


S4D4C Training Material for Workshops on Science Diplomacy

Panel Discussion "Diplomacy meets Science / Science meets Diplomacy"

<p>Background</p>	<p>This training material is an output of the project S4D4C – Using science for/in diplomacy for addressing global challenges (www.s4d4c.eu). S4D4C has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 770342.</p> <p>The project S4D4C selected and developed training materials (presentations, methods, exercises, games, etc.) for trainings on Science Diplomacy for different target groups (mainly diplomats, scientists and science diplomats). These materials are open source under creative commons licences (see below for the applicable license).</p>
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Short description	<p>As a starting point for training activities (also suitable for workshops and conferences), we recommend a panel discussion with key actors dedicated on the topic "Diplomacy meets Science / Science meets Diplomacy". The aim of this session is to talk with experienced science diplomats about key questions like what do they understand as Science Diplomacy, who does it and how is it done.</p> <p>The most important parts to implement a panel discussion in a training setting are (1) the selection of panellists and (2) the selection of adequate questions to them.</p> <p>We suggest selecting four panellists (ideally balanced in gender and age) covering different approaches to the field. The panellists could be representatives from ministries, embassies as well as funding agencies dealing with international RTD cooperation. The panel discussion starts with a general introduction of the panellists based on their experience in doing Science Diplomacy. Furthermore, they should explore current dynamics and trends in the field.</p> <p>It is important to allocate enough time for "Questions and Answers" so that the trainees can get actively involved and interact with people who already work in a field they aspire to learn more about.</p>
Learning objectives	<p>The aim of the panel discussion is to learn more about personal experiences as well as new dynamics and trends in Science Diplomacy. The discussion should be opened for the audience.</p>
Material type	<p><input type="checkbox"/> presentation <input checked="" type="checkbox"/> method <input type="checkbox"/> simulation game <input type="checkbox"/> exercise <input checked="" type="checkbox"/> other: discussion.</p>
Overall content category (if adequate and applicable)	<p><input checked="" type="checkbox"/> What is Science Diplomacy? <input checked="" type="checkbox"/> Who are the Science Diplomacy stakeholders? <input type="checkbox"/> How does the European Union practice Science Diplomacy? <input checked="" type="checkbox"/> Which thematic and regional approaches of Science Diplomacy do exist? <input checked="" type="checkbox"/> What set of skills do I need to be a good science diplomat? <input checked="" type="checkbox"/> Which are good examples where Science Diplomacy has proven to be successful?</p>
Target groups (1)	<p><input type="checkbox"/> Mainly for scientists <input type="checkbox"/> Mainly for diplomats <input checked="" type="checkbox"/> For any of the groups</p>
Target groups (2)	<p><input checked="" type="checkbox"/> Mainly for beginners in Science Diplomacy <input checked="" type="checkbox"/> Mainly for trainees with basic understanding of Science Diplomacy <input type="checkbox"/> Mainly for advanced science diplomats <input type="checkbox"/> For any of the groups</p>
Group size	<p><input type="checkbox"/> For individual learners <input checked="" type="checkbox"/> For small groups (up to 20) <input checked="" type="checkbox"/> For large groups (between 20 and 100)</p>

	<input type="checkbox"/> For any group size
Duration/ Structure	<p>Preparation: Reserve enough time for the preparation of the panel discussion. Start at least two months before the event to contact potential speakers. Ideally arrange individual meetings (or calls) with them in the weeks before the event. Send them a briefing document in the week before the event.</p> <p>Implementation: The panel discussion takes app. 1½ hour and could be structured in 5 blocks (see below).</p> <p>Follow-up: Send conclusions of the panel discussion to the trainees, together with other presentations, group picture, etc. as soon as possible after the event.</p>
Level of interactivity	<input type="checkbox"/> high <input checked="" type="checkbox"/> medium <input type="checkbox"/> low
Preparation and material needed	<p>You should know your panellists and talk to them in advance:</p> <ul style="list-style-type: none"> - Learn more about their background and CV. - If possible, elaborate together with each panellist which topics are the most relevant for her/him. - In a personal talk you should also introduce briefly the other panellists and ask if special materials or papers should be disseminated among the participants in advance. <p>You should prepare your script in advance:</p> <ul style="list-style-type: none"> - Based on the suggested blocks you should define individual questions for each panellist. - You have to inform them in advance and to give them enough time to prepare themselves. <p>You should ensure a friendly atmosphere and functionality of all technical issues:</p> <p>Please check if everybody has something to drink, if all microphones work and nameplates are available etc.</p>
Recommended use case and guidance for the trainer	<p>This training material could be used as a first step for planning a panel discussion on Science Diplomacy. The panel discussion is recommended in case that you have enough panellists (at least 2; not more than 6) and you would like to show the diversity of the topics based on concrete examples.</p> <p>The panel discussion within the training workshops should be foreseen as a part of the agenda, especially if you have more than one day for the training activity.</p> <p>Please note that for the successful panel discussion you have to coordinate and prepare several steps in advance. Otherwise, you risk having a chaotic discussion without any learning outcome.</p>

Further resources and links	Please check the recommendations how to prepare a panel discussion at https://www.quickbase.com/blog/how-to-organize-a-panel-discussion
Evaluation and assessment	<p>You could evaluate the panel discussion with a survey (through a questionnaire) as part of the general evaluation of the training workshop. Possible questions (in dependence of the topics of the panel discussion) could be:</p> <ul style="list-style-type: none"> - Did you learn how embassies/funding agencies/ministries work? 1 = not at all, 2 = a little, 3 = average, 4 = a lot, 5 = to a very large extent - To what extent did you learn what are the new trends in Science Diplomacy? 1 = not at all, 2 = a little, 3 = average, 4 = a lot, 5 = to a very large extent - How much do you know now about best practices in the field of Science Diplomacy? 1 = nothing, 2 = a little, 3 = average, 4 = a lot, 5 = very much

Outline

1 Preparation

1.1 Selection of participants

- Invite at least two panellists, not more than six. We recommend four panellists covering different aspects of Science Diplomacy.
- Depending on your budget, you might be limited to people who are already in your city. Thus, panel discussions are easier to be organised in capital cities (yet we confirm that we have been quite successful also to invite diplomats to "secondary cities").
- Analyse the stakeholder community around your training location and try to cover the following roles for your panel:
 - Diplomat, representative of the foreign ministry covering science, technology, innovation (e.g. we invited ambassadors and S&T attachés)
 - Representative of a science ministry or agency working on international relations, international science promotion or joint programming or funding (e.g. we invited an employee of a funding agency working on EU-Russia cooperation)

- Scientist who is active in areas with frequent contact to international relations (e.g. in the area of infectious diseases, climate change, water diplomacy, cyber diplomacy, etc.)
- Employee of a supranational organisation working on issues in the area of international science, technology, innovation (e.g. we invited a representative of the World Health Organisation)
- You might want to spread the selection and focus of your invitees according to several other criteria:
 - Thematic: e.g. as mentioned above, you could focus on stakeholders working in the field of health or climate change or similar, or you might want to make sure to cover different aspects to show the diversity of the field
 - Geographic: you might want to spread the geographical outreach of your invitees, for instance by covering bilateral cooperation (e.g. we invited persons promoting French science in Austria) or multilateral cooperation issues (e.g. the above mentioned EU-Russia cooperation)

1.2 Preparation of discussion

- We have made good experiences with the following approach:
 - Ask your panellists to send you short CVs or prepare short biographies yourself based on an online search.
 - Invite the panellists for a joint lunch to discuss their connection with the topic, background and to familiarise them with the training objectives.
 - Brief the moderator extensively on the panellists or moderate the session yourself.
 - Prepare a briefing document for the panellists which you share with them at least one week before the event.
 - Prepare moderation cards with the most important information and questions.

1.3 Preparation of logistics

- Make sure that your panel can be seen and heard by all participants in the audience. Make sure that there are microphones (depending on the room and group size). Panellists should have water available as well as the possibility to take notes (pen and paper).

- The moderator should have a watch to time the discussion (it is very important to allow enough time for the audience to ask questions, more important than asking all prepared questions).

2 Implementation

2.1 Introduction

The moderator should not forget to introduce himself/herself. Please make a short intro with the aim to set the scene and to present the topics of the discussion.

2.2 Personal experiences

Then, the moderator may start with introducing the panellists (prepare two-three sentences to mention the name, position and organisation, maybe including some interesting aspect in relation to their background) and then ask each introduced panellist one question that allows them to introduce themselves and some key experiences (15 min, each panellist will have about 3-4 min), e.g.:

- Could you describe the career steps during which you think you have developed to be a "science diplomat"?
- When have you felt to be in this role?
- In which of your functions did you use Science Diplomacy so far?
- How did you deal with the complex topics that you were confronted with?

2.3 New dynamics and trends in Science Diplomacy

This is the core part of the panel discussion: You could ask questions around the current situation in the panellists' specific field and the best guess about the future – what will be the main challenges? (30 min)

The questions will be posed in general for the panellists to answer; ideally, a discussion among the panellists around this main subject of the discussion evolves:

- Which current trends do you see in the area of Science Diplomacy in general?
- To your estimation, which stakeholders are currently gaining or losing importance?
- Based on the different tools that your country uses, do you observe any changes due to the shifting geopolitical situation?

2.4 Open Q&A

Please open the discussion for questions from the participants and back-up questions (30 min).

The moderator might consider taking the first question from a female participant (good practice, as often male speakers dominate in Q&A sessions and there is evidence that this changes if the first question is asked by a woman).

It can make sense to have a few back-up questions prepared, just to feel comfortable in case the audience does not immediately start asking questions.

A backup question could for example revolve around the career paths for aspiring science diplomats or skills needed.

2.5 Concluding recommendations

Please close the discussion with a final question to the panellists about their insights regarding how one country/the EU or the world (it depends on the focus of your training activity) can build up a Science Diplomacy strategy, e.g. personal suggestion for next steps (10 min, ideally 2-3 min per answer / small discussion).

2.6 Concluding remark and thanks

2-3 min for the moderator to sum up.

3 Follow-up

We recommend to share with the trainees a short summary of the panel discussion after the event, which can be included in an email where you share the presentations, training materials and the evaluation questionnaire.

From our panel discussions we could, for example, conclude that building trust and breaking silos is important. Science can drive diplomacy and vice-versa. The world is interlinked and demands solidarity of both stakeholder groups. Networks can be strengthened through cooperation in the context of global challenges. It is important to learn each other's languages and priorities and to respect the respective codes, scientific integrity and the creation of win-win situations.

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