# PACITA

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## Scenario workshop method description

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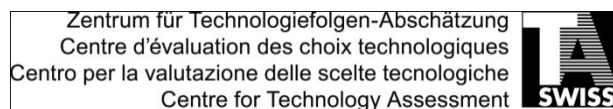
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# The scenario workshop – method description.

The PACITA[1] project's main goal is to explore and enhance the foundation for knowledge-based policy-making on issues involving science and technology, mainly based on the practices known as parliamentary Technology Assessment (PTA). One characteristic of PTA is the involvement of citizens, stakeholders, policy-makers and experts in order to create a robust, transparent and inclusive basis for policy decisions. Over the years, PTA-actors have developed several methods for involvement. In PACITA, three example projects will be organized in order to demonstrate different methods and involvement of different actor groups. One of these example projects is involvement of stakeholders in scenario workshops on the topic of ageing society. The workshops will stimulate discussions on how one can meet the needs and face the challenges of the rising number of older adults in different European countries, with a set of scenarios as a starting point for the discussion.

**Involving stakeholders in policy making**
There will always be actors that are affected, positively or negatively by research, technological development and policy decisions. These actors have a stake in the issues, but are not automatically consulted or included in the decision-making process. These stakeholders can be commercial actors, involved in research and development or owners of natural resources (for example farmers being affected by construction activities in their neighborhood). Stakeholders can also be lobby groups or non-profit organizations.

How can they contribute and get involved in policy making? And how can one facilitate this kind of involvement? This is the challenge that the stakeholder example project in PACITA will take on, using one particular method for stakeholder involvement: the scenario workshop.

The typical homogenous groups of experts, who are often involved and consulted in policy processes, can weaken the democratic aspect of policy making because the discussions often will evolve around one expert view. Involving a broader and more balanced spectrum of actors makes the process more transparent and accountable.  Stakeholder involvement is one method to make the decisions more robust and socially acceptable. Involving relevant stakeholders in the process can give them ownership to the process. This in turn can make implementation in society easier[2].

Stakeholder involvement can also lead to better informed policy decisions and more critical discussions about the topic at hand. A variety of voices will make the discussion open to different kinds of knowledge, more perspectives and dilemmas.

**Using scenario workshop in policy discussions**
A scenario workshop is a method aimed at facilitating forward-looking discussions and identifying policy alternatives in different contexts.  In PACITA, the workshops will stimulate discussions on how one can meet the needs and face the challenges of the rising number of older adults in different European countries, with a set of scenarios as a starting point for the discussion.

The purpose of the scenarios is to make the participants more conscious of future developments and connected choices related to technology, and inspire them to critically reflect on them. These dicsussions will contribute to the development of new visions and policy options.

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[1] Parliaments and civil society in Technology Assessment (www.pacitaproject.eu)
[2] The Norwegian Board of Technology (2008): Samfunnsdialog om forskning og teknologi (http://teknologiradet.no/Metodeh%C3%A5ndbok_til_web_av77M.pdf.file)

**The aim of the workshop is to identify policy options – how decision makers may handle the challenges of the ageing society using technology.** In addition, the scenario workshop is an arena to grasp the important stakeholders' views on the topic. Bringing their own experiences, the participants will contribute with their visions, and identify possible barriers and pathways for reaching these visions.[3]

PACITA will organize workshops in at least six European countries. The same set of scenarios will be used in all countries and each workshop will be summarized in a national report. The findings from the national workshops will later be gathered and analyzed in a synthesis report, to be presented at a policy conference in Brussels in 2014.

**Organizing a scenario workshop**
The scenario workshop is a one-day event that gathers a broad group of stakeholders. The workshops organized by PACITA will aim at formulating national policy options for each of the involved European countries on the topic of the future of ageing and care technology.

The scenario workshop usually consists of three phases:
- critical analysis
- formulation of visions
- implementation phase

In the first phase, the participants give both positive and negative feedback on the available scenarios, based on their own experiences. With the critical analysis as a starting point, the second phase aims at the participants' development and articulation of their visions for the future of the topic at stake. The last phase relates to how these visions can be translated into reality. The participants will identify barriers for their visions and propose how these can be overcome by discussing action plans.

In the following section we will describe how to prepare for and organize the scenario workshop.

*Preparations*
The scenario workshop takes a full day. Each workshop will gather 40 to 50 participants.

*Participants and recruitment*
In order to get good results from the workshop and stimulate fruitful discussions, it is important to invite a broad and diverse group of stakeholders. This could be researchers in the fields of technology, telemedicine and geriatrics, medical personnel and care personnel, senior citizens and/or relatives, representatives from industry, organizations and national and/or local politicians. The discussion at the workshop alternates between group- and plenary discussions. It is important that everyone gets a say and that all ideas can be expressed.

The recruitment phase is important. It can be a good idea to cooperate with a local municipality or a national health service provider if relevant. They have a network and a lot of information about employee groups and other important partners in the health care services, technology companies and other related organizations. Although local cooperation can be good, it is also important to look outside this network and aim at identifying as many groups of stakeholders as possible.

The scenarios must be sent to all participants well in time before the workshop. It is important that the participants read the scenarios in advance, even though they will be briefly presented at the workshop.

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[3] CIPAST www.cipast.org

*Groups and roles at the workshop*

From experience we know that there's always some "no-shows" at the event. Therefore it would be smart to invite 5-10 people more than the ideal number. Organize the participants in groups of eight people. They could be situated in the same or different rooms, dependent on the workshop venue. The organizer should set up the groups in advance according to the setup of the workshop. In the first sessions there are homogenous groups based on the participants occupation and/or experience, and in the last session the groups are rearranged into heterogeneous groups.

The scenario workshop is led by a facilitator that guides the participants through the day. This person could be from the PACITA partner organization. All groups should have a group moderator that must be briefed by the organizer in advance. The group moderators can also be people from the PACITA partner organization. The group moderator's role is to moderate the discussions, keep the time according to schedule and make sure that the group does what it is supposed to. They will also take notes during the day and make sure that the group chooses a person to present the discussions in the plenary session (not the group moderator herself). The group moderator will receive the program, overview of the groups and a "tool box" for moderating the discussion in advance.

*National context*

In order to actualize the workshop, the organizer should look up national statistics and demographics when preparing. This could be numbers showing the number of older adults or other future projections that makes a good context for the workshop. It can be information about the number of people receiving care services, how care technology is used today or the need for care providers in the years to come. This part can also include information on national policy, collected in the PACITA policy overview.

In the following section the workshop phases is explained.

# The scenario workshop – overview of phases

**Presentation of scenarios, technologies and national context (30 minutes)**
- ➤ The three scenarios will be introduced and explained to the participants together with information on technology and national context.
- ➤ By: PACITA partner / organizer

*10 minute break*

Phase 1
**Critical analysis and deliberation of the scenarios (50 minutes)**
- ➤ Participants are split into homogeneous groups with people who have the same role/function as themselves. Each group has one moderator. The group has a short round of introduction; their name, role and why they are participating.
- ➤ The participants give positive and negative feedback on the scenarios.
  Are they realistic? Possible? Desirable? Why/why not? The aim of this phase is to get the participants immediate reactions to the scenarios based on their own experience.
- ➤ By: participants in groups, group moderators

| **Example of groups** |
| --- |
| • Elderly/relatives |
| • Medical and/or care personell |
| • Local institutions and politicians |
| • Research and industry |

*10 minute break*

Phase 2
**How would reality look like in the different scenarios? (55 minutes)**
- ➤ Each group will discuss one scenario (group 1 and 2 discuss scenario 1, group 2 and 3 discuss scenario 2 etc.). Group moderators are responsible for keeping the discussion to this one scenario. The discussions will aim at identifying strengths, weaknesses, possibilities and threats regarding how technology is used in the scenario. The group can start their work by reading through the scenario description briefly before starting the discussion.
- ➤ Each group formulates 5 positive and 5 negative responses to "their" scenario that will be presented in the plenary discussion.
- ➤ The group moderator will get a list of guiding questions if the group needs help to get the discussion going.
- ➤ By: participants in groups, group moderator.

*Lunch - 45 minutes*

**Plenary session – presentation of phase 2 (40 minutes)**
By: Facilitator, one representative from each group presents their results.

Phase 3

**Formulation of the participants own visions (70 minutes)**

 ➢ The participants find their new groups, which are now put together across disciplines and
    expertise/experience. This will motivate the participants to agree across the different groups of
    stakeholders.

 ➢ The interdisciplinary groups will discuss and present their own visions, with some guiding questions
    in mind: How should the care services be in the future? What dilemmas/choices will be central in
    order to reach your vision? What can decision-makers do today to stimulate a development that
    will lead to your vision? Why is this vision desirable?

 ➢ Detailed description of session:
    ○ Each participant gets a couple of minutes to write down one vision for his/her desired
       future, and then present it to the group. The group sorts all visions, clusters similar or
       related visions and merge them into 2-3 visions that will be discussed more in detail.
    ○ The group discusses what choices and/or policies are necessary in order to reach these
       visions. The group moderator can help get the discussion by asking some guiding questions.

 ➢ By: participants in groups, group moderator

*10 minute break*

**Plenary session – presentation of phase 3 (60 minutes)**

 ➢ By: Facilitator and groups

**Thank you and goodbye (15 minutes)**

 ➢ Closing comment by organizer

# Reporting from the national workshops

All national workshops will be documented in a report following the same template. The national reports will be analyzed in one synthesis report.

There are some challenges when reporting from discussions like these. How can we be sure that the group moderators noted the most important elements? Is the plenary discussion representative of the opinions of the group? The elements that are included in the report template aims at identifying the main arguments, agreements and disagreements in the national workshops, together with some practical information from the organizers in order to get an understanding of how smoothly the process ran. It is important that the group moderators know the template in advance, so that they can take relevant notes from the group discussions.

**General feedback on the scenario**
- What was the feedback on the scenarios? List the responses that were discussed in the groups.
- Were there differences in the feedback from the different groups of stakeholders?

**The participants' visions and policy recommendations**
- List the visions that were discussed in detail in the groups.
- Are there big differences between the groups, or are the discussions mainly along the same lines?
- What choices/policies were mentioned when discussing how to develop these visions?

**Practical: organizing the workshop**
- How many people attended and how many were invited?
- What kind of stakeholders was represented? Were some groups more difficult to identify/invite than others?
- Were there elements of the method that were more difficult to execute than others?

**PACITA partner's feedback on the process**
- Other comments or feedback on the method and process?