**Note-taking and moderating at the RRI Co-construction workshop**

The notetaking/ moderating roles are combined in this workshop.

The following may be obvious knowledge for many of you, nevertheless, we have chosen to spell out our expectations to how note-taking / moderating should be done, in order to create a common ground on these matters to be used during the workshop.

**Moderating:** Implies listening carefully and making constructive interventions, such as asking expanding questions and making participants return to the question in focus for the session if they have come too far astray.

You should be actively listening, but never commenting at any time, voicing your own opinions or reflections, or defending a your own points. Don’t go into a defensive mode, try to stay calm, openhearted, attentive, actively listening, really trying to understand what the participants are wanting to state and share.

**Kick of the group sessions:**

Particularly for the first session it is a good idea to give the participants one or two minutes where they are left in silence to reflect a bit on the endeavor they are heading at and reflect on what their immediate reaction to the question is.

Continue by doing a small round where people give a short notice on, what their immediate reaction to the question is shared with the others (1-2 minutes for each).

Don’t let the same person start these rounds, if more sessions are done in the same group.

You will have to go with the flow and see if this way of kicking of the session works well, or if the participants would be better off by just starting in an unstructured way.

**For inspiration**: The below is an example of the ground rules we often use to inform participants in diverse citizen summits about how to engage in a good deliberative dialogue.

In contrast to the below, we should encourage the participants in our workshop to comment expansively and to the point, and to help each other elaborating the points they agree on, instead of going for brief comments, as requested in the below. Apart from that, it can be helpful to have these ground rules in the back of the mind.

**Debate Ground Rules for World Wide Views on Global Warming**

* Speak openly and honestly
* Listen carefully to what others have to say
* Treat everyone with respect
* Keep comments brief and to the point
* Stay on task
* If you need to take a break, do so

**In sum:**

* Remind the participants of the focus for the session.
* Keep an eye on timing.
* Don’t state personal or professional opinions.

**Notetaking:**

* The notes should be written in meaningful sentences. Not necessarily long sentences, but try to write sentences that can be read and comprehended later on.
* Don’t write bulletpoints

**Do ask clarifying questions such as:**

“ Could you please expand on this point, go a bit deeper into it”?

“How come you state this point? ” (said in a friendly tone of voice)

If something goes on, that you don’t really understand, ask the participant to elaborate:” Please explain this to me in order for me to write it down”

**It can be helpful, later on when you think about the results of the workshop, to briefly note down the following expressions in the group. You will find examples in the below. If significant, make a note…**

* People talk a lot / or a little
* Same people always talking /never talks
* Good balance between people contributing to the discussion/ no balance…….
* Do they agree/disagree
* The atmosphere in the group, is it: Openhearted, Heavy, light, engaged, disengaged, frustrated, humoristic, easy, belligerent………..
* Are there emotional reactions, such as feeling provoked etc
* Good flow in the session /Bad flow
* Are people loud /softspoken