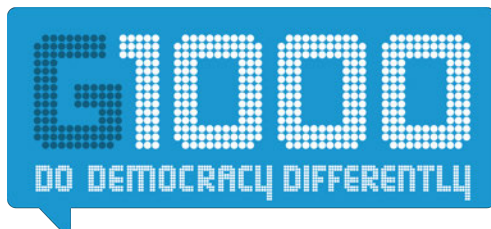


A practical guide to the G1000

Philosophy and Methodology of the
G1000 Burgerberaad

*carefully developed during
26 Citizens Summits
since 2014*



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Preface

I still remember as if it were yesterday: 11 November 2011. On television I saw a report about the G1000 Belgium, and I was flabbergasted! The idea of having 1.000 people in the room, telling each other stories of their life and speaking about what they think is important for Belgium. Searching and finding common ground together by means of dialogue, I was excited! Excited about the idea to improve our democracy together. Not leaving the government of the country to politicians, civil servants, lobbyists and technocrats, but as citizens take control and decide about the future of our community and our nation.

Today, using sortition from the ancient Greeks in Europe, the oral tradition of storytelling from the Indians in America, the principles of non-violence from the Buddhists in Asia and the tradition of Ubuntu from the Africans, G1000 has become a fully-grown procedure for joint decision making. In large groups, in communities and on any level of Government.

It took a while before everything was in place, but with the help of over 10.000 participants, numerous volunteers and dedicated supporters, we succeeded. Nowadays, G1000 is an efficient tool of which we hope it will become a new tradition in itself, in Holland and possibly abroad.

We took the effort to describe and translate our procedure in this 'Practical Guide' because we know there is a need for expertise and best practices. The guide will not be a static document. We intent to stay working on it, adding our latest experiences and attach all documents we use during the process. Feel free to use this material in your own practice. Consider this document as a first step, stay connected and help us with your experience and comments to further develop our findings.

And if you want to commit to the principles of the G1000, please contact us, so we might work together!

Harm van Dijk



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1 INTRODUCTION AND SUMMARY

The following document will introduce you into the philosophy on which Burgerberaad G1000 is based, the values we cherish and the way we translated them in working procedures, procedures which really do lead to implementation of the outcome, which is not at all as obvious as you might think. This is one of the big things we have learned in the past few years.

Summary

G1000 aims to build a bridge between citizens and government. A Burgerberaad G1000 is meant as an enrichment of democracy by means of sortition and dialogue. The initiative for the Burgerberaad G1000 can be taken either by a group of citizens, by government or individual organizations. It's important for initiators to approach partners to form a coalition. It's emanant that in any case Government has to be approached as partner, to be sure the results will last. The partners commit themselves to the outcome of the G1000 through a partner agreement, to the design of the process and they guarantee its independence. The coalition is formed prior to the actual organization of the G1000.

The Burgertop provides the participants' conversation with a multitude of ideas and proposals. On the day of the Burgertop, 1.000 participants: residents, owners/directors of companies and organisations, civil servants, politicians and administrators come together for a day of dialogue. The residents and the owners/directors are sorted from the Population Register and the Chamber of Commerce Register. They are personally invited to participate. Municipalities and provinces are asked to send a delegation of politicians, officials and administrators.

After 3 weeks an average 40% of participants meet again to further elaborate on the ideas of the Burgertop and transform these into concrete proposals in the Burgerforum. This is done in smaller groups that work together in so-called Workplaces and are supervised by facilitators and writers. The groups can call on experts, experiential experts and all sorts of other forms of support and set off on their own to collect material. The Burgerforum can be organized centrally in one place but it can also be organized in separate processes in separate regions or counties.

Proposals are publicly presented and discussed with separate panels during the Burgerraad. In this way, participants become acquainted with the proposals. The Burgerraad is again a centrally organized meeting, just like the Burgertop. At the subsequent official session of the Burgerraad, the members of the Burgerraad, entirely consisting of participants at the Burgertop, vote on the proposals. Any of the proposal adopted by a majority will be part of the Burgerbesluit. This Burgerbesluit is then handed over to the Chair of parliament, with a request to implement.



To ensure that translation of the Burgerbesluit into policy actually takes place, a Monitor/Sounding Committee is formed from participants. They act as a discussion partner at the end of the G1000 and can be consulted about the interpretation of the Burgerbesluit.

To gain support for this project, for participation and for the outcomes, a G1000-café is organized twice in all relevant places: one with administrators, politicians, officials and owners/directors of companies and one for all residents.

Before the G1000 starts, a coalition is formed with the government and organisations/companies. The members of the coalition, the partners, are in any case all municipalities and the province. And as many private companies and social organizations as possible.

Partners have previously joined the coalition of organisations that make the G1000 possible. They have fully committed themselves to the principles and the outcome, the Burgerbesluit, meaning they will publicly justify if they do not implement one or more parts of the Burgerbesluit.

In total, the process of the G1000 will take approximately 6 months. That is from the Burgertop until the adoption of the Citizen Decision. When including the preparation and forming of the coalition, it takes 9-12 months in total.

The costs of a Burgerberaad G1000 depend on size and ambition of the organizers and will vary between approximately € 25.000,- and € 250.000,-. The set-up has a number of choices that influence the costs.

The organization of a G1000 is done by a dedicated project team. This team is supervised and coached by G1000.nu during the implementation of the project. G1000.nu guards the quality and independence of the process, produces and moderates the program and provides coaching, training and peer review. G1000.nu is helping to form the coalition and gain support for the project.

2 G1000

G1000 aims to build a bridge between citizens and government. G1000 is meant as an enrichment of democracy by means of sortition and dialogue. Its methodology is an elaboration of the cocreation-approach for large groups (up to 1000 participants), adapted in such a way that it gives communities (i.e. residents, employers) direct influence on policy and decision-making. G1000 is basically a citizens' initiative.

Over the past six years, G1000 Citizens Summits have been organized 26 occasions. From its beginning G1000 was immediately successful in raising enthusiasm and activating citizen participants. The impact on government however has developed step by step to the level that has now been reached, by adjusting the approach. The Burgertoppen have each time been evaluated with participants and scientists from different universities. Based on the findings from these evaluations, adjustments have been made to increase the impact. In particular, shaping the relationship with the government had our attention. The impact, the independence and reliability of the G1000 were main issues here, both from the perspective of citizens and government.

When organising a G1000, to implement a procedure that leads to a widely supported plan is the central ambition, as well as achieving maximum involvement and self-organization of residents, entrepreneurs, social organizations and governments.

The 'building blocks' of a G1000 are:

1. *The Burgertop* - where participants decide upon a joint agenda by means of dialogue and together make an inventory of possible solutions;
2. *The Burgerforum*, where the proposed solutions are elaborated into concrete (policy) proposals in a number of successive workshop meetings, with the help of facilitators and experts from outside the system and help of representatives and civil servants;
3. *The Burgerraad*, where the elaborated proposals from the Burgerforum are presented and put to the vote and adopted or rejected. The proposals adopted by majority vote of the Burgerraad together form the Burgerbesluit;
4. *Monitoring/Sounding Group*, a group of participants who, on behalf of the Burgerraad, voluntarily monitors the follow-up of the Burgerbesluit and acts as a sounding group for governments and organizations in translating Burgerbesluit into concrete policy.



3 PHILOSOPHY

A number of conditions apply to the successful application of cocreation in policy and planning. The better these conditions are met, the stronger the support for the outcome will be and the greater the yield. That is why these are leading conditions in the design of a G1000:

Participants lead themselves

The autonomy of participants is central in the design and is respected. Participants determine the agenda themselves; they choose the topics they want to talk about within the meeting, decide where and what they want to contribute to and decide what matters most to them. Because all choices are made by participants themselves, strong ownership of the outcome develops throughout the process.

Participants are equal

Each vote has the same weight, regardless of role, position, origin, etc. Within the G1000 we are all citizens with an equal voice. We distinguish ourselves by our origin and our role and can therefore make a unique contribution to the dialogue, but origin or role is never a reason to give more weight to one vote over another.

Dialogue

As in 'search for consensus'. Participants speak with each-other in constantly changing combinations. The search for communality is central in the dynamics. This communality or 'common ground' is a foundation for every next step. We use the following rules of dialogue:

- Listen to each-other
- Avoid discussion
- You don't have to agree
- Make room for each other

SPELREGELS DIALOOG

- Luister naar elkaar
- Vermijd de discussie
- Je hoeft het niet eens te worden
- Maak ruimte voor de ander



Diversity

With the help of sortition, the greatest possible diversity of participants is invited. 10,000 inhabitants (from the age of 16) are drawn from the Population Register of the participating municipalities and receive an invitation. When there are more registrants than needed, we perform a second draw, which we adjust for demographic characteristics, origin and role. Employers, politicians, and governors are invited by name. Civil servants can register themselves, same as Free Thinkers. A Free Thinker is a resident that is not drawn or invited but chose to sign in for him/herself. For all of these groups, sortition will be used to cope with over-subscription.

Communality

The whole system brought together in the room. In the case of a community, the following groups are involved, as a true representation of this community:

- 60% Residents
- 10% Employers / professionals
- 10% Officials
- 10% Politicians
- 10% Free thinkers

In the second half of the Citizen Summit, we work in groups of 8 people. With the above numbers, each table consists of 5 residents, 1 employer/professional, 1 civil servant or politician and 1 free thinker. A reflection of the community.

Transparency

All choices during the day are made in an understandable way, are traceable and verifiable for everyone in the room.

Safety

There are clear rules which are monitored: It is safe for all participants to participate in the dialogue and the decision-making process. An independent moderator ensures that rules are guaranteed. The program is followed as agreed. If there is a deviation, this will be done in consultation with the participants. We finish on time.

4 COALITION

The success of a G1000 consists of a widely supported outcome and concrete translation of outcome into the policies of the parties involved: city council, county, parliament, community organizations and businesses. To ensure the translation actually happens, it is necessary to form a coalition of interested parties before the start of the G1000. A coalition that supports the G1000's results in advance and is committed to publicly account for what is not being implemented.

The coalition is ratified by means of a partner agreement. In this agreement, G1000.nu and the partners agree the following:

- The partners are fully committed to the principles of the G1000;
- The independence of the Burgerberaad G1000 is guaranteed by the partners;
- Partners will publicly justify how they handle the results;
- The Burgerberaad G1000 is organized under its own label, separately from the government or any other interest group;
- Partners provide finance and manpower for the organization, supervision and follow-up;
- G1000.nu provides the concept, guides and supervises the project team during implementation, moderates and organising the meetings and supervises the follow-up process.

To advocate this partnership, a G1000-café is held for politicians, civil servants, management, entrepreneurs and social organizations in order to gain support. After the G1000-café, the municipality and the organizations present are invited to commit to the partnership, to provide concrete assistance in the preparation, implementation and follow-up of the G1000 and to translate this assistance to staff.

Once the partner-agreement has been signed by all parties, the preparation for the G1000 can really start with the so-called 'Project Kick-off'. During the Project Kick-off, the date for the G1000 is set and the (representatives of) the partners receive a briefing about the approach to be followed and their role. A Steering committee of partners and a Project group are set up. The Project group is responsible for the actual organization under supervision of G1000.nu. The Steering committee acts as a discussion partner of G1000.nu about frameworks and bottlenecks. Practical agreements are made about the translation of results to the local level.

5 CAMPAIGNING

To ensure that as many invitees as possible register, a campaign among residents is necessary in advance. If the recipient of an invitation is informed beforehand about the intentions of the Burgerberaad G1000, response will be higher. Once selected from file, participants are as much as possible invited by name. They receive a letter of invitation with a unique code in it. With this code they can register as participants on the G1000-website.

The G1000-café and the signing of the partnership agreement generates a first wave of publicity. It's also important to ensure sufficient publicity when the participant-invitation are sent. To further encourage registration, a number of G1000-café's are again being organized, immediately following the sending of the letters, now specifically meant for residents.

If the G1000 is held in a larger geographical area, all invited residents are given the opportunity to register with someone from their own area. In order to increase diversity, consideration can be given to offer an allowance for participation in the Citizen Summit and the Civic Council. This definitely stimulates participation.

Residents are ideally drawn from the Population Register of the participating municipalities, as they are responsible for people's administration. The Municipality sent the invitation of G1000, with a recommendation of the mayor and an explanation on why they allowed the use of the data from the Population Register.

After the registration is closed, the registrations are compared with the desired number of participants per category. When necessary, a second draw will take place where the desired diversity in that category is taken into account, like age, gender, education, origin and sometimes political orientation. After the second draw all entries are final and will be confirmed.

The registration campaign will then be terminated.



The poster features the G1000 logo at the top right with the tagline 'DO DEMOCRACY DIFFERENTLY' and 'STEENWIJKERLAND'. The main text reads 'G1000Burgertop 18 november a.s.' and 'Ga jij ook?'. Below this is the question 'Hoe maken wij Steenwijkerland samen energieneutraal?' in italics. The bottom of the poster shows a landscape illustration with a windmill, a river, and a boat, and the website 'www.G1000Steenwijkerland.nl'.

6 COMMUNICATION

Communication focuses on 3 groups, each with its own infrastructure and means of communication:

1. Partners;
2. Attendees;
3. Inhabitants.

Partners

Communication with partners is aimed at keeping them connected to the process, preparing them for the steps that are taken during the process, keeping them informed in good time of any commitment that is expected of them and informing them about the outcome of the process.

Attendees

Communication with the participants about the process and what is expected of them takes place through newsletters. After each meeting, a newsletter is sent out with a report of that meeting and a briefing for the next one.

The G1000-café in the municipalities is an important tool in supporting communication. Personal contact with the organisation is possible during the café. Local participants get to know each other and can decide to spend time together, both during the meetings and when monitoring and implementing the results.

A network application is made available to the participants to mutually support participant communication. In addition, participants can use the internet forum for communication within the workshops, which is set up to exchange ideas with the rest of the community.

Inhabitants

During the Burgerberaad G1000, it is important to reach out to the residents who do not participate in the G1000 with the proposals. To this end an internet forum is set up, which offers the opportunity to participants - who are than working in groups in Workplaces - to submit ideas and suggestions for comments to the community and to offer residents the opportunity to share their ideas with the Workplace.

Resources

For communication, mainly digital resources such as newsletters and the internet forum are used. For communication via these means and beyond, it is important to produce sufficient visual and written materials and reports of all meetings. Ideally, a film/video report is made of the project.

7 BURGERTOP PROGRAM

The café

The Burgertop starts with a conversation at a café-table with 4 participants. 250 café tables are set up in the room for 1000 participants. Participants at the table ideally do not know each other and have different roles in daily life. They all carry a color-coded badge for their role and geographic origin. They themselves are responsible for the diversity at their table by sitting down with different color combinations.

The conversations consist of 3 rounds of 20 minutes each. Start of the conversation is a question presented by the moderator. After concluding each round, participants look for a different table with other conversation partners. This way, after 3 rounds, each participant has spoken with 9 other participants

At the end of each round, the moderator asks the participants to send a word to the big screen, using a special app on their smartphone, provided by G1000.nu. This word indicates what the participant has touched during the 20-minute conversation. On the big screen the words of all participants together form a word cloud, a so-called 'Wordle'.

The agenda

The second part of the program of the Burgertop is setting the agenda for the rest of the day. For this, a summarizing wordle is shown on the large screen with the outcome of all 3 rounds of talks at the café. The most frequently chosen words are shown the largest.

The assumption is that these are the themes most important to the audience. The moderator proposes this to the audience, who generally agree with this. The first four to six themes are determined in this way. Then there is a conversation with the audience, new 'big words' are created by merging comparable words into one. Thus, these words or themes can, with the consent of the audience, also be added to the agenda.

The final number of topics is determined by the enthusiasm and urgency of the room with regard to the themes. Sometimes the agenda is ready after 6 topics, sometimes the room wants to work with 12 to 14 different themes. Only when the entire room has agreed the agenda, we proceed to the next part of the program.



Poll

Before everyone goes home, participants like to know what others have been working on and how the ideas are rated. That is why we have the poll. Upon arrival, participants receive a badge with an RFID-chip. The chip is provided with 4 votes to be used in the poll. Every TV-set has a RFID-reader connected to it, so the vote can be released at the participants own discretion on the presentations they like. The room is cleared prior to the poll, apart from the TV-sets. Participants can walk freely around the room and cast their vote by passing the RFID chip past the RFID reader. Judging 125 presentations is too much to assess in a short time, so we advise participants to view a maximum of 10 presentations and make a choice from them. Once everyone has completed, a clear picture of the preferences will arise.

The final result is shown on large screens. To give this moment some weight, the Top 3 proposals are invited to come forward and give a short explanation. This completes the Poll.

Registration follow-up

Participants are then asked to sign up for the follow-up, the Burgerraad. The number of meetings, dates, location and starting time are shown so they get an idea of what they are signing up for. 60% of participants spontaneously decide to do so. Registration is done by passing the badge along an RFID reader when leaving the room. This concludes the Burgertop.

8 BURGERFORUM PROGRAM

Until now, the Burgerforum consists of 4 evening meetings, the Workshop Meetings. The actual number can be chosen, depending on the subject. During the meetings participants work in groups, so-called Workplaces, on the elaboration of proposals for the Burgerraad. The Workplaces are formed on the first evening of the Burgerforum.

Approximately 40% of the participants of the Burgertop actually show up in the Burgerforum. After getting familiar with the working method and workload of the Burgerforum, some of them (10%) of the participants drops out. A hard core then remains, which continues to prepare proposals for the Burgerraad.

Workshop meeting 1: Kick-off

During the Kick-off of the Burgerforum, the Workplaces are formed around different topics. The procedure goes as follows:

- The presentations of the Burgertop are screened for the nouns used. These are written on Post-its and hung on a so-called 'project wall', unsorted;
- Upon arrival, participants receive 4 voting stickers and are asked to stick them on the words / issues they consider most important;
- The Post-its / words without a voice are removed;
- The participants are asked to sort out the Post-its: the post-its/words that belong together according to participants, are hung together. The entire room is involved in this process, until everyone is satisfied;
- Finally, participants are asked to make a choice which cluster they want to work on. After they have done that, they are asked to draw on the ideas of the Burgertop.

This process takes approximately 1 hour. After a short break, the Workplaces will make a start together. First getting to know each other, making working agreements and designating the two so-called 'Trekker': participants who, on their behalf, maintain contact with the other workplaces and take a seat in the Oversight Panel.

The rationale for this approach, which at first glance involves a repeat of the end of the Burgertop, is that all ideas of the Burgertop are done justice and that we do not work with the 'winning' presentations. That is why we refer back to the nouns from the presentations. The mood with Post-its and stickers ensures that only the words of interest remain. By then clustering those words, we bring together ideas that are related and overlap disappears. By allowing participants to choose again which subject they join, we enable them to reconnect with the contents, for example with a subject that matches their own competencies. Ownership is strengthened by this repeated choice.

Workshop meeting 2 - Inspiration

During the first meeting, the Workplaces were able to indicate who they would like to consult in the context of their subject. This can be experts, experiential experts or people who have inspiration to offer. In principle, each workplace can nominate 1 person to invite for the second Workshop meeting. We call them Inspirer. During this second Workshop meeting they provide the so-called 'Inspiring Carousel'. Normally there will be about 10-15 Inspirers in the room.

During the Inspiration Carousel, the Inspirers will each have their own table in the room and around 10 seats. After a short plenary pitch in which they introduce themselves and make clear why participants should choose to visit their table, they take their seat and participants are invited to choose whom they want to talk to. The advice is not to have too many people at the same table, so to spread over the different tables and subjects.

After 25 minutes the moderator gives the signal to change tables, so a conversation can be joint with a second Inspirer. Again after 25 minutes changing table for the third and last round. In this way participants are able to speak with 3 Inspirers and be briefed on 3 different topics.

After the break, they then return to their own Workplace and exchange experiences and insights from the carousel at that table and translate them to their ideas and proposals.

Workshop meeting 3:

For the third Workshop meeting there is no specific program other than working together on the development of the proposal and preparing the presentation. Because all the Workplaces work simultaneously in one room that night, there is ample opportunity for the Workplace to visit others and to coordinate tasks and subjects.

When working on their proposals, the Workplace has all kinds of resources at their disposal. For example, they can invite or consult experts themselves, make visits in other provinces/municipalities or with institutions, set up surveys, etc. This is done in coordination with the oversight panel and the project team. A budget is available for these activities.

Workshop meeting 4: Trial:

Workplaces have worked out their proposal in a presentation for the Burgerraad. To test whether this presentation is adequate, so-called test presentations are being performed by all Workplaces tonight, with the other participants of the Burgerforum providing feedback. If there are more than 8 Workplaces, the presentations are held in 2 rooms in parallel sessions, to ensure that there is sufficient time for each of them.

Presentations and Proposals

Within 10 days after the fourth Workshop meeting all presentations and written proposals are submitted to the project team. In preparation of the Burgerraad, these proposals are placed on the G1000-website together with an explanation. They are also made available to the members of the panels of the Burgerraad. In addition to the proposals and presentations, each Workplace also supplies a 1-minute video in which they pitch their proposal.

Oversight committee

The Burgerforum is supervised by the Oversight Panel. This Panel is formed by 2 representatives from each Workplace, the so-called 'Trekker'. The Oversight Panel meets prior to the actual Workshop meeting or as often as it's necessary. Every next step in the program and the course of events in the workplaces are discussed beforehand in this Oversight Panel.

The Oversight Panel sets its own agenda and leads itself. G1000 acts as chair.

Intermediaries

An Intermediary is assigned to every Workplace. This is an intermediary between the Workplace and the organisations and institutions involved. They assist the Workplace in collecting relevant information, establishing contacts with external sources, organising excursions and helping to write the final proposal. The language used is important for the impact of the proposal after the G1000, as is the use of the correct credentials.

The Intermediaries meet periodically under supervision of G1000.

Facilitators

Workplaces who want to make use of a facilitator/moderator can do so. The facilitator moderates the group discussion in the Workplace. As soon as a Workplace has more than 10 participants, support from a facilitator becomes relevant.

9 BURGERRAAD PROGRAM

The Burgerraad is the conclusion of the G1000. Members of the Burgerraad are the participants of the Burgertop which are present. During the Burgerraad, final choices are made regarding which proposals will be submitted to the outside world on behalf of the participants. All choices together make the Burgerbesluit. Only participants who were present at the Burgertop have the right to vote.

Panel presentations

During the first part of the day, the Workplaces are given the opportunity to present their proposals to a panel with an audience present. There are 3 panels: a panel of citizens, a panel of politicians and a panel of employers/professionals. This means that every Workplace has to do their presentation 3 times. They have 20 minutes per panel presentation. During this time, they have seven minutes to present their proposals following which the panel can ask questions. The audience does not interfere. In this way, the audience gets an idea of the proposal in a very short time.

The proposals are placed on the website more than a week in advance, together with the video-clip. The invitation to the Burgerraad includes a link to the proposals, so all participants were able to read the proposals in advance.

Participants can rate the proposals in an app. The app gives them the opportunity to assess each proposal on various aspects. The rating is shown on a screen in the form of a so-called 'spider diagram'. This assessment helps other participants to form their opinion on the proposal.

Panels

The panels consist of 7-10 volunteers. 5 of them sit in each session, led by a chair from their own midst. They were not involved in the Burgerforum but were preferably present at the Burgertop. At least 7 and ideally 10 panel members are required for each type of panel. This way members can alternate during the day. With sufficient attendance and a large number of Workplaces, we have to work with double shift simultaneously. In that case we need 14-20 panel members per panel.

The panel members are briefed about their role before. They receive all proposals 10 days in advance. If desired, printed on paper and bound in the order of the presentations. This makes it easy for them to take notes during the presentations.

The coordinator gives the signal for starting and stopping the panel sessions. It is critical that this happens in all sessions at the same time, as there are 3 or 6 sessions simultaneously and the public must have the opportunity to switch between panels. In between sessions there is a 5-minute break.

The chair of the panel is in charge of the session. There is a facilitator at each panel responsible for timekeeping and instructing the public. The audience at the sessions consists on average of 40-60 people.

Burgerraad

The actual Burgerraad in the afternoon assesses the proposals from the workshops and decides which proposals are good enough to apply to the entire community/nation. This is done in a procedural session, where the members of the Burgerraad vote on all proposals. Proposals with a majority vote become part of the Burgerbesluit.

The Burgerbesluit is adopted in a separate room. All participants who are entitled to vote are seated in a theater setting opposite a large screen with the presidium below possibly on a stage, facing the room. The set-up is fenced off. If participants want to take a seat in the section for the Burgerraad, they must show their badge and it is

checked whether they are actually a member of the Burgerraad and entitled to vote. If so, they may take a seat in the section for members, if not they will be referred to the public gallery. The criteria is whether they are resident in the region involved and are participants in the Burgertop.

The other attendees take a seat in the public gallery. Politicians, including those who contributed to the Burgertop and Burgerforum, tend to sit in the gallery at that time, along with other interested parties and the press, and abstain from voting because, they are allowed to vote over the Burgerbesluit as member of council or Parliament.

The presidency of the Burgerraad is formed by a chair and at least 2 secretaries. The chair leads the meeting, ensures that voting runs correctly and determines the outcome. At the local level this is the mayor, for a provincial Burgerraad this can be also a mayor or the Provincial Governor. The secretaries assist the chairman with the voting, ensure that it runs smoothly and present the result to the chair. They are recruited from the project team.

The Burgerraad starts off by 'calibrating' the voting boxes: whether all voting boxes work properly and that as many votes come in as there are participants in the room. The Civic Council is then officially installed, the voting procedure and all other agreements are determined by the Burgerraad. The chair then starts to present the proposals.

The proposals are placed on the agenda per Workplace. Proposals consist of multiple individual decisions. Each decision is put to the vote separately. The proposals of a Workplace are introduced with the video-clip. Members of the Burgerraad recognize the origin of the proposal. They then come one by one on the big screen, along with the 'spider diagram' with the assessment of the proposal by participants.

The decision process for each item starts with the question from the chair to the room whether someone wants to give a voting statement. At each decision, the Burgerraad is given the opportunity to make one statement in favour and one statement against. When this is done, the chairman asks the members to cast their votes. These come in on the big screen. There are then 2 voting procedures possible to decide:

- The proposal is adopted if the number of votes in favor exceeds the number of votes against;
- The proposal is adopted if the number of votes in favor exceeds half the number of members of the Burgerraad.

At the start of the meeting, the members of the Burgerraad decide for themselves which procedure they want to follow to determine the outcome.



As soon as the votes are done, the draft Burgerbesluit, consisting of all proposals adopted by the assembly, is shown. If no one objects, the chair will adopt the Burgerbesluit and invite participants to personally undersign the Burgerbesluit after the meeting. This is done digitally, using a special app and tablets. Participants actually see their signature appear under the Burgerbesluit on the big screen. All members of the Burgerraad sign the Burgerbesluit.

As a final item on the agenda, the chairman proposes to the meeting to set up a Monitor/Sounding Committee and to mandate this committee to act on behalf of the Burgerraad as a discussion partner for government and organizations when it comes to the explanation and elaboration of the Burgerbesluit. After this committee has been approved and established, the chair closes the meeting of the Burgerraad. He/She invites the members to register for the Monitor/Sounding Committee upon leaving the Burgerraad. About 10% of the original participants of the Burgertop will do so.

After closing the Burgerraad, the signed Burgerbesluit will be presented to the respective Government and the coalition partners who have made the G1000 possible, with the request to implement this Burgerbesluit and, if they decide in some respects not to do so, to publicly explain it.

10 MONITOR / SOUNDING COMMITTEE

The first task of this group is to monitor the follow-up of the Burgerbesluit. The second task of the group is to be the partner of anyone that the Burgerraad wants to come into action. In which it can help policymakers and administrators to interpret the Burgerbesluit and to help shape matters that are an extension of the elaboration of the Burgerbesluit.

The group chooses from its midst a chair and a secretary, who are jointly responsible for the continuity of the group. Normally there is a difference in the group between members who really want to be closely involved and members who just want to follow developments remotely. This is honored by appointing a number of 'Trekker' from their midst, each of them interfering with one specific domain or theme. Just like during the Burgerforum, the 'Trekkers' together form the Steering Committee. The Monitor/Sounding Committee meets around 2-4 times a year, or more often if required. The Steering Committee briefs this meeting on any progress and development. The Steering Committee meets much more frequently, up to once a month. Individual members of the Steering Committee meet more frequently in different compositions and to meet with organizations or government representatives

The final task of G1000.nu is to facilitate the establishing of the Monitor/Sounding Committee and the Steering Committee. Once established G1000.nu withdraws and completes her activities.

11 ORGANISATION

Project team

The G1000 is organized by a dedicated project team. G1000.nu guides and coaches the team in organizing the G1000 and ensures that the requirements of G1000 are met. In addition, G1000.nu provides the program for all meetings. One of the partner organizations acts as lead- and contract party.

The project team consists at least of a campaign/communication employee, an event manager and a coordinator who has substantial expertise and knows the networks involved. The size of the team will be decided upon, depending on the goals that will be set.

Representatives from Government and some companies and social organizations are as partners of the G1000 available for project consultation. This project consultation provides support to the project team at the organization of the G1000.

A steering committee of governors is appointed from most involved partners, in which Government, the lead party and G1000.nu participates. The playing field of the G1000 is monitored in this steering group.

All kinds of temporary "forums" are set up during the process to help guiding the process. With the exception of the Monitor/Sounding Committee, these all disappear after they have done their job. They are described in the relevant program section.

12 PLANNING

The G1000 as described above consists of a total of 6 main participant meetings and a large number of preparatory and accompanying meetings. The main G1000-meetings take place with an interval of 3 weeks. Therefore 15 weeks are needed to complete the G1000.

Invitations to the G1000 are sent 6 weeks before the Burgertop. The preparations for the campaign and the preparation of the invitation lists requires 4-6 weeks, so therefore preparation takes a total of 10-12 weeks.

Forming the coalition of the Government, social organizations and companies precedes these preparations and will normally take 3-6 months. Building the coalition can continue during the preparation period.

It is realistic to calculate 9-12 months for the total lead time for the project up to the Burgerbesluit. The project team is therefore active for approximately 1,5-2 years, guiding the implementation phase included. The project team is supported by the project organisation throughout the entire period. Continuity in staffing of the G1000, in particular the role of coordinator, is decisive for the impact a G1000 will have on policy making.

13 OVERVIEW OF MEETINGS

The following meetings are organized in succession:

1. Project team (1x per 3 weeks)
2. Periodic Project Consultation (1x per 2 months)
3. Periodic consultation of the Steering Committee partners (1 x per 4 months)
4. Coordination consultation with Councils/parliament (1x per 6 months)
5. G1000cafes with administrators, politicians, officials and employers (5-20x)
6. G1000 cafés with residents (5-20x)
7. Training sortition/invitation
8. Training Table-secretaries (3x)
9. **Burgertop**
10. Training/supervision Intermediaries/writers
11. Training Facilitators workshops
12. **Workshop meeting 1** - Kickoff
13. Training / supervision Intermediaries/writers
14. Oversight Panel participants
15. **Workshop meeting 2** - Inspirational carousel
16. Oversight Panel participants
17. **Workshop meeting 3** - Coordination
18. Training / supervision Intermediaries / writers
19. Oversight Panel participants
20. **Workshop meeting 4** - Trial presentations + feedback
21. Oversight Committee participants
22. Briefing Panels
23. **Burgerraad - Burgerbesluit**
24. Monitor / Sounding Committee and Steering Committee

14 FINANCE

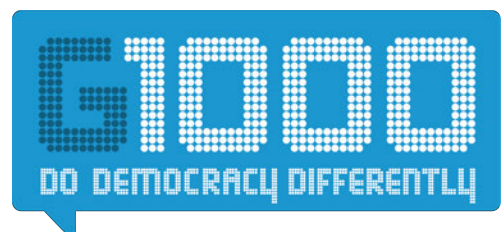
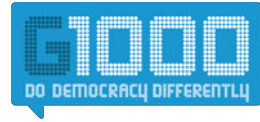
The costs of a Burgerraad G1000 strongly depend on size and complexity. For example, the budget we use for a regional G1000 as described, with 640 participants:

<i>Part</i>	<i>Expected costs</i>
• Enabling	€ 21,000
• Recruitment participants/registration	€ 22,000
• Burgertop	€ 95,000
• Burgerforum	€ 36,000
• Burgerraad	€ 40,000
• Monitor/Sounding Committee	PM
Total:	€ 214,000

All costs are excl. VAT. This budget does *not* include:

- Costs for drawing and inviting the participants – depends on method chosen/available;
- Costs for campaign and communication – depends on context;
- Rent of location – what locations are available?
- Expense allowances for participants – how high will you go?
- Possible daily allowances for participants – how high will you go?
- Use of a digital platform / network app – what do you have available?
- Project Office costs – what organization is going to host this?

This budget is based on the assumption that volunteers will be available to help prepare and supervise the meetings.



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