



How to prepare Case Study materials for CIPAST Naples training workshop

The aim of the exercise is to get participants actively involved in the learning process so that they become aware of some of the difficulties of design and implementation of public participation in practice. Conceived as a problem-solving exercise, the idea is to develop tools that enable participants to work in small groups with the assistance of CIPAST members. The case leaders propose a set of tasks to be performed by participants using the support materials and create the conditions for a rich interaction on each case.

First of all, and in order to put the participants in a real-like situation, the nature of the demand that gives place to the participatory procedure should be established: where does it come from (research institution, local authority, governmental body...), and which are the limits in terms of means and time, etc. that have been fixed by them. Examples of tasks to be performed by participants may be the following:

- To reframe the issue, from the large contextualisation given in the support materials to a more specific one, including comments on the more relevant aspects
- To describe the procedure to be used and justify the choice
- To establish the role assigned to communication and the media

Other more specific tasks may be, for instance, to select and evaluate the main concerned actors and their positions or to prepare the press release announcing the participative experience (what is expected and how it will be carried on).

The support materials will serve the participants to be acquainted with the issue before the workshop, but they should also be envisioned as a base to enhance the group discussion. Therefore, participants will be given access in advance, on CIPAST website, to a folder containing the following items (Case Study Materials):

The Case Study ID Card

The Case Study ID Card is the identity card of the case, and enables a quick overview of the case possibilities for a potential user (a Napoli Workshop participant, but also a potential user of CIPAST training package such as a facilitator, someone thinking about using the exercise, or a person interested in public participation issues). It contains the following items:

1. Title
2. Short description of the case
3. Training objectives
4. Training method
5. Previous knowledge required
6. Materials
7. Resources and further reading
8. Contact



A Pack of Supporting Materials

1. A brief document (less than 10 pages) presenting:
 - The overall context: the issue at large in a general frame. Within this large context, it can be roughly underlined what is at stake
 - A general picture of the concerned actors
2. A set of annexes aiming at helping participants to prepare the case more in deep and go further: key-texts where actors express their positions, links to websites and other useful resources

A Session Guideline

The session guideline is conceived as a short presentation (a 30 minutes PowerPoint presentation, for instance) that will serve to introduce the Case Study to the session attendants, and specify the aims and the prospect of the exercise. On the one hand, the guideline describes the general context frame in which the participatory procedure takes place and defines the nature of the demand and the commander institution. On the other hand, the guideline explains the exercise implementation: the tasks to be performed, the time distribution, etc.

The exercise outline can vary according to each particular case, knowing that there will be no more than 15 participants per Case Study session and that case leaders will count on CIPAST members' assistance. However, as the lasting time of the exercise is limited to about 5 hours, the session outline should be designed according to the following frame:

9h00-9h30

Introduction to the case study exercise (guideline)

9h30-11h30

Split the participants into groups that work on the case definition (re-framing) and discuss on the choice of the participative procedure. Facilitators assist the various groups.

Choice of the specific framing and the participative procedure by the whole assembly

12h-14h

Distribution of tasks among participants. For example: one group works in the justification of the adopted approach, other prepare a draft of the participatory procedure rationale, a third is in charge of defining the media role...

Sharing of the results

14h-15h

Lunch