Manual moderation/facilitation Naples[1]

Afternoon, 19 December 2022

Moderator/facilitator: is responsible for ensuring each person who wants to speak has an opportunity, that the discussion stays focussed on the topic, and that the discussion moves from exploring an issue to coming up with ideas for solutions.

Notetaker/Rapporteur: this role is important to keep track of what has been said, and particularly useful when trying to come up with conclusions. This role can be played by one person or more, and could rotate through the discussion.

Roundtables

The core idea of the roundtables is to have all the participants work together to come up with new ideas on civic engagement and political participation in relation to the Erasmus+ programme/European mobility.

Preparation phase: all roundtables will discuss three main topics:

    1) Why civic engagement?; [14:30-15:00]

    2) Knowledge of EU democracy and its instruments; [15:00-15:15]

    3) Erasmus experience and active citizenship); [15:15-16:00/16:15-ca. 17:00]

    [resource sheet with main info for moderators]

Before starting the discussion, have participants very briefly present themselves ('**tour de table'**: name, position/job/role)

Each topic should be briefly introduced by the moderator **[introduction topics]**, which may be followed by a brief moment of participants writing down initial ideas/few sentences (5 min.). In the B/Erasmus part, there is a

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[1] Based on "Generation D-Liberation. Assembly toolkit", European Parliament/CoFE, 2021.

range of topics. The facilitator may want to select topics that seem most interesting/appealing to all.

Time should be planned around half of the time **exploring a topic** and half the time formulating **solutions/innovative ideas**

Note-takers should try to carefully identify a range of innovative ideas, solutions, propositions, best practices being expressed during the whole conversation.

No-one should be dominating the conversation.

In the second half time, when solutions, innovations are discussed, the moderator should try to **group ideas**, if possible, and towards the end, steer the group to find a minimum consensus on which **ideas are most important** (voting through "hands up").

At the end, the groups' 2/3 ideas or proposals will be selected, all proposals gathered, and be presented to the plenary.