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Preparation of the citizens' dialogues and panels



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# Framework contract: division of labour between service provider and organizer

Collection of Materials on “Random Selection and Invitation” – Document 7

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# Framework

concerning the recruitment and support of citizens for the  
Citizens' Dialogue with a high ranking politician

## Introduction

The following draft proposal concerns the recruitment of xx citizens for a Citizens' Dialogue in a *capital city*.

## The event at glance

- The event will take place at *the address of the venue*
- Dates: **tbd – 2 full days, arrival 1 day in advance**
- Participants should travel to the capital city as follows:
  - o Participants will have to be at the hotel / **external event venue** (tbd) by *hh:mm* h the evening before the event
  - o Citizens should be able to leave after the event on *Month Day, hh:mm h* without an extra night's stay (in individual cases an additional night is possible)

## Division of labour between the service provider (SP) and the organizer (O)

- Tasks to be performed by SP:
  - o The random selection of citizens (Quotation: Recruitment)
  - o Communication with participants – helping them coordinate their travel so they get to the capital city, + any other relevant matters (Quotation: Set-up & Management)
  - o Communication of participant data to O via an agreed spread sheet, including the bank account (Quotation: Additional Costs)
- Tasks to be performed by the O:
  - o Provision of the 3 key documents and information for participants:
    - Invitation letter
    - Online [will the registration form be online or offline or both?] Registration form
    - Information sheet

Provide 4 additional key documents for recruitment

- Spread sheet template for listing of participants
- Recruitment Guideline for the recruiters
- Contact person at O
- Registration sheet (incl. Announcement of *intelligence agency* screening & bank info)

## Sampling of participants

### Participant distribution

- Overall there will be xxx citizens present at the event on xxx
  - o The max. number of participants is xxx
  - o Participants will come from all Bundesländer, min. x from each
  - o Participants should be equally distributed between rural/small-town and urban areas [not decided yet]
  - o Selection should be based on a random sample via random dialling. [wording in English: Random selection is a multi-stage selection process where 40,000 landline numbers and 7,500 mobile numbers are randomly selected from telephone directories and a further 40,000 landline numbers and 7,500 mobile numbers are randomly generated by computer. This means that a computer creates random numbers using existing area codes. On account of its size, this total sample (95,000 telephone numbers) offers a good representation of the total country's population. The 95,000 telephone numbers compiled in this way are then randomly called. All potential participants are then informed about the dialogue forum in detail during the call.
  - o Participants should not know one another. The sample should be as diverse as possible, and approach the following criteria:
    - Gender balance (ideally 32/32), 3<sup>rd</sup> Gender if possible
    - Balanced age distribution approaching the following ideal:
      - 18-25 (25%)
      - 25-40 (30%)
      - 40-65 (25 %)
      - 65+ (20 %)
    - Socio-economic balance
      - No school-leaving qualification (33%).
      - Secondary school certificate/apprenticeship (33%).
      - A Levels/college or university degree (33%).
      - All citizens should state their actual current occupation in their registration form.

## Accommodation, travel, incentives and lump sums

- xx hotel rooms have already been reserved by the O within walking distance of the venue [tbd]
  - o Extra rooms will only be reserved if participants cannot travel back on the day of the event
- Three items will be payable to citizens:
  - o A lump-sum participation allowance covering participation and the efforts participants had to make to come to the capital city → xxx €
  - o A lump sum meal allowance → xx €
  - o Travel expenses according to the respective costs of each participant.

## Handling of expenses

- All three allowances described above will be paid after the event by the O directly to the bank account of the participants
  - o Therefore O needs the bank details of each participant
  - o Each participant will receive a document for reimbursement and transfer for the incentive in advance, which can be filled in beforehand and brought to the event
  - o So it is possible to hand in the reimbursement form at or after the event (sending it by post)

## Handling of personal data of participants

- We will use the previous data protection form [Collection of materials No 6] with some minor adjustments to the event
  - o This should be a sufficient basis to retain and communicate the necessary personal information for:
    - Hotel bookings
    - Flight booking
    - Registration at *the venue*
    - Bank details

## Roadmap

tbd