



Culture Programme



European Heritage Days
Journées européennes
du patrimoine



COUNCIL OF EUROPE
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EUROPEAN HERITAGE DAYS
A joint action of the Council of Europe and the European Union
and in cooperation with the Turkish Ministry of Culture and Tourism

THIRD EUROPEAN HERITAGE FORUM

Cultural Heritage, Participation, Prosperity
*Contribution to cohesion and prosperity in today's societies through
sustainable use of heritage resources*

Istanbul, (Turkey), 1- 3 October 2010

Round Table Guidelines



**Ministry of Culture
and Tourism, Turkey**



Aim of the Round Table Discussions

1. Allow participants to fully understand and appreciate the input by the speakers
2. Enable participants to bring in their ideas and thoughts on the subject
3. Create ownership of a Europe wide push to use heritage as a tool to support social inclusion and lower poverty.

Discussion Principles

The Round Table Discussions are highly participative, involving the ideas and thoughts of the participants. Participants are experts in the area of heritage. Therefore, it is essential for the discussion to be sufficiently deep and relevant for specialists. In order to reach this depth of discussion, one of the speakers will be hosting each table and will provide a brief initial impulse (ideally in the form of an open question to get the discussion rolling) and keep an eye on the quality and depth of the discussion. It is, nevertheless, important that the speaker does not dominate the discussion or that the discussion turns into a ping-pong question and answer lecture.

As there are 20 people at each Round Table, not every voice will necessarily be heard, but facilitators should aim at at least 50 % participation. There may be some participants at tables who need language assistance (consecutive), although participants will be aware that the discussions will be held in English. The rules for discussion will be presented at the beginning by both lead facilitator and table facilitators. These are:

- We would like as many voices to be heard as possible. Please therefore keep your contributions brief and signal your request to speak by raising your hand. The table facilitator will try and allow as many contributions as possible, but may also decide to include participants whose voices have not yet been heard before allowing others to take the floor.
- We will focus on our subtopic at the table and not stray away into other areas of discussion.
- Our working language at the round tables is English. If you have language difficulties, we will try and consecutively interpret the discussion that is taking place in English for you.
- We are committed to capturing the results of the discussion to be summarised afterwards by the moderators and will be writing up as much as possible as it is said.
- We have an hour to discuss and will keep to time.

All results must be visualised as quickly as possible, in order for the editorial team surrounding the Moderators to capture the overall themes and synthesise them for plenary. Participants will have shown their interest for particular subtopics for each round table when they register. There will therefore be some tables working simultaneously on the different subtopics (depending on participants' interests). It will be particularly exciting to establish areas of agreement and disagreement/contradiction between the results of these tables: the job of the editorial team and Moderators!

Procedure and Flow

When	What/How	Why
00.00	<p>Welcome and repetition of discussion aims, rules and procedure with particular reference to the subtopic (which is visualized). Introduce speaker.</p> <p><i>Table facilitator</i></p>	<p>Focus participants' attention</p> <p>Get everyone on board</p>
00.03	<p>Overview of participants: Participants are given a selection of possible answers and asked to raise their hands to show</p> <ul style="list-style-type: none"> • their professional background (sector) • their geographical background <p><i>Table facilitator</i></p>	<p>Provide an overview of the set up of the group (everyone knows whom they're dealing with)</p> <p>Get people active (preparation for the discussion)</p>
00.06	<p>Open question (i.e. "What I'd like this discussion to focus on is a question I've been pondering over for years now. How can we [question clearly related to the subtopic]...")</p> <p><i>Speaker</i></p>	<p>Get the ball of the discussion rolling</p>
00.09	<p>Discussion: participants are given the floor to make brief contributions in response to the open question. Table facilitator ensures as many voices as possible are heard and offers brief summaries (verbally and visualized on the flipchart). Speaker stands back and allows the discussion to move without him/her.</p>	<p>Experience, understand and use the diversity of thoughts and opinions contained at the table in a focused discussion. Ensure all results are recorded (in summary).</p>
00.30	<p>Brief summary of main discussion points until now</p> <p><i>Table facilitator</i></p>	<p>Concentrate on areas of agreement and disagreement.</p> <p>Provide participants and speaker with points to focus on.</p>

When	What/How	Why
00.33	<p>Comment on the discussion:</p> <ul style="list-style-type: none"> • Acknowledgement of the value of the discussion thus far • Own opinion on how the open question could/should be answered • Other open/closed questions for further discussion – particularly with regard to what should be done (by whom) <p><i>Speaker</i></p>	<p>Slow down the discussion.</p> <p>Set priorities for the ensuing discussion.</p> <p>Close any gaps in knowledge and/or provide a suggestion to reconcile different opinions.</p>
00.38	<p>Resumption of the discussion. Speaker is more involved and can also use the opportunity to answer questions from participants (as a resource person). Table facilitator invites participants and speaker to take the floor and visualizes the main aspects of the discussion.</p>	<p>Closing gaps.</p> <p>Providing expert factual knowledge if necessary.</p> <p>Providing best practice.</p>
00.55	<p>Summary of 2-3 main results of the discussion</p> <p><i>Table facilitator</i></p>	<p>Main content areas from the discussion are clear for all (particularly areas of agreement and disagreement). In the context of the subtopic!</p>
00.58	<p>Closing words</p> <p><i>Speaker</i></p>	<p>Go back to the original open question and provide a very brief personal and expert reflection of the discussion.</p>
01.00	<p>End</p>	