

Branching Out First Citizen Panel (CP): 'Stories from the present'

January 2023 - facilitation guide

Duration: ~3 hrs, 17:30-21:00, including dinner.

Objectives

Facilitation

Time	Activity	Resources/materials
17.00	Setup Table layout: five groups with 7 chairs, (max 6 participants, 1 facilitator). <u>On each table:</u> - Audio recording - Participant list, map, map legend, markers, pens, dots, dot recording sheet, tree characteristics lists, spare paper, post-its, flipchart sheets and feedback form. (hide the blue & yellow dots, map legend, tree characteristics list, and feedback form until they're needed, e.g. under the map or flipchart paper)	
17:30	Registration and buffet Facilitation notes: 1) At registration, have people sign off on the participant list 2) After registering, invite them to find their group table (as per registration sheet) and the buffet.	Catering <u>Materials:</u> Registration list of participants Name stickers

	3) Could facilitators monitor their tables, and as people arrive, invite them to do the icebreaker – or to think about what tree they would add as they go to the buffet. 4) Icebreaker – Invite people to place a green dot on the map to show the tree or treescape that matters most to them in the city. 5) If they would like to place a dot outside the map area, put it on the edge and make a note in the recording sheet (and next to the dot or on a post-it if desired) 6) Reference the dot with a number.	5 Maps set up on the group tables, green dots, recording sheet for map dots, pens
18:00	Welcome and intro (plenary): - Aim of the evening - Overview of evening - Introduce team - Introduce Branching Out (2 slides with objectives and project process)	Slides
18:10 (30 min)	Panel storytelling (break outs) Invite everyone on the table to introduce themselves and share a (short) story about a tree or treescape that matters to them, and why and how it matters – 3/4min each. For example, a meaningful interaction with trees in the city, or if none in the city, elsewhere, or invite to talk about lack of interaction. Facilitation notes: 1) Quick round of introduction – names and (optional) point out the green dot you added in the icebreaker (if applicable)	<u>Materials:</u> Slide with activity instruction Recording device Maps Markers Dot stickers Recording sheet from the icebreaker Extra paper Pens

	2) Then structured go around telling their stories. The stories might be about the dot they added already, or a different tree or treescape. New green dots can be added to the map – or off the map. Remember to number the dot and add it to the recording sheet, where there is a small space for notes, or add more on post-its or extra paper if wanted. Mention the number of the dot out loud so it is in the audio recording. 3) Indicate that people can also express a story about the lack of connection or interaction. And that stories about trees, lack of trees, connection, or lack of connection, etc, can all be positive or negative, or mixed. 4) Follow-on prompt (only if necessary): how did this experience make you feel?	List of participants, showing groups <u>Before you start:</u> Recording device on
18:40 (15 min)	How we/you interact with trees (plenary) Present results from questionnaire	Slides
19:00 (15 min)	Performance of stories (plenary) Pat Ryan, e.g. 3 stories from the past From the Treescapes Conference: https://www.youtube.com/watch?v=ksexVrBlncE&t=5862s 'The Three Ladies' is at 0:11:00 – 0:18:20 (7min) 'The Wishing Tree' is at 4:15:00 – 4:19:47 (4.5min)	
19:15 (10 min)	Movement break Let's get up and get the blood moving with a (hopefully) fun, tree-related game. Think about the tree(scape)s from your story – what is it about them that catches your attention? - Which do you prefer: Apple or Oak?	<u>Materials:</u> Slides with Axis labels.

	- Which do you prefer? Trees that lose their leaves or needles, or keep them over winter? - Where is the tree(scape) from your story? Axis from Single trees to forests - Now, more adventurous - not an axis this time. Let's spread out and make the shape of a tree you know well.	
19:25 (10m)	Comfort break / bring tea/coffee back to table	
19:35 (45 min)	Discussion: Reflections, characteristics and access (breakout groups) Rest of the evening is for you to reflect on what has been shared: i) what did you take from the stories told by everyone here, and the pre-workshop survey? ii) Then, digging a bit into the stories, what is it about trees(capes) that matters to you? iii) And finally, to what extent can you interact with trees as you would like, or not? General facilitation notes: 1) Spend about 15min on each of the following discussions 2) Indicate that people are welcome to also state negative feelings about anything that has been said – all viewpoints are equally and respectfully welcomed. 3) Can annotate the maps as things are raised in the discussion, where relevant. Use green dots for trees(capes) that are matter, blue dots for positive points about characteristics or access and yellow dots for negative points about characteristics or access. ***	<u>Materials:</u> Flipchart or the presented results to annotate and take notes. Printed table of tree characteristics Flipchart for opportunities and barriers to access value. Map and legend Markers, pens Dot stickers <u>Before starting:</u> Recording device on

Discussion i) Reflect on the storytelling and the pre-questionnaire - what did you take away from the stories?

- What are the ways that trees matter that came through in the stories told today?
- Do the ways in which others express that trees matter match your experience/expectations? (Facilitator can prompt for any of the life frames that don't get mentioned)
- Is there anything else important about trees you would like to add?

Facilitation notes:

- 1) Go round: was there anything that stood out for you in what we heard? Perhaps something new or surprising, or that grabbed your attention?
- 2) What don't we have yet? (Prompt for any life frames that don't get a mention)
- 3) Finally, is there anything else important you would like to add that didn't come up in the stories or survey?

Discussion ii) What characteristics of trees(capes) are important for you?

What is it about a tree or treescape that makes it matter to you?

What is most relevant to you? (in a good or bad way)

Facilitation notes:

- 7) Hand participants prompt table of tree characteristics. Ask participants to read through and identify which 5 items stand out to them as being particularly important to why and how much they value trees.
- 8) Do a structured go around inviting everyone to talk about one or two of the characteristics that are important to them and why

	9) Are there any 'marmite' characteristics that different people really like or don't like? *** iii) Accessing your tree(scape)s What supports or prevents you to interact with trees in the ways that you would like to? Facilitation notes: 1) Structured go around, invite everyone to comment on the two questions 2) If there is a location element to their comments, add them to the map with blue dots for positive aspects and yellow dots for negative aspects	
20:20 (15 min)	Summarise, and find 3-4 points to bring to plenary Look back over the three discussion sections and agree on 3-4 things from the discussion overall you would like to share back to the others, for the facilitator to feedback. 1) The three points could be, but not necessarily, e.g. i) a characteristic that is particularly important, ii) an opportunities or barriers that you would like to highlight; and ii) something exciting you or the group learnt or that stood out for you in the discussion.	<u>Materials:</u> Flipchart for summarising 3-4 points Map+legend Markers Dot stickers Sticky notes if need to explain a particular dot <u>Before you start:</u> Recording device on

20:35 (15 min)	Plenary feedback The facilitator from each group share 3-4 things from the discussion overall you would like to share back to the others.	
20:50	Plenary wrap up Thank you! Next steps 5m post-workshop/feedback survey on paper, complete before leaving. Mention code for car parking barrier to let them out.	