

# Citizens' Assembly on Climate Change Observer Guidelines

## Who can attend as an observer?

Members of the Scrutiny Panel and/or their delegate may be present at each session of the Citizens' Assembly as observers. As observers, they will not contribute to the discussions, nor will they disclose the identity of participants to others.

A representative of the Greffe's office may also be present to observe the proceedings to produce minutes and a detailed write up of the Assembly recommendations. Alternatively, audio recordings of the plenary sessions will be made for the sole purpose of being shared with the Greffe for the completion of minutes. These recordings will be deleted once the minutes are completed.

## Who else will attend sessions apart from the participants?

The Chair Convenor, facilitation team and speakers will attend the Citizens' Assembly sessions and have defined roles within proceedings.

In addition, at least one member of the Sustainability and Foresight team will be present for each Citizens' Assembly session. Unless they are called upon to answer a question or to record a question to be followed up on between sessions, they will follow the Observer guidelines.

## Observer Guidelines

- All sessions will take place on Zoom – it is recommended that you test access to Zoom on your device ahead of the session. For observers the functionality provided on the mobile or tablet version of Zoom should be sufficient.
- Please join the assembly meeting 10 minutes before it is scheduled to begin.
- Please set your screen name to OBSERVER - [name, organisation (if relevant)]
- Please introduce yourself at the start of the call when invited to do so by the Lead Facilitators. Please then leave your camera off once the assembly is in session and keep your microphone on mute.
- Please do not speak when the assembly is in session.
- Only Scrutiny Panel observers will be present in the small group discussions, other observers will not be permitted.
- When the small group discussions are underway, you may stay on the call and the Lead Facilitators can let you know when groups will return to the main plenary session.
- Please do not share publicly any of the information or content of discussions you hear during the Assembly sessions you observe.
- Observers are not permitted to approach or contact any member of the Citizens' Assembly. Any observer who attempts to do so, or to otherwise influence a members' views on the topic, will be excluded from further attendance at Citizens' Assembly meetings.
- Citizens' Assembly members are participating anonymously. Observers must agree to respect this anonymity and treat any personal details of members in the strictest confidence. Please do not take photographs or share any information that may make an assembly member identifiable.
- Failure to observe these procedures will result in immediate removal from all Citizens' Assembly proceedings.