



FRP meeting 2014

THE FLOOR IS YOURS

Guidelines

What ideas and promising practices can you share, from civil society involvement in making fundamental rights a reality?

If you have an inquiry, an idea, a role model or a promising practice that you would like to share and discuss with other participants, please sign up for your own 'Floor is yours' session during the 7th Fundamental Rights Platform meeting.

'The Floor is yours' is an open space for you, as a participant at the Fundamental Rights Platform (FRP), to share ideas and promising practices, and to ask questions that are important to you and discuss them with colleagues from across the EU.

The aim of this session is to develop a 'catalogue of ideas and existing practices', presenting how civil society is, or could/should be, involved in making fundamental rights a reality. In this sense, this session also allows for cross-fertilisation of ideas between different civil society organisations and with other meeting participants.

Participation

Any FRP participant can sign up to host a session. This session really IS YOURS! FRP organisations are entirely responsible for the workshop's content. The quality of the discussions depends on the preparation, engagement and responsibility of the host and of each participant.

In order to ensure that session outcomes can feed into the overall meeting report, it is important that key messages are noted down, and reported back to FRA. A template to this effect will be made available to session hosts.

The time slot allocated to the Floor is Yours is Friday 11 April from 10.00 to 13.30.

If you are interested in hosting a session, please complete the registration form below and send it to frp@fra.europa.eu by **14 March 2014**. Please note: registrations sent after the deadline **cannot** be accepted.

The FRA will allocate time slots for the sessions in order to ensure thematic variety. Should several organisations propose hosting a session on a similar topic, FRA will encourage them to host the session jointly.

Preliminary agenda

Taking into account feedback from previous meetings, this year 'The floor is yours' sessions will be fewer, but slightly longer – we have envisaged 3 rounds of 6 sessions each, ie. 18 different sessions, each lasting 60 minutes.

DAY 2	Plenary (EN/FR)	Room 1	Room 2	Room 3	Room 4	Room 5
10.00-11.00						
11.00-11.30	COFFEE BREAK					
11.30-12.30						
12.40-13.40						
13.30-14.30	LUNCH					

Note: a 10-minute break is foreseen between the 2nd and 3rd rounds to allow time for change of rooms.

Although the debates should be as free and open as possible, there are a few rules that all hosts and participants must follow.

Rules for hosts:

- **Sign up as a host:** Please send to the FRA a proposal for your session, briefly presenting your main idea (or question of inquiry) and how you plan to go about the session. (Please see the registration form below.) Your text will be placed on the FRA website in order to help participants choose their sessions.

Please note: In principle, slots will be allocated on a first come first serve basis. However, the FRA reserves the right to reject sessions which are not related to the purpose of this session, or do not appear sufficiently prepared or thought through. Organisations who have never hosted a session at an FRP meeting before may be given priority.

- **Content:** The aim of these sessions is to share and discuss ideas and promising practices of how civil society is, or can/should be involved in making fundamental rights a reality for everyone. (For example how your organisation is involved in recording hate crime, or your type of cooperation with authorities, or the way in which you support victims, etc.) The sessions can also be used to ask questions related to the topic of what the contribution of civil society can be, that you would like to discuss with likeminded people.

Your session should not focus on promoting your organisation – rather, it should provide useful content for the final meeting report, which will be shared widely with policy-makers.

- **Build partnerships:** In order to facilitate dialogue and cooperation, joint sessions hosted by two or more organisations are particularly welcome. Together with other FRP participants, you could, for example, explore cross-cutting themes or examine the same issue from different angles.
- **It's up to you:** It is entirely up to you how you structure the 50 minutes of your session – you can screen a short film, share some practical examples from your work or put some questions up for debate. It is important, however, as past

experience of successful workshops has shown, that you leave enough time for audience questions and further discussion. We therefore encourage you to keep your initial introduction to no more than 15 minutes.

- **Short report from the workshop:** As host you will be responsible for summarising the discussions and reporting results and further steps. Every host will be requested to prepare a short summary of their session, based on a template that will be provided ahead of time by FRA. You can decide to draft this report yourself, or you may ask the audience for volunteers. Your report will become part of the overall meeting report.
- **This is a commitment!** By signing up to host a session, you commit yourself to delivering a well-prepared session and a good reporting template. Please keep in mind that FRP participants will evaluate your session in the final evaluation sheet. Use your time well!
- **Your perfect audience:** Participants will be free to choose the sessions they would like to attend. This is your chance to discuss your topic with an interested audience. Seize the opportunity to explore the issues from many angles – **don't** make this a monologue, but use the chance for a fruitful debate!

Rules for participants:

- **The choice is yours:** Participants may choose their sessions freely. Unlike in previous years, there will be no prior registration – you will be able to decide on the spot. Please bear in mind that the rooms have limited capacity (approximately 20-30 seats) – however, if more people want to attend a particular session, there is standing room as well.
- **The “law of two feet” applies:** If you feel you do not profit from a session or cannot contribute, or you want to listen in to a different session at the same time, feel free to change rooms even during the discussions.
- **Foster constructive dialogue:** Some presenters or participants may express views that differ from yours. You are welcome to disagree and raise your points, but it is an FRP principle that you intervene in a polite, fruitful and constructive manner. We strongly believe in the potential of open and honest but always respectful dialogue

THE FLOOR IS YOURS

What ideas, role models and promising practices can you share about civil society involvement in making fundamental rights a reality?

REGISTRATION FORM

If you are interested in hosting a session, kindly complete the registration form and send it to frp@fra.europa.eu by **14 March 2014**.
Kindly respect the number of total words requested for each paragraph.
We will confirm your registration shortly after the deadline.

HOST(S)

Organisation:	In partnership with:
About your organisation , max. 100 words <i>(To be published in the brochure of 'The Floor is yours')</i>	About the partner organisation , max. 100 words <i>(To be published on the conference website, max 100 words)</i>
Contact person:	Presenter(s)/chair of the session:
Name, Surname: Click here to enter text. Email: Click here to enter text. Tel: Click here to enter text.	Name, Surname: Click here to enter text. Email: Click here to enter text. Tel: Click here to enter text.

SUGGESTED WORKSHOP

Title of the workshop:	
<i>(Think of an attractive title, ideally in form of an open question, which summarises the key aims or objectives of this session.)</i>	
Short description (max 150 words)	
<i>(Please provide a short description of your workshop and outline how it is relevant to the envisaged meeting outcome, ie a report on the possibly strengthened contribution of civil society to the future implementation of human rights policies in the area of freedom, security and justice.)</i>	
Click here to enter text.	

TECHNICAL EQUIPMENT			
<i>(The FRA can offer a limited number of laptops, screens and other equipment for your workshops. Please specify what technical equipment you will need, and we will confirm its availability).</i>			
Flipchart	<input type="checkbox"/>	Equipment for Power Point presentations	<input type="checkbox"/>
Markers and moderation cards	<input type="checkbox"/>	Equipment to show video material	<input type="checkbox"/>
Other:	<input type="checkbox"/>		
Your comments:			