

**The World
Transformed**

TWT Policy Labs – 2.5 hour model

[date] [time]

LOCATION:

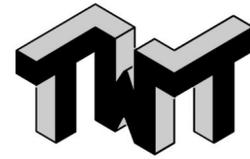
CONTACT:

SESSION LEAD: // LOGISTICS LEAD:

ATTENDEES EXPECTED:

OBJECTIVES:

- For the Policy Lab to:
 - Create a genuinely egalitarian space where people from any background can share experiences and expertise;
 - Instil confidence and respect - both within the Labour Party and the wider policy profession - for the wisdom of the grass-roots and the potential of a participatory process;
 - Facilitate the creation of genuinely new policy informed by the experiences of attendees;
 - Build on relationships, and create new ones, with activists, campaigners and people who work on the issue going forwards; and
 - Encourage participants at Transformed events (and by implication the broader progressive left) to move beyond critiques of the current system towards more tangible policy proposals and solutions.



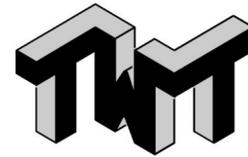
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- For the attendees to:
 - Learn more about the policy landscape of the particular issue
 - Share experiences of the issue at hand
 - Explore which policies could tackle those problems
 - Have a sense of ownership over the policies that emerge
 - Experience real bottom-up policy making

FEELING: Friendly, open to committing to further action, constructive, open to challenging existing policy on the left in a positive and constructive way; ambitious; empowered

IN ADVANCE OF THE SESSION:

- SESSION LEAD FACILITATOR - this is the single most important person in the room. They must be a neutral voice and capable of facilitating group discussion and communicating clearly. They make sure the sessions are genuinely participatory and strike that fine balance between a speaker's knowledge and people's own experiences. They must set the tone in the room as one where participants have power, as well as ensuring a safe space free of bigotry.
- ATTENDEES - TWT Policy Labs need those most affected by the issues in the room, not necessarily those most interested in them. It is essential that the organisers ensure that there is proper representation in the room - for example by partnering with an organisation representing affected groups.

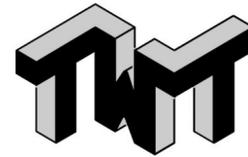


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- **THEORY OF CHANGE** - the TWT Policy Labs are not about throwing policy into the world in the hope it will become a reality. A plan must be in place to ensure that the policy is carried through to change. This must be communicated and built into the session e.g. ensuring local MPs are in the room or presenting the findings in CLPs.
- **VOLUNTEERS** - ensure that you have enough volunteers to help run the session. It is essential that each table has a volunteer who has been briefed to facilitate their table discussions and take notes.

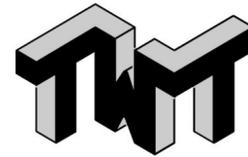
PREP: Room set out in small groups. Speakers to sit down after presenting. Paper on each table to take notes/facilitate.

Time	Session	Purpose	Detail	Logistics	People
30 mins before session start	Set up	Set up the room and materials		<ul style="list-style-type: none">- Name badges ready- Presentation welcome slide up- Post it notes and flip charts ready- Existing relevant policy printed on tables (if applicable)- Fact sheet printed off and on each table	Organisers



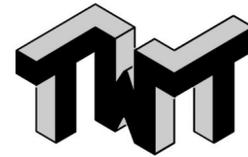
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<p>0 – 15 mins</p>	<p>Introductions and warm up</p>	<p>Introduction from session leads - why are we here?</p> <p>Explain agenda</p> <p>Re-state principles and how we work together</p> <p>Explain theory of change</p> <p>Group introductions</p>	<p>Welcome from leads. (3 min)</p> <p>Explain agenda very clearly - emphasising the process. (3 min)</p> <p>Talk through theory of change - what are the plans to turn policy to action? (4 min)</p> <p>Introductions – break into threes and say who are you and why are you here. (5 min)</p>	<p>Presentation slides</p>	<p>Session leads</p>
<p>15 - 35 mins</p>	<p>What are our experiences of the problem at hand (emphasise experiences not opinions)</p>	<p>Explore what the problems are that need solving and how they have affected us personally</p>	<p>Draw out detail</p> <p>Break into groups of three and discuss (15 mins)</p> <p>Groups feeding back explicitly personal experiences of the issue (5 mins)</p>	<p>Flipchart paper to capture notes</p>	<p>Lead facilitator / groups</p>



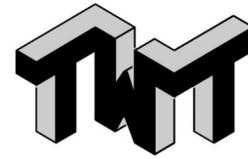
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<p>35 – 70 mins</p> <p>(varies from session to session depending on policy environment)</p>	<p>What is the issue at hand and what is the policy we want to shift on the issue?</p>	<p>Explore what the issue is.</p> <p>Present Labour's current policy position.</p> <p>Present some preliminary critiques of the policies (good and bad, if applicable).</p> <p>Speakers suggest policy solutions (if applicable).</p>	<p>Presentation(s) – speakers talk to the room providing brief overview of the issue at hand (30 mins)</p> <p>Presentations should include:</p> <ul style="list-style-type: none"> - What is 'policy' and how is it made? <p><i>Instructions about how you change things, not just the world you want to see</i></p> <ul style="list-style-type: none"> - Someone covers Labour's policy position - Brief critiques of Labour's policy (good and bad if applicable) <p>Clarification - any clarification questions or points of information (5mins)</p>	<p>Flip chart paper to collect notes.</p>	<p>Speakers</p>
<p>70 - 80 mins</p>	<p>Comfort break</p>				



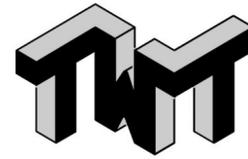
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80 – 120 mins	Policy creation	<p>What moves have been made towards this already?</p> <p>What would people need to do to make this successful?</p>	<p>Lead facilitator: intro issues and what policies we need to address it. Try to be as specific as possible with policy, but if there are general areas people feel should be better and what should be better about them then that is fine. (2mins)</p> <p>Explain what policy is again if necessary (eg: “<i>imagine you have become PM and you are giving instructions to your civil service</i>”). (1min)</p> <p>Give an example of a good policy, and an example of a bad policy. (2mins)</p> <p><i>Split room into groups and have facilitated discussions creating policy</i></p> <p><i>Have speakers stand around room and come to tables to answer questions</i></p> <p><i>Facilitators at each table</i></p>	<p>Post it notes</p> <p>Headed flip chart paper</p> <p>Sharpies</p> <p>Computers (?)</p>	Lead facilitator
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			<p><i>Remind people of time 10 mins before end to start making policies as specific as possible</i></p>		
120 - 140 mins	<p>Policy feedback with questions and critique</p>	Policies fed back	<p>Each table feeds back their specific policies as they are typed or written up. (20 mins)</p> <p>After a table finishes pitching their ideas, other groups have an opportunity to ask questions and possibly propose critiques directly to the group.</p> <p>Repeat from table to table keeping check of time.</p>	<p>Computer (linked to projector)</p> <p>Flipchart on wall with someone writing up policies</p> <p>(or could have multiple computers linked to google doc)</p>	Groups / lead facilitator
140 - 150 mins	<p>Wrap up and what comes next.</p>		<p>Summarise policies and feeling in the room. (2mins)</p> <p>Ask how people felt. (1min)</p> <p>Say what happens next and room for further involvement. (2mins)</p>		



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			<p><i>NOTE: remember to take all flip chart paper to type up detail of conversations for the actual manifesto</i></p>		
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CHECKLIST

- Make sure to capture the conversations and policies on a computer, or paper;
- Make sure to communicate what the next steps are for turning the policy into reality;
- Make sure to speak directly to attendees who may be interested in carrying forward the work.