

# Active Listening Panel

Scoping document

Point	Explanation
ALP name	<p>Note the finalised Active Learning Panel (ALP) topic name.</p> <p>Note any names by which it has previously been known.</p>
Participant level(s) of seniority	<p>Briefly describe the level of seniority of participants to be targeted – consider strategic aims, landscape and roles when making this decision.</p> <p>(Consider using a stakeholder matrix or a similar stakeholder mapping tool to identify the stakeholders that should be targeted.)</p>
Participant characterisation	<p>Bullet point the characterisation of stakeholders to be approached.</p> <p>(For community projects consider community leaders and/or formal/informal community influencers.)</p>
Participant pre-screening details	<p>If appropriate, consider any pre-screening requirements that will take place with participants before they attend and note them here.</p>
Key points to note	<p>Include any key points of note about the ALP, for example:</p> <ul style="list-style-type: none"> <li>• 'The ALP question set (consisting of three questions) will have one current, two future focussed questions.'</li> <li>• 'Attendees will be asked to participate as representatives of their stakeholder group, as opposed to an individual level.'</li> </ul>
Number of ALPs	<p>Consider the target number of ALPs that will be run and note this decision.</p>
Key project dates	<p>Note key dates (milestones) from the <b>ALP Timeline</b> document here.</p>
ALP progress monitoring	<p>Note how the ALP progress will be monitored and which management tools will be used (e.g. project action log, risk register, Gantt/project timeline).</p>

<p><b>Roles and responsibilities</b></p>	<p>Agree and note the roles and responsibilities for the organisation, delivery and follow-up for the ALP(s). E.g. Which project team members will either be facilitator or note taker (both are active roles within the ALP and have an important function).</p> <p><b>As applicable, consider including the project sponsor and describe their role in the ALP – clearly communicate this to the project sponsor:</b> E.g. Sponsor will attend for the first few minutes (three mins) to welcome participants, introduce themselves and thank people for their time. The project sponsor will then be expected to leave the ALP.</p> <p><b>Consider who will complete follow up activity and ensure that they are introduced during the ALPs:</b> Follow up of participants should take place within six to seven weeks to thank them again for their time, discuss what the project team did with the information that they provided and, crucially, to continue to develop the relationship between them and the project team.</p>
<p><b>Intelligence briefings</b></p>	<p>Note the distribution arrangements for the intelligence briefing document(s) (this should be informed by the data management arrangements, and privacy policy / confidentiality arrangements that will be communicated to participants prior to their attendance).</p> <p>As ALPs are primarily an engagement tool designed to build rapport with stakeholders, it may be most appropriate to restrict distribution of intelligence briefings to members of the project team in order to maintain the confidence of participants, and to target the intelligence to colleagues who can act on the information held.</p> <p>E.g.</p> <ul style="list-style-type: none"> <li>• Confidential and not for external distribution.</li> <li>• Intelligence briefing(s) shared with project team and steering group.</li> </ul>

<p><b>Final question text and set</b></p>	<p>Include questions and estimated timings for each one here (note an upper limit of four questions in line with the ALP Framework). Use the <b>ALP Framework</b> to help shape your questions. Note that they should be open and future focused to encourage participants to discuss the topics that are important to them rather than being guided by narrow or closed questions. (For example questions see the ALP Framework)</p> <ol style="list-style-type: none"> <li>1. Question 1 [__ mins]</li> <li>2. Question 2 [__ mins]</li> <li>3. Question 3 [__ mins]</li> <li>4. Optional question 4 if needed [__ mins]</li> </ol> <p>Example supplementary prompt questions (to help expand the detail or draw in other perspectives to the conversation). Draft in advance and include within script but <b>only use if required to encourage discussion</b>:</p> <ul style="list-style-type: none"> <li>• Have others in the group had the same experience?</li> <li>• Does anyone have different thoughts that they would like to share?</li> <li>• Could you tell me a bit more about that?</li> <li>• Could you expand on your thinking in relation to how that factor may influence this project?</li> <li>• Could you expand on your thinking in relation to what this project can do in relation to this topic in the future?</li> <li>• Could you talk us through your experience of that?</li> <li>• Is there anything else you would like to add at this point?</li> </ul>
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