Methodology of the participatory process of the Barcelona Degrowth conference
www.degrowth.eu
[Guidelines for the facilitators of working groups]

Preparation work needed by facilitators:
- Read the question of the working group and be ready to answer questions about the definition of terms. If you doubts, please ask us during next week.
- Read carefully the stirring papers (uploaded on web page) and extract interesting proposals and research questions to be presented in WG. Participants are expected to read the SP, you are not expected to make a summary for them.
- Prepare a 2 min motivating presentation for the assembly in the morning on Saturday and Sunday (see below for details)
- Keep participants updated of the sessions' structure.
- Be strict with time keeping. You can ask one of the participants for help (time keeper).
- Find a laptop for notes-taking.

WORKING GROUPS

General objectives:
- Participants feel comfortable and confident to share ideas and experiences; (the working groups have the present structure in order to avoid two hours of discussion without any particular outcomes).
- Develop together concrete political or research proposals
- Collectively prepare a draft of the Final Conference Declaration (similar to the one done in Paris 2008, see www.degrowth.net)

Specific objectives:
- Elaborate and prioritize:
  ○ political proposals (what we know), or
  ○ research proposals (what we don't know)
- Write a half page summary of the group discussion containing the main proposals raised, as well as the main points of disagreement. This document will be published on the website and used for the conference proceedings.

Detailed working groups program (Saturday and Sunday, 15.00-19.00)

9.00-9.30
Explanation of the background of the working groups topics.

9.30-09.45
Presentation of the objectives and methodology of the WGs.

09.45-10.30
Facilitators shortly present (2 min) their working group (name, questions and, if

necessary, a few proposals). Ideally they motivate people for their WG, and mention some of the challenges for the proposals on each topic. It is also a time for presenting the facilitators. 2 min * 15 = 30 .

15.00 - 16.30 WG Session I

(5 min) Firstly, if your group is too numerous (more than 20 people) ask that some people voluntary move to one of the identified as less numerous groups.
Next, do some dynamization with round of names.
Afterwards explain the structure of the working group session and do a quick outline of the whole process.
Identify: a reporter, a flip-chart writer, and a note taker (on computer; if none is assigned yet)).
If you wish, introduce the hand signals : one sign saying «I agree or I support», and one saying «I have a concern or proposal"

(5 min) Stirring paper refresh: present political or research proposals that arise from the stirring papers. That should be done in a way so that it directs the discussion towards to the formulation of concrete or research proposals. If the authors of the stirring papers are in the room, and would like to present their ideas themselves they can be given the floor under the strict condition that this should not take longer than several minutes (and that it stays focused on proposals/research questions)

(25 min) Round of concerns and possibly new proposals (add on flip chart and make sure that one expert does not dominate the discussion, and that all participants express their concerns)

(15 min) Prioritization. Taking concerns into consideration, choose proposals and questions to be developed. Different (complementary) proposals could merge. You can use coloured stickers, green (full support), red (full disagreement), yellow (doubts) to help to prioritize. This method however should be used only if the list of proposals/questions is short. Be aware of the importance of innovative proposal/questions, which might not receive much support at first.

(5 min) Formulate the proposal for presentation in front of the assembly, and appoint "POSTpeople". These are two or three people who collect the assembly concerns from the post boxes of their group and classify them.

16.30 Assembly

(2 min) Reading political and research proposals by reporter
(1 min) Silence during which assembly participants write down their concerns and questions on the presented proposals and put them in the respective working group mail box.
(1 min) Change of reporter
POST-team collects responses from the respective working group mail box
5 min * 8 WG = 40 min

Hint for assembly facilitation: concerns should be brief and clear, and posted only if people have a doubt. Take into account the discussions that have taken place in the respective working groups.

17.10-17.15 Transfer
This break is used by the POSTpeople to read all written assembly concerns and classify them in different groups. Some reactions might be similar, while others will be

unique. Make sure that attention is paid to both types.

17.15- 18.55 WG Session II
        (10 mins) The facilitator organises the splitting of the group in two in order to properly discuss all concerns of the assembly. The criteria for splitting the groups is decided upon by the facilitator.
(NOTE FOR FACILITATOR: if one of the two sub-groups is too big, ask some people to move to the other one)
A second temporary facilitator is appointed for one of the subgroups, while you try to facilitate the other one.
The POSTpeople shortly present half of the grouped concerns to one of the group and half to the other. POSTpeople make sure that similar/common/frequently raised concerns are dealt with, as well as relevant unique concerns by the groups.
        (40 min) The two groups deal with the assembly concerns, discussing and reformulating proposals.
        (30 min) The two groups get together, present each others' findings and finalize proposals. The groups see if what they have come up with is complementary.

**The note-taker writes down a summary of the discussion, focusing on main proposals, research questions and points of disagreement. At the end of session 2 the note-taker extracts a summary from her/his notes and reads it to the group for verification.
This document can be up to one page and can include:
- A list (bullet points) of main proposals and questions that came up in the WG
- A paragraph about the key proposals/questions that have been developed
- Some points of disagreement.
The summary is going to be used for the conference website and proceedings, while the full minutes will be used for further research, after being put in order by the minute-taker.**
        (20 min) The group writes down the proposals on the flip-chart for exhibition. Before the end of the second session the group chooses the representative to attend the declaration session (the facilitator helps out)

The facilitator or a volunteer, writes down the final key proposals in a few words on a special presentation board with a list of all working groups proposals located in the conference hall.

19.00 Toast with collection of key proposals and research questions (exhibition)

Each WG carefully collects their flip chart/sheet with propositions to brings them down to conference hall. Key proposals or questions of each working group are exhibited on the large WG results board in the conference hall.

FOLLOW UP

Presentation of the outcomes of the working groups with reactions of the public.

1) DECLARATION REUNION
The proposals/research questions coming from each working group are brought up by one reporter per group for formulation of the final declaration.

Reporters of each working group are expected to take part in this session.
[Ideally the Declaration will be one page long, easy and quick to read, with an annex of proposals coming from each working group (30 pages)]

2) RESEARCH PROPOSALS SESSION (What we do not know)

Material for each working group needed:
gommets to help for prioritization
flip charts + structure
large boards to report the proposal questions of each groups in the toast
markers
small papers
mail boxes
note taker booklet
pens
a laptop

The distribution of WG and their assemblies

SATURDAY

Location: Central patio UB **Group**	**Title**	**Working Room**	**Assembly**
WG 1	Money and currencies	102A	16.20-Paranimf
WG 2	New financial institutions	102B	16.25-Paranimf
WG 3	Social economy, changing the corporation status	Magna	16.30-Paranimf
WG 4	Property rights	Magna	16.35-Paranimf
WG 5	Work-sharing	203	16.40-Paranimf
WG 6	Moratoria on new infrastructures	Sala de Graus	16.45-Paranimf
WG 7	How to deal with advertising	Paranimf	16.50-Paranimf
WG 8	Reduction of natural resource exploitation	Sala de Juntes	16.20-Aula Magna
WG 9	Zero-waste	103A	16.25-Aula Magna
WG 10	Degrowth in water consumption	103B	16.30-Aula Magna
WG 11	Reusing empty houses and co-housing	Magna	16.35-Aula Magna
WG 12	Basic income and income ceiling	203	16.40-Aula Magna
WG 13	New technologies	Paranimf	16.45-Aula Magna
WG 29	Education	Paranimf	16.50-16.55- Aula Magna

SUNDAY

Group	Title	Working Room	Assembly
WG 14	Social metabolism and transitions	Magna	16.20-Paranimf
WG 15	Cities and degrowth	Magna	16.25-Paranimf
WG 16	Agro-ecology, food sovereignty and degrowth	Magna	16.30-Paranimf
WG 17	Trade degrowth	Magna	16.35-Paranimf
WG 18	Participative/direct democracy	Sala de Graus	16.40-Paranimf
WG 19	Political strategies	Paranimf	16.45-Paranimf
WG 20	Demography and degrowth	Paranimf	16.50-Paranimf
WG 21	Demilitarisation and Degrowth	Paranimf	16.20-Aula Magna
WG 22	Energy degrowth and the transition to renewable energies	Sala de Juntes	16.25-Aula Magna
WG 23	Environmental justice, the environmentalism of the poor and degrowth	102A	16.30-Aula Magna
WG 24	Social security and pensions	102B	16.35-Aula Magna
WG 25	Human nature and degrowth	103A	16.40-Aula Magna
WG 26	New (macro) economic models for degrowth	103B	16.45-Aula Magna
WG 27	Indicators for degrowth	Paranimf	16.50-Aula Magna