Planning an e-consultation

Description:	This session is to be completed in 45 minutes with about 30 people working on 18 computers. The process is summarised in the descriptions of the activities below.
Start:	April 27, 2005 03:30 AM CST
End:	May 27, 2005 03:30 AM CST

Participants:			
	Newman, David	aw@emsl.co.uk	Queen's University, Belfast
	qub, 19	alan.weatherall@web-meetings.ltd.uk	(did not participate)
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1. Input of ideas for a consultation topic.
To be run only if a suitable idea has not yet ben identified.

Ideas　　1.1. Ideas for a consultation topic.

2. How to plan an e-consultation.

Ideas　　2.1. Who should be consulted?
Transfers: idea -> "Organize the list of consultees"

Organizer　　2.2. Organize the list of consultees
Transfers: selected -> "How to get consultees involved in the consultation."

Ideas　　2.3. How to get consultees involved in the consultation.
Pending: selected -> "Rate the ideas for 'How to involve the consultees'"

Rate　　2.4. Rate the ideas for 'How to involve the consultees'
Pending: selected -> "Select technologies for each idea"

Select　　2.5. Select technologies for each idea

3. End of Session Feedback

Questions　　3.1. End of Session Feedback

Chat

Ideas for a consultation topic.

Instructions: Please enter your ideas into the box at the bottom of the screen and click on the 'Add Idea' button to the bottom right of your screen.
Your input will be anonymous.

Ideas Results
2/4 fully contributed

Who should be consulted?

Instructions: Please suggest potential consultees - for example organisations or groups of people.

Please enter your ideas into the box at the bottom of the screen and click on the 'Add Idea' button to the bottom right of your screen.
Your input will be anonymous.

Ideas Results
2/4 fully contributed

Idea
1. **Residents**
2. **Businesses**
3. **possible sponsors**
4. **Schools**
5. **local community groups**
6. **school children**
7. **local people**
8. **public**
9. **young people local schools/colleges**
10. **churches**
11. **council**
12. **planning dept**
13. **PSNI**
14. **Property developers**
15. **public**

16. **sports clubs**
17. **passing tourists**
18. **people in the pub**
19. **other communities who have done something with their community centre**
20. **churches**
21. **potential funders**
22. **every person within the local community**
23. **schools**
24. **voluntary community organisations**
25. **local development agency**
26. **advice centres**
27. **health authority**
28. **potential advertisers**
29. **parish council**
30. **potential advertisers**
31. **public bodies and the churches,**
32. **drama group**
33. **mother and toddler groups**
34. **Demolition companies**
35. **local authority**
36. **local businesses**
37. **council**
38. **political parties**
39. **sports clubs**
40. **all political groups**
41. **women's groups**
42. **residents of houses surrounding the community centre**
43. **local media**
44. **welfare organisations**
45. **craft groups**
46. **community centre users**
47. **training companies**
48. **funders**
49. **posible new mps**
50. **Explosive expert**
51. **Exorcist**
52. **Dr Evil & Mini Me**

Organize the list of consultees

Instructions: The facilitator will drag the potential consultees (transferred from the previous activity) into one of the categories on the right.

Organizer Results
2/4 fully contributed

Priority

(for transfer to next activity)

Idea
1. **Residents**
2. **school children**
3. **local community groups**
4. **potential advertisers**
5. **churches**
6. **possible sponsors**
7. **planning dept**
8. **Property developers**
9. **every person within the local community**
10. **advice centres**
11. **health authority**

Others

(no further discussion today)

DUPLICATES

Idea
1. **small businesses**
2. **Schoolchildren**
3. **young people local schools/colleges**
4. **funders**
5. **public**
6. **churches**
7. **potential funders**
8. **schools**
9. **public bodies and the churches,**
10. **Businesses**
11. **parish council**
12. **potential advertisers**
13. **local authority**
14. **sports clubs**
15. **political parties**
16. **voluntary community organisations**

Unassigned

Idea
1. **Schools**

2. **local people**
3. **public**
4. **council**
5. **PSNI**
6. **sports clubs**
7. **passing tourists**
8. **people in the pub**
9. **other communities who have done something with their community centre**
10. **local development agency**
11. **drama group**
12. **mother and toddler groups**
13. **Demolition companies**
14. **local businesses**
15. **council**
16. **all political groups**
17. **women's groups**
18. **residents of houses surrounding the community centre**
19. **local media**
20. **welfare organisations**
21. **craft groups**
22. **community centre users**
23. **training companies**
24. **posible new mps**
25. **Explosive expert**
26. **Exorcist**
27. **Dr Evil & Mini Me**

How to get consultees involved in the consultation.

Instructions:

Please enter your ideas how to get consultees involved in the consultation.
Left click on a selected consultee (the text will go bold) before entering your 'how to' suggestions.

If you enter your suggestions without selecting a consultee, your idea will go into an **Unassigned** category - just ask the facilitator to drag your input to the right place.

Ideas Results

2/4 fully contributed

Residents

Author	Idea
qub, 14	1. **Invite to 'town hall' session by leaflet;**
qub, 08	2. **local meetings**
qub, 08	3. **offer modelling techniques online**

Author	Idea
qub, 06	4. mailshot
qub, 02	5. visit each person on the electoral list
qub, 16	6. leaflet drop to residents
qub, 09	7. put posters in local shops / libraries, etc
qub, 16	8. Knock it down campaign

school children

Author	Idea
qub, 11	1. drawing what you'd like to do workshop in the school
qub, 09	2. hold workshop at school
qub, 05	3. school visits
qub, 12	4. Create online fun
qub, 15	5. invite out to look at community centre and then conduct focus groups to determine their ideas and responses regarding keeping or demolishing the centre
qub, 09	6. hold party at centre

local community groups

Author	Idea
qub, 09	1. write letters
qub, 14	2. Advert in local press
qub, 12	3. Focus groups
qub, 11	4. find where they're meeting and attend
qub, 02	5. attendthe next meeting
qub, 14	6. Proposal board with response notes in local library etc.
qub, 16	7. Send them letter tellingthem 'It's too late'

potential advertisers

Author	Idea
qub, 09	1. show how they could advertise their business through association with project

churches

Author	Idea
qub, 09	1. write letters
qub, 02	2. requeat a meeting with church leaders
qub, 16	3. meet with local church leaders
qub, 10	4. advertise in church bulletin/newsletter
qub, 11	5. ask priest (or similar) to read out notice

possible sponsors

Author	Idea
qub, 03	1. letters
qub, 12	2. invite then to visit
qub, 06	3. complete grant application

planning dept

Author	Idea
qub, 05	1. letter
qub, 06	2. sumit change of use applic

Property developers

Author	Idea
qub, 08	1. write to - hold follow up meeting
qub, 02	2. meet localestate agents for possible list

every person within the local community

Author	Idea
qub, 09	1. hold an interesting workshop on something else and tack this on the end
qub, 05	2. questionnaires
qub, 10	3. send out consultation doc. with a questionnaire
qub, 03	4. telephone calls
qub, 10	5. go round residents ask how they would like to be consulted
qub, 09	6. include item on website or in local community newsletter
qub, 05	7. focus groups
qub, 08	8. provide reuglar updating cirucler -email listserve of residents plus hard copy
qub, 10	9. avertisde by useing posters

advice centres

Author	Idea
qub, 13	1. circulate leaflet
qub, 12	2. visit them and talk to them

health authority

Author	Idea
qub, 13	1. contact officers

Unassigned

Author	Idea
qub, 06	1. newspaper add
qub, 07	2. Knock It Down campaign
qub, 03	3. posters
qub, 12	4. Hold a competition for the best new design