteen tables)</p> <p>Invites them to answer the questionnaire 0 and report their participants number on it</p> <p>If there's less participants than expected, you can reduce the number of the tables</p>
9 AM – 9 :25 AM	Listening to the introduction	<ul style="list-style-type: none"> <li>➤ Presents the Citizens' debate on space for Europe, the programme, the planning, the rules and the team of the day</li> <li>➤ Thanks the people who have to be thanked</li> <li>➤ Introduces the special guest if there's one</li> <li>➤ « Ice breaking » game               <ul style="list-style-type: none"> <li>who came by feet, bicycle or public transport ?</li> <li>who drove less then 30 km</li> <li>who drove less between 30 and 100 km</li> <li>who drove more than 100 km</li> <li>who wanted to become an astronaut when a child ?</li> <li>who has already experienced a citizens debate ?</li> </ul> </li> <li>➤ Introduces the video by ESA Director general</li> <li>➤ Reminds the facilitators that the participants have to complete the questionnaire of the Sequence 0</li> </ul>

Time	Participants	Head Facilitator
9 :25 AM – 10 :00 AM	<p>Sequence 1 :</p> <p>introducing themselves at tables, looking at the videos, answer the two first questions without any video, discussion, and answer individually on the voting slips</p>	<ul style="list-style-type: none"> <li>➤ Invites citizens to present themselves at the tables (why did you come to this debate?)</li> <li>➤ Presents the Sequence 1, indicate they can use the #ESACD16 on Twitter, but asking them to be focused on the discussions and the questions, and not on their phone!</li> <li>➤ Launches the video projection (video length: 10 min) : video 1 Space and me</li> <li>➤ Announces that if somebody has a problem to see/read the questions, he can ask the facilitator of his table; invite each participant to read the questions of sequence 1 WITHOUT answering to them</li> <li>➤ Launches the individual answers without any discussion for the questions 1 and 2</li> <li>➤ Launches the debate on the questions 3, 4 and 5 (20 min)</li> <li>➤ Keeps time all the sequence long (checks with the table facilitators how it goes, and announces when necessary the time left)</li> <li>➤ Ask to answer the questions individually (no discussion any more) at 9h55</li> </ul>
10 :00 AM – 11 :15 AM	<p>Sequence 2 :</p> <p>Participating to the “weightlessness minute” Looking at the video, discussion and answer individually on the voting slips</p>	<ul style="list-style-type: none"> <li>➤ Presents very quickly the Sequence 2 (5 min)</li> <li>➤ Launches the video projection: video 2 “The role of Europe in space exploration and exploitation” (10 min)</li> <li>➤ Invite the participants to read the questions without answering them</li> <li>➤ Launches the discussions at the tables (reminds there will be time at the end of the sequences to answer individually) (45 min)</li> <li>➤ Goes from table to table to see how it goes, asks facilitators at the tables for any difficulties they are facing, and when necessary, reminds some rules using the microphone to support facilitation at the tables</li> <li>➤ Launches the time to answer individually the questions (10 min)</li> <li>➤ Keeps time all the sequence long (each fifteen minutes)</li> </ul>

Time	Participants	Head Facilitator
11:15AM – 11:30AM	Short break	<ul style="list-style-type: none"> <li>➤ Announces the short break and the end of the short break! Remind them the #ESACD16</li> <li>➤ Announces that the participants have to move to another table by a draw of a number of table (it's not an option!) and explain that we do that to enrich the discussion to come, not to annoy them</li> </ul> <p>Our advice to draw: the coordinator prepares papers with table numbers, and as many papers for each table to draw table that there will be citizens. It is important to prepare it after the day starts, because you will then know exactly how many participants are there. Put all the papers on a table and ask to everyone to pick one and to go to the the table.</p>
11:30AM – 12:30PM	<p>Sequence 3 :</p> <p>Looking at the video, discussion and answer individually on the voting slips</p>	<ul style="list-style-type: none"> <li>➤ Presents very rapidly the Sequence 3</li> <li>➤ Launches de the video projection: video 3 “The governance of space” (10 min)</li> <li>➤ Launches the reading of the questions and the discussions at the tables (43 min)</li> <li>➤ Goes from tables to tables to see how it goes, asks facilitators at the tables for any difficulties they are facing, and when necessary reminds some rules using the microphone to support facilitation at the tables</li> <li>➤ Launches the time to answer individually the questions (7 min)</li> <li>➤ Keeps time all the sequence long (each fifteen minutes)</li> </ul>

Time	Participants	Head Facilitator
12 :30 AM - 1 :25 PM	<p>Lunch break!</p> <p>Group photography</p>	<ul style="list-style-type: none"> <li>➤ Announces the lunch break, remind the #ESACD16</li> <li>➤ Keeps time all the lunch long</li> <li>➤ Announces the end of the lunch break</li> </ul> <p>Before going back to tables: the group photography, taken with the whole group, if possible on stairs in five to six rows; on photograph is classic, the other one it with hands up and shouting citizens!</p>
1 :25 PM- 2 :30 PM	<p>Sequence 4 :</p> <p>Skype with another country</p> <p>Participating to the “weightlessness minute”</p> <p>Looking at the video, collective choice of a subject and discussions at the tables</p>	<ul style="list-style-type: none"> <li>➤ 5 min exercise (if available)</li> <li>➤ Launches de the video projection: video 4 “Let's go into space!” (10 min)</li> <li>➤ Presents the Sequence 4 (5 min because of the different rules)</li> <li>➤ Launches the time to choose the subject (5 min)</li> <li>➤ Launches the discussions at the tables (25 min)</li> <li>➤ Goes from tables to tables to see how it goes, asks facilitators at the tables for any difficulties they are facing, and when necessary reminds some rules using the microphone to support facilitation at the tables</li> <li>➤ Launches the time to check, finish and validate the group’s vision the facilitator wrote down (10 min)</li> <li>➤ Keeps time all the sequence long (each fifteen minutes)</li> <li>➤ Checks on the website of the debate the first results and prepares a brief speech to share it with everybody at the end of the sequence when voting slips are being collected.</li> </ul>
2 :30 PM- 2 : 40 PM	Physical exercise and short break	<ul style="list-style-type: none"> <li>➤ Announces this special sequence and participates to it</li> <li>OR</li> <li>➤ Leads this sequence (10 min)</li> </ul>

Time	Participants	Head Facilitator
2 :40 PM – 4:00 PM	Sequence 5 :  Looking at the video, discussion and answer individually on the voting slips	<ul style="list-style-type: none"> <li>➤ Launches the video projection 5 “Preparing the future of space for Europe” (10 min)</li> <li>➤ Launches the individual reading of the questions</li> <li>➤ Launches the discussions at the tables (60 min)</li> <li>➤ Goes from tables to tables to see how it goes, asks facilitators at the tables for any difficulties they are facing, and when necessary reminds some rules using the microphone to support facilitation at the tables</li> <li>➤ Launches the time to answer individually the questions (7 min)</li> <li>➤ Keeps time all the sequence long (each fifteen minutes)</li> </ul>
4:00 PM - 4 :10 PM	Evaluation	<ul style="list-style-type: none"> <li>➤ Presents very quickly the evaluation’s sequence and launches it</li> <li>➤ Closes the sequence</li> </ul>
4 :10 PM – 4 :15 PM	Closing and greetings	<ul style="list-style-type: none"> <li>➤ Thank everyone who has to be thanked (and the participants)</li> <li>➤ Gives the lead to the special guest if there’s one</li> <li>➤ Present results of 10 September 2016 debate are on the website</li> </ul>

# Facilitation



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**Facilitation is crucial, it is done by the head facilitator at the beginning of the day, and at the beginning of each sequence. It is also done by the table facilitators.**

There can be one facilitator per table (advised)

Or a few facilitators (one for 3 tables) going from table to table and staying for a few minutes before moving. This implies that a participant will have to volunteer to take notes during sequences 3 and 4 (see thereafter)

If you have a small group 5 to 20 persons, it is possible for you to lead the presentation and facilitate (1 to 3 tables).

# Rules for a good dialogue : debate's DNA

It is essential for the debate to guarantee to participants quality of discussions and that everybody feels free to speak, express his/her opinions and debate.

Therefore, the rules for a good dialogue will be introduced at the beginning of the day by the head facilitator and a facilitator will sit at each table to make sure the rules are respected.

## The rules:

- Think as a citizen/member of the community and not only on personal interest
- Treat everyone with respect
- Listen carefully to what others have to say and ask into details
- Do not interrupt each other
- Take part in the discussion
- Focus on the subject
- Keep comments brief and to the point
- Take a break when you need to
- The group facilitator decides who can speak and when
- The group facilitator is neutral and doesn't participate in the debate



# Table facilitators should ...

- **Present** themselves and the rules for good dialogue
- Explain the citizens what the main objectives of the tasks are in case they are in doubt.
- **Keep the group focused on the task** – *“We are very far from the topic”*
- Ensure participants treat one another with respect. – *“We are not here to convince each other but to share opinions. We do not need to come to an agreement, we just want to share our views. At the end of the sequence you will answer individually the questionnaire.”*
- **Enable everyone to participate** – *“Thank you very much Sir, young man you wanted to say something?”*
- Handle the speech list order. *“We didn’t discuss about question ... can we come back to that. What are your concerns regarding that subject ?”*
- **Give every citizen a chance to express their views on the questions** – *“You seemed to disagree, would you share with us your point of view?”*
- Encourage the shy and cautious citizens not accustomed with deliberations like this to express their views. *“Some of you didn’t react. Do you have something to add ? If you think this is not an important matter it is very interesting to explain why.”*
- **Moderate eager citizens and to limit their time to speak, so that everybody can get a fair chance to speak** – *“It is an interesting idea, it would be nice to have the others feedback”*
- Make sure you stick to the timetable. *“I know this can be frustrating, but we have only ... minutes left, can we talk about question...”*
- **Maintain neutrality and listen and be aware of your authority as a moderator. It is important that you do not influence the discussion by telling about your own point of view or perspectives. Do not hesitate to remind your role as a facilitator.** *“I am not here to arbitrate or to give my opinion. I am just here to give a frame to the discussion and make sure everyone can have a say.”*
- Remember that the participants are here as lay people on the topic and therefore they will express themselves on that background.
- **Collect votes and counting in cooperation with the group.**

# Practicalities

## For a full day debate for 100 persons

Feel free to adapt it for if there are less participants on you only do a part of the sequences



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# Checklist for a full day debate for 100 persons

## To adapt when you have a small audience

A venue for 100 to 150 persons (extra room is important for the catering, computers, screen...)

Check accessibility for disabled persons

Wardrobe facilities

Tables (round tables when possible) hosting 6 to 8 persons (so 13 to 30 tables)

Sound system with a microphone (wireless when possible)

Video projector and screen (when possible project on 2 screens, it will be easier for everyone to see)

A computer connected to the video projector and the sound system to play videos

100 pens

A space to organise a buffet. It can be a room/canteen in the same building or a space in the same room

Find food for lunch and breaks (caterer, canteen...)

### Catering

Drinks: water, coffee, tea...

Meal: make sure food is good. Must be suitable for a large range of diets. Some dishes must be without any meat, fish and cheese so that people with special diet will easily find something to eat. The organisation depends on the venue. If there is sufficient space, a buffet can be set inside the debate room or in a separate one close by.

Breaks: coffee, tea, water, fruits, snacks must be available all day.

### Signage

Print poster and arrows to help find the room (most important when the room is in a large building)

Print directions to find the bathrooms if necessary

Posters inside the venue related to Space and ESA if you have any

# Your team for 100 participants

**Head facilitator and the organizer.** These two persons can be sharing facilitation and organisation, but it is important that there is somebody in charge that can answer and deal with any practical issue while another leads the day.

**1 person** in charge of the **technical aspects**. He or she will play the PowerPoint & launch the videos.

You also have to consider it is important to take pictures & videos, to communicate on social media if you want to promote your event (tweets and publications on Facebook for instance). The best is to have **one person in charge of the communication** aspects. These tasks can also be shared between members of the team (the person in charge of technical aspects could deal with most of it).

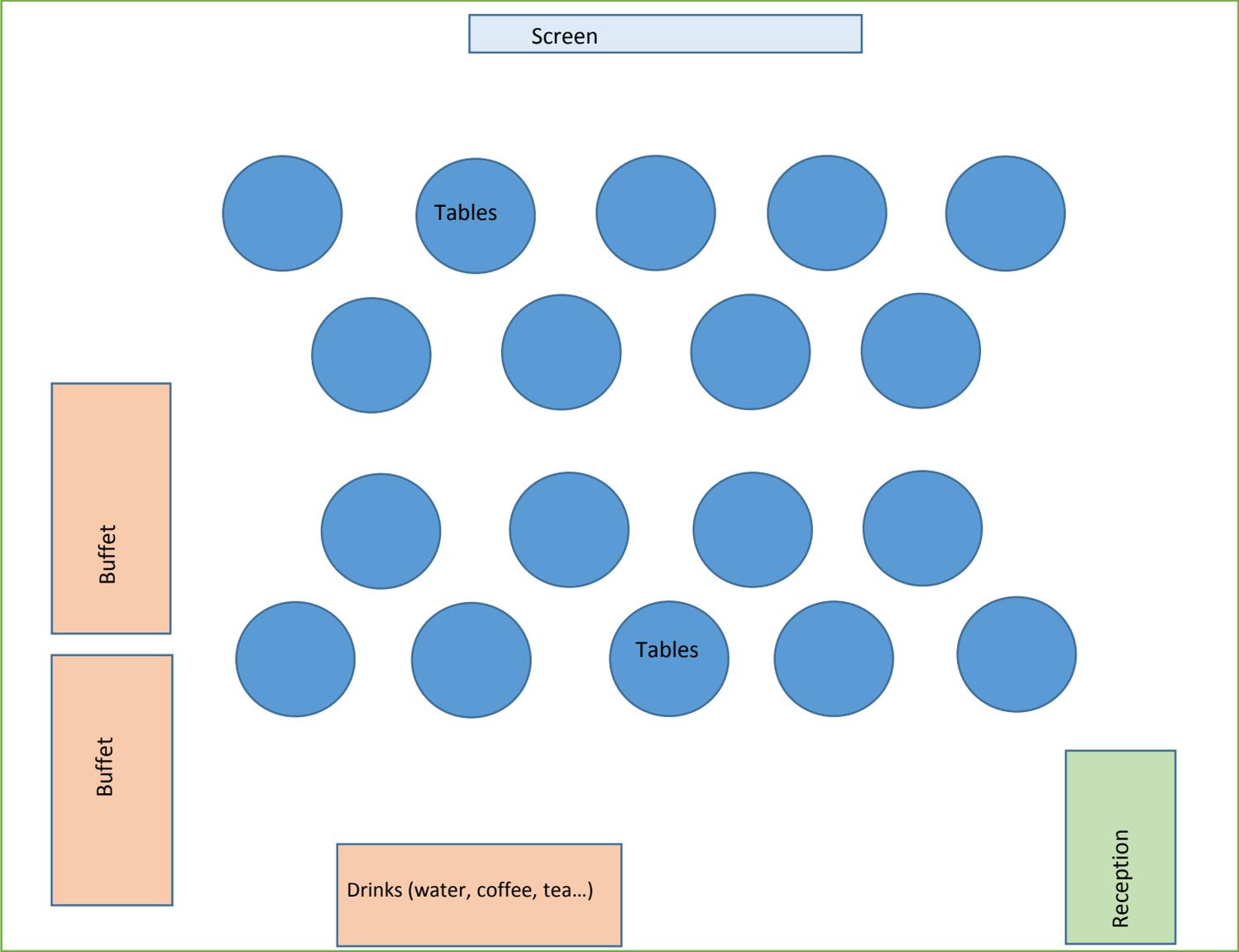
In order to facilitate the work at each table, **one table facilitator will be sitting at each table.**

And do not forget **catering**.

## In brief :

- 1 head facilitator
- 1 project manager
- 1 person in charge of technical aspects (video, sound and Skype connections)
- 1 media assistant (important but optional)
- 14 to 20 table facilitators
- Catering

# Sitting plan



# Some tips for the day

The participants and organisers will spend a whole day in the room, so here are few tips to manage it properly:

- No stage is necessary. It is better to have a speaker walking between the tables with a wireless microphone. It is quite helpful to connect the speaker with the audience.
- The white screen must be seen by every participant. It can be relevant to project videos and PowerPoint presentations on multiple screens to be seen by all.
- Balance the size of your space with the size of your audience
- Prefer a square room rather than deep
- A room with windows so that there is daylight
- Pay attention to the acoustic, some rooms handle better than others the noise of participants debating at their table
- A little extra room is good to give people room to breathe, move, stretch
- A friendly atmosphere and moments of conviviality are very important and contribute to the general dynamic. The catering will contribute to the quality of these moments
- Choose a venue accessible with public transports and by disabled persons
- Outdoor facilities if someone needs fresh air or to smoke
- Comfortable chairs (consider needs of elderly and disabled people)
- Take pictures and share on social networks #ESACD16 or #ESACD2016 – Facebook: @esacitizensdebate – Twitter: @ESAcitizens

# Thank you !



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