

Facilitation Tool: Facilitated Panel Discussion on Monitoring of Indicators & Metrics

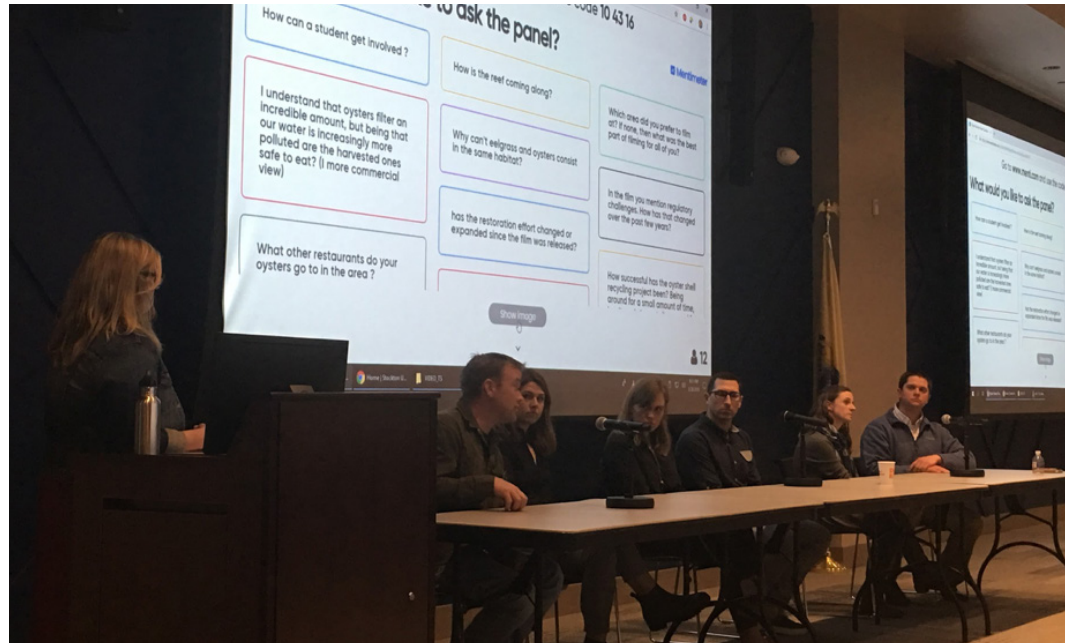


Photo credit: Lisa Auermuller, Jacques Cousteau National Estuarine Research Reserve

Purpose Panel of Discussion

The purpose of a panel discussion is for the audience to hear about a topic from the perspective of a number of different people/agencies/organizations through short presentations and/or a facilitated discussion.

Target Audience

All audiences

When to Use

- A panel discussion can be used at any point in the adaptation process when trying to convey information from a number of different speakers to an audience.
- A panel can work effectively when presenting different topics like lessons learned, adaptation method selection, adaptation successes and challenges, and adaptation perspectives from different speakers.
- A panel discussion can also be used to help inform the definition of “adaptation success” by illuminating the similarities and differences in what is perceived as “success” by different stakeholders in the adaptation process.
- Adaptation issues that can be effectively discussed using the panel format include
 - desirable aspects of “good” decision-making,
 - adaptation actions others have used to deal with certain challenges,
 - exploration of adaptive capacities needed by different actors involved in the adaptation process,
 - sharing of pros and cons of different approaches to monitoring indicators and metrics,
 - identification of and ways to overcome barriers, and
 - desirable adaptation outcomes.



This facilitation tool was created to serve as a reference for individuals interested in indicators and metrics to help communities define and track progress on their climate adaptation goals. Additional background and resources are available on the website: www.ResilienceMetrics.org. This website was developed in partnership with the National Estuarine Research Reserve System with funding from NOAA.



Directions

➤ **Materials Needed**

- Chairs for all panelists
- Table for panelists (optional)
- Chair or podium for panel facilitator
- Microphones for facilitator and panelists
- Presentation AV (optional)
- Screen (optional)
- Index cards or system to receive questions from the audience (optional)
- Guiding questions for panelists

➤ **Step-by-step delivery of exercise**

- Select panel members well in advance of the event, representing different perspectives/approaches to a topic. Consult with colleagues on who they know has relevant perspectives and expertise. Ensure that you include a diversity of perspectives, genders, expertise etc.
- Identify a panel facilitator who knows the issue well enough to lead a dialogue and help facilitate exchanges between the audience and the panel members. Facilitators should themselves be well respected and not favor just one perspective represented on the panel.
- A pre-workshop call with the facilitator and the panel may be helpful to ensure everyone understands the facilitation plan and has the same expectations. Panel questions may be reviewed and refined at this time as well.
- During the panel each panelist may be asked to formally or informally present something, or have no presentation at all and just participate in the facilitated discussion.
- It is the responsibility of the facilitator to keep track of time, hold panelists to agreed presentation times, and make sure there is adequate time for participation from the floor.
- The facilitator will moderate the questions from the audience to the panel. This process can happen in many ways from very low tech to high tech.

➤ **Things to consider for event planners and the facilitator**

- Do you want panelists to give a formal or informal presentation before discussion, or no presentation at all?
- How do you want to split the time between presentation and discussion?
- How many questions do you want to have “pre-canned” versus questions you want to facilitate from the audience?
- How will you ensure equal speaking time for all panelists?



Example Use and Outcomes

A Panel Discussion was used in the following way at the Successful Adaptation Indicators and Metrics workshop at the Jacques Cousteau National Estuarine Research Reserve (JCNERR) New Jersey:

Panel Title: Learning from Ongoing Resilience-Building and Monitoring Efforts Panel

Type of panel discussion: Informal panel contributions (3 panelists, ca. 7-8 min/panelist)

Panelists and their foci:

- Pat Griggs & Jim Watt: Learning from Community Rating System (CRS) and tracking hazard mitigation efforts
- Lisa Auermuller: Learning from Jacques Cousteau's resilience building efforts
- James Arnott: Learning from adaptation M&E efforts

Q&A following panel inputs: Facilitated discussion between audience and panelists

- Needed to be strict with keeping time on introductory presentations
- Preparation with panelists ensured that main points and examples kept "resilience building" tangible

Panel and discussion facilitator: Susi Moser

Time allowed for panel discussion: 1 hour total

Intended outcomes

- Participants learn about different resilience building and monitoring platforms/ approaches.
- Participants understand the pros and cons of each (more or less formal) approach to building and monitoring resilience.

Insights Gained from Panel Discussion

- Numerous ways already exist in NJ to build and monitor resilience/adaptation progress.
- All existing monitoring approaches/tools are voluntary.
- Some have a built in "auditing" system already and result in trackable activities and a "score".
- Hands on technical assistance in working through these processes are often needed to accomplish the task.
- Incentivizing the program for resilience/adaptation monitoring leads to greater and longer-term acceptance and dedication to the process.

Other Resources/ References

- <https://www.toastmasters.org/Magazine/Articles/How-to-Moderate-a-Panel-Discussion>
- <https://www.definiscommunications.com/moderate-with-moderation-10-steps-to-running-a-successful-panel-discussion>