



Global
Assembly

Community Assembly Toolkit



Contents

Thank you for running a Community Assembly as part of the world's first Global Assembly. The aim of the Global Assembly is to support citizens from around the world to learn and discuss the climate and ecological crisis and to provide guiding principles for climate action to world leaders. This toolkit gives you everything you need for your Community Assembly.

Each Assembly will deliberate on the following question: "How can humanity address the climate and ecological crisis in a fair and effective way?"

Community Assemblies that feedback by February 28th 2022 will inform the final report of the Global Assembly. You can find out more about the Global Assembly at www.globalassembly.org

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What is a Community Assembly?

01

The 2021 Global Assembly consists of a 100-person Core Citizens' Assembly (representing a snapshot of the population of the planet) and Community Assemblies that anyone can run anywhere.

A citizens' assembly is a group of people from different walks of life, who come together to learn about a certain topic, to discuss possible action and make recommendations to governments and leaders.

Around the time of the UN Climate Conference COP26, which will take place in Glasgow (UK) in November 2021, the Core and Community Assemblies will learn about and discuss the climate and ecological crisis. The Core Assembly will present their key messages at COP26, and the feedback from both Core and Community Assemblies will form a report that will be delivered to world leaders in March 2022.

Your Community Assembly can be run over 3 to 8 hours, or longer if you wish. Briefly, this is how they work:

Step 01

You bring together a group of people to form the 'Community Assembly'

Step 02

You learn together about the climate and ecological crisis

Step 03

You deliberate on the following question: "How can humanity address the climate and ecological crisis in a fair and effective way?"

Step 04

You share your Community Assembly's key messages, which will inform the Global Assembly's report.

How to organise your Community Assembly

02

Running your Community Assembly means planning, running the event and sharing your results.

01



02



03

Make your plan

Register your event; get the free resources; decide your assembly's length and location; find people to help you; invite participants, and spread the word.

Run the Assembly

Check out the tips and tools for setting up, running and facilitating your assembly, online or in person.

Share your results

Use the template tools to gather and upload your information, so it can be included in the final report.

Planning your Assembly

03

01

Register your assembly

Register your assembly at globalassembly.org/register, so we know it's happening and can offer you support and updates.

02

Choose your assembly length

You can design your own assembly timeframe or use the template plans for 3-hour and 8-hour assemblies. See the Assembly session plans in section 6.

If you'd like to mirror the Core Assembly process and run a 10-day Community Assembly, please email us at communityassembly@globalassembly.org.

03

Decide when and where to have your assembly

Online or in person? Will you run your Community Assembly online, in person, or a hybrid of the two? If online, will anyone be excluded due to interrupted electricity or internet access? Be mindful that hybrid events are a little more complex, so will need extra planning.

Date and time. Try to avoid cultural holidays. Pick dates/times when the greatest number and diversity of people will be able to participate. Be mindful that many can not afford to take time off work and some will have childcare responsibilities.

Choose your online platform or your local venue. If you are running an online Assembly, use a platform that is likely to be familiar to the people in your area. If you are using a physical space, either outdoors or indoors, it should be clean, comfortable, welcoming, appropriate in size, and easily accessible to all participants. Is it possible to secure a free space?

Things to remember if you run your assembly online

Enable live text and video chat. We have found some of the best input from online events comes in via the chat. Don't forget to save the chat before you close the meeting.

Make it engaging. Consider using interactive online tools, such as collaborative white boards, Q&A features, and break-out rooms for discussions.

Prepare to troubleshoot in case there are any technical difficulties with your video or audio. Can you switch over to a different platform and continue the event as planned? Do you have a tech-smart person who can troubleshoot in the moment?

Do a dry run of the process to iron out any issues.

03

Decide when and where to have your assembly **Continued**

Safety and accessibility

Be mindful of local COVID-19 regulations. If you choose an indoor meeting, can people distance themselves appropriately? Should you require them to wear masks? Is there adequate ventilation?

Find out if your participants have any particular needs. For example, there may be disabilities you need to adapt your Assembly for.

04

Recruit participants

Ensure diversity. Invite participants who are diverse in age, gender and education level, and try to recruit people from low socioeconomic backgrounds. Reach out to members of groups who tend to experience discrimination.

Create a way for people to register for your Assembly. If online, send a calendar invitation with instructions for how to join; if you are holding a physical event and think some people don't have the internet or aren't comfortable using it, create an in-person way to sign up.

Remind registrants your event is happening. We suggest doing so one week and then again one day before the event.

05

Prepare your event well in advance

Get the learning resources

There are a range of resources to support the learning and deliberation journey of the participants in your Community Assembly.

- The [information booklet](#) is an introduction to some of the most important themes related to the climate and ecological crisis. To create this booklet, a committee of experts and leaders contributed their knowledge. They included: climate and biodiversity scientists, indigenous wisdom keepers, environmental economists and many more.
- Contextualisation of this information booklet and translation in several languages are available on the [Global Assembly wiki](#).
- Find other resources like videos, presentations and the stories of people's experiences of climate change at globalassembly.org/resources.

05

Prepare your event well in advance

Continued

Find people to help you

Recruit a team to help host your event. Do you have volunteers you can ask? The key roles you will need are:

A notetaker. Someone with good listening and writing skills to write down participants' ideas, opinions and reflections accurately.

A facilitator. A sensitive listener and an engaging speaker. They should be good at time-keeping and comfortable with your technology, if you are holding an online event. Here are some facilitation tips:

- 01 Listen more than you talk
- 02 Ask questions to invite contributions
- 03 Encourage respect so every participant feels able to share their ideas
- 04 Make sure the quietest members of the group are heard
- 05 Be sensitive to the emotions that may arise when talking about hopes and fears
- 06 It is also okay for participants to agree to disagree
- 07 Close each activity by summing up the exchanges
- 08 Be flexible and ready to adapt the session plan if necessary
- 09 Have fun. A sense of humour always makes things work more smoothly

06

Tell people about your assembly

Inspire people around the world by sharing stories about your event.

- 01 Send a press release to local media
- 02 Share your stories, images and video on social media using [#GlobalAssembly](#).
- 03 Share content from the central Global Assembly team:
Twitter [@GlobalAssembly](#)
Facebook [@GlobalAssemblyCOP26](#);
Instagram [/globalassembly/](#)

See the Brand and Messaging Guidelines in section 8.

Running your Assembly

04

01 Housekeeping tips

Tips for an online event

01

Open your call 15 minutes before starting time.

02

Ask participants to display their first name.

03

Ask permission before recording (recording can be submitted for evaluation and research).

04

Mute all participants' microphones to avoid interruptions and background noise. They should have the ability to unmute when they wish to speak.

05

Invite participants to introduce themselves in the chat.

06

Invite participants to take breaks to avoid online fatigue.

Tips for an in-person event

01

Set up your venue.

02

Follow COVID-19 guidance for your local area.

03

Prepare any printed materials.

04

Check internet connection and computer access if needed.

02 Guided activities

Activity 01 A Snapshot of My Life



Goal: To create a positive, safe atmosphere in which participants can reflect on how their experiences relate to climate change.

Instructions: One by one, ask participants to tell the group about their lives; then ask them to reflect on how they think the climate and ecological crisis relates to their lives.

Tip: Participants could share a picture to help them tell their story.



© Alain Schroeder / Climate Visuals Countdown, Uzbekistan

We recommend your participants do the activities below. See the template Assembly plans for guidance on when to introduce these.

Activity 02 Expressing Hopes and Fears

Goal: To encourage big ideas about the future (personal and collective) by focusing on hopes, fears and aspirations; to inspire empathy between participants.

Instructions: Ask all participants to close their eyes and visualize their life in 10 years time. Guide them with questions like: Who are

you with? What are you working on? What affects you the most? How is climate change affecting you? After the visualization, all participants draw their vision. Participants choose one word that expresses their vision.

Tip: These can be collated in a [Word Cloud](#).



Activity 03 Near and Far

Goal: To help participants reflect on each others' stories.

Instructions: Using the words collected during the workshop "Expressing hopes and Fears", ask each participant to select one word they relate to the most and one they relate to the least. Invite them to reflect on why.



Activity 04 The quote of my day

Goal: For participants to share their feelings about the Community Assembly at the end of your session.

Instructions: Give participants 3 minutes to think of and write a quote that sums up their participation and experience of the Community Assembly.

Sharing your Assembly's ideas

05

01 Collect your information

Here are some ways to collect information so we can make sure we learn from your Community Assembly, and the voices of your participants are reflected in the Global Assembly report in March 2022.

01

Send the [post-event survey](#) to all participants

02

Collate all of your documents, photos and videos.

03

Complete the Community Assembly [organiser feedback survey](#).

02 Share your story

The outcomes from your Assembly could be powerful for your community. Here are some of the ways you and your participants could share them.

01

Blogs, images and videos on social media that tell your Assembly's story [#GlobalAssembly](#)

02

Press release, including quotes from participants. See in section 8.

03

Share media successes with media@globalassembly.org so we can amplify the voices of your community.

Tools to help you run the Assembly

06

01 Community Assembly session plans

3-Hour Community Assembly			
Session overview	Roles	Activity	Time (3 hours)
Welcome to the Community Assembly	Facilitator	Introduce the Community Assembly & Housekeeping Assembly	10 minutes
Agenda	Facilitator	Introduce the agenda, the role of the facilitator & notetaker and the framing question: "How can humanity address the climate and ecological crisis in a fair and effective way?"	10 minutes
Hand Signals	Facilitator	Introduce the hand signals	5 minutes
Activity – Icebreaker	Facilitator, Notetaker	Activity 1: "A snapshot of my life"	30 minutes
The Climate and Ecological Crisis	Facilitator	Introduce relevant sections from the Information Booklet	10 minutes
Activity	Facilitator, Notetaker	Activity 2: "Expressing Hopes and Fears"	30 minutes
Understanding the Impact of Climate Change	Facilitator	Introduce relevant sections from the Information Booklet	10 minutes
Activity	Facilitator, Notetaker	Activity 3: "Near and Far"	45 minutes
Outputs	Facilitator	Summarise key messages; share post-event survey ; next steps	15 minutes
Closing your Event	Facilitator, Notetaker	Activity 4: "The Quote of My Day"	15 minutes

01 Community Assembly session plans Continued

8-Hour Community Assembly

Session overview	Roles	Activity	Time (8 hours)
Welcome to the Community Assembly	Facilitator	Introduce the Community Assembly & Housekeeping Assembly	10 minutes
Agenda	Facilitator	Introduce the agenda, the role of the facilitator & notetaker and the framing question: "How can humanity address the climate and ecological crisis in a fair and effective way?"	10 minutes
Hand Signals	Facilitator	Introduce the hand signals	5 minutes
Activity – Icebreaker	Facilitator, Notetaker	Activity 1: "A snapshot of my life"	45 minutes
About the Global Assembly	Facilitator	Introduce the Global Assembly's purpose	10 minutes
The Climate and Ecological Crisis	Facilitator	Introduce relevant sections from the Information Booklet	10 minutes
Activity	Facilitator, Notetaker	Activity 2: "Expressing Hopes and Fears"	40 minutes
Activity	Facilitator, Notetaker	Activity 3: "Near and Far"	20 minutes
Break			20 minutes
Understanding the Impact of Climate Change	Facilitator	Introduce relevant sections from the Information Booklet	10 minutes
Role play	Facilitator, Notetaker	Facilitate role play (Character Cards)	40 minutes
The concept of effectiveness	Facilitator	Speakers' presentation on effectiveness. (globalassembly.org/resources)	10 minutes

01 Community Assembly session plans Continued

8-Hour Community Assembly Continued

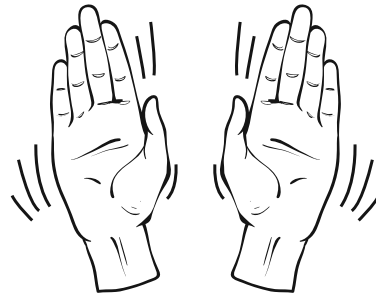
Session overview	Roles	Activity	Time (8 hours)
Facilitated Discussion on effectiveness	Facilitator, Notetaker	Host an open conversation (Information & Discussion Cards)	40 minutes
Break			30 minutes
The concept of fairness	Facilitator	<u>Speakers' presentation</u> on fairness. (globalassembly.org/ resources)	10 minutes
Facilitated Discussion on fairness	Facilitator, Notetaker	Host an open conversation (Informations & Discussion Cards)	40 minutes
Understanding climate global governance	Facilitator	Introduce relevant sections from the Information Booklet	40 minutes
Break			15 minutes
Facilitated Discussion on climate global governance	Facilitator, Notetaker	Host an open conversation (Informations & Discussion Cards)	40 minutes
Deliberation	Facilitator, Notetaker	Prioritising ideas and key messages	40 minutes
Outputs	Facilitator	Summarise key messages; share <u>post-event survey</u> ; next steps	10 minutes
Closing Your Event	Facilitator, Notetaker	Activity 4: "The quote of my day"	15 minutes

If you want to run a 10-day Community Assembly and follow the Core Assembly Process, [contact us!](#)

02 Hand signals of the Global Assembly

Hand signals enable simultaneous and direct communication. We will use this shared language during the Global Assembly and invite you to use it with participants to create a safe and brave space for dialogue during your Community Assembly.

Sharing Feedback



Applause

Raising both hands into the air and waving them signals applause. This can express excitement, agreement, and appreciation.

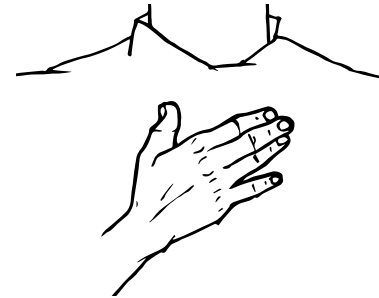
This is most effectively performed while smiling!

"I agree"

"This is great"

"I appreciate what you are saying!"

"I like this"



Care

Placing your right hand on your heart expresses that you care. This can signal heartfelt empathy, respect, compassion, solidarity and love.

"I empathize with what you are saying"

"I feel you"

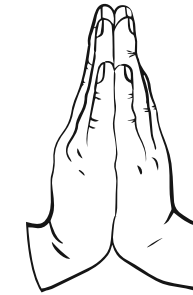
"I respect you"

"I hear you"

"I see you"

"We are together"

"I understand what you are going through"



Gratitude

Placing your palms together communicates sincere gratitude.

"Thank you so much"

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02 Hand signals of the Global Assembly *Continued*

Seeking a reaction



“I have something to offer”

Raising your left arm and placing the right fingers into the palm indicates that you want to contribute something.

Use this hand signal if you would like to speak, offering to the dialogue.

“I have an idea to contribute to the dialogue”

“I can build on what you are saying”

“I want to offer an alternative perspective”

“I would like to help”



“I need support”

Extending the forefinger and middle finger signals that you need help with something. This can mean many things according to context, and has priority.

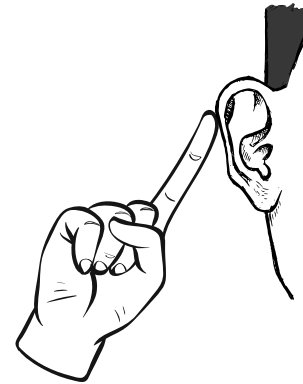
Use this hand signal if you want to ask a question.

“I do not understand what you are saying”

“I need clarification on what we are doing”

“Please speak louder”

“Please speak slower”



“I can't hear you”

Put your forefinger to your ear to let your peers know that you cannot hear them.

“Your microphone is muted”

“I can't hear”

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03 Facilitation cards

The Facilitation Cards are a set of 10 cards to help you facilitate conversations during your Community Assembly.

Instructions: there are 3 sets of cards.

- 4 Information cards provide details about the climate and ecological crisis, global governance, and the principles of fairness and effectiveness
- 5 Character cards support a role play activity. Instructions are on the reverse of each character card. Note: participants can create their own character cards
- 5 Discussion cards offer key questions to guide conversations.

See cards on pages 25-28

04 Meeting and note taking tools

Online video conference tools, e.g.

- #1 [Zoom](#)
- #2 [Google Meet](#)
- #3 [Jitsi](#)

Online note taking tools, e.g.

- #1 [Jamboard](#)
- #2 [Miro](#)
- #3 [Word Cloud generator](#)

05 Participants Welfare

- #1 [What is climate anxiety?](#)
- #2 [Global network of climate psychology groups](#)



Information

Facilitation Cards



Information

Facilitation Cards



Information

Facilitation Cards



Information

Facilitation Cards



Fold here

Principle of Effectiveness

Effectiveness is the ability to produce desired output. Effectiveness in respect to climate change mitigation can be assessed by evaluating the impact of climate policies. Although the direct and indirect effects on emission reduction are the prime concern when proposing and implementing policies, various policy instruments have various effects in other domains, most of which concern citizens and their day to day lives.

Principles of Justice, Equity & Fairness

Equity means that while acknowledging that tackling climate change is a common problem for all countries and hence every country needs to take actions, some countries (the richer countries) have nevertheless a greater responsibility as they have been the main beneficiaries of emissions for the last two centuries.

Justice is about the adverse impacts of climate change on poor people and countries where the problem has been created by the emissions of richer people and countries. In this context, it is the poorest and most vulnerable developing countries, who want all the major emitting countries (who now include large developing countries such as China and India) to take actions to reduce their emissions and also provide finance for adaptation to climate change. Fairness is a principle that underlies the way in which countries perceive the application of equity and justice, and fairness can be very subjective in its application.

Climate and ecological crisis

Human activities, such as the burning of fossil fuels, are causing the world's temperature to increase. Rising global temperatures are affecting our climate and weather patterns in some ways that are irreversible.

As a result of pollution, climate change, destruction of natural habitats and exploitation, one million species of plants and animals are now threatened with extinction.

Climate change and the loss of biodiversity threaten food and water security and human health.

Go further with the Information Booklet

Re-imagining global governance

Global governance brings together diverse actors to coordinate collective action at the level of the planet. The goal of global governance, roughly defined, is to provide global public goods, particularly peace and security, justice and mediation systems for conflict, functioning markets and unified standards for trade and industry. The leading institution in charge of global governance today is the United Nations. The UN does not directly bring together the people of the world, but sovereign nation states, and currently counts 193 members who make recommendations through the UN General Assembly.

Cut here

Cut here

Cut here

Cut here

Cut here

Cut here

Fold here



Sharmin

Fold here

Cut here



Characters

Facilitation Cards



Cut here



Characters

Facilitation Cards



Cut here



Characters

Facilitation Cards



Fold here

You can also create your own character cards indicating your profession, your age, location, a little bit about your daily routine and what is your main opinion on climate change and how is it affecting your own life.

Goal:
Participants take the role of an other citizen. The activity will stimulate interrogations and emotions. Participants will add perspectives to the role and to the discussions.

Instructions:
Participants choose a character card to engage in the role play. Participants change roles in rounds. Round can last 15 minutes. You can use a bell to ring each round.

" I am a farmer & fisherman living in Bangladesh with my children & grandkids. I wake up at 5am everyday to walk in the field, catch fish in rivers and make pithas for my grandkids. I tell them stories about our ancestors and about farming as our way of life. Soon they will grow up, and move to the city, but I hope they will remember my stories."



Cut here

Cut here

Cut here



Lian

"I am a retired woman from China. I recently went back to my childhood hometown and was happy to find that it is more modern, with more highways and roads. At the same time, the nature is not as beautiful as it used to be. I hope that we can find a balance."



Cut here



Emi

"My name is Emi, and I am from Kwekwe, Zimbabwe. I don't think climate change is a global emergency, but I have seen how poverty can lead people to do things that destroy our environment, like putting poison in streams to catch more fish, or burning parts of our forest to hunt more animals."



Cut here



Maira

"My name is Maira, I work as a housekeeper on the coast of Balochistan in Pakistan. I don't know anything about climate change, and I'm not concerned about it. If it is happening, I think it is caused by God. However, I have noticed that the type of fish we eat in my village has changed."



Cut here



Ndiaga

"My name is Ndiaga and I am a fisherman in Mbour, Senegal. I am 47 years old. I don't know anything about climate change. but I have been fishing for more than twenty years and I see how the marshes have changed and even the wind that we face. Fishing is also less abundant and has an impact on our income."



Cut here

Cut here

Cut here

Fold here

Fold here



Discussions

Facilitation Cards



Discussions

Facilitation Cards



Discussions

Facilitation Cards



Discussions

Facilitation Cards



What does fair climate action mean to you?



What does effective climate action mean to you?



How can humanity address the climate and ecological crisis in a fair and effective way?



What does climate change mean to you?



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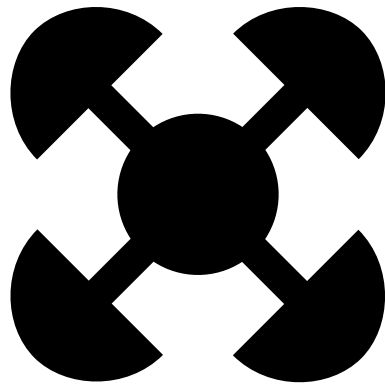
Cut here

Communication tools

07

01 Brand and messaging guidelines

Our Master logo



Global Assembly

Linked hearts
Akoma Ntoso

Akoma Ntoso is an ancient Ghanaian Adinkra symbol, directly translated as “linked hearts”. It is the logo of the Global Assembly and shows four hearts linked together. Download logos [here](#).

Our Master logo



Logo usage Don'ts*

*These rules apply to both the Master and Community logos



01 Don't rotate the mark element



02 Don't change the typeface



03 Don't use alternative colours



04 Don't stretch or condense the logo



05 Make sure the logo is legible



03 Don't change the logo relationship

Our Community logo



Here we show a specific 'Community' that can be adapted to represent individual Assembly's. Usage rules for this can be seen on page 33. Download logos [here](#).

Our Community logo

How you can adapt the logo



01 Change the 'Community' name

Our Community logo

How you can adapt the logo




02 Change the style of the 'mark' element

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj
Kk Ll Mm Nn Oo Pp Qq Rr Ss
Tt Uu Vv Ww Xx Yy Zz
0123456789
?!#@£\$%&*()",.


Our typeface

Inter is a Google Font, with a wide family of weights offering flexibility, and typographic hierarchy when required. Available to download [here](#).


Our colours




GA Black
C0 M0 Y0 K100
R0 G0 B0
#000000
Pantone Black 6U



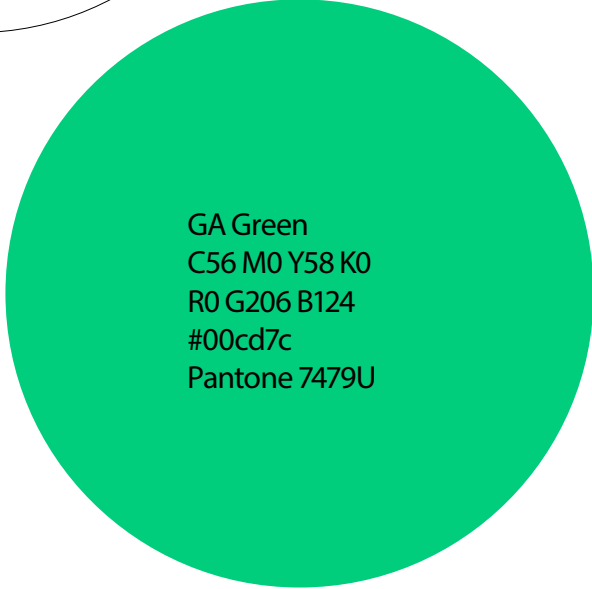
GA White
C0 M0 Y0 K0
R255 G255 B255
#ffffff



GA Dark Grey
R143 G158 B166
#8f9ea6
C35 M15 Y14 K4
Pantone 7544U



GA Light Grey
C14 M10 Y11 K0
R225 G225 B225
#e1e1e1
Pantone 643U



GA Green
C56 M0 Y58 K0
R0 G206 B124
#00cd7c
Pantone 7479U

Imagery Do's



Don'ts

Key messaging

Do's

The Global Assembly, [your community name], is a Community Assembly, contributing to the 2021 Global Assembly.

Current systems for global decision-making were made for a different age.

The Global Assembly is a new tool to support existing governance systems, which provides an inclusive way for citizens to take part in decision-making.

The Global Assembly is enabling, empowering, and elevating the voice of citizens so they can decide how humanity should address the climate and ecological crisis in a fair and effective way.

Don'ts

[Your community name] is hosting a Global Assembly.

Current systems for global decision-making are broken or corrupt.

The Global Assembly is intended to replace current governance systems.

The Global Assembly will tell citizens how to address the climate and ecological crisis.

02 Climate communication

- #1 [Talking climate handbook: how to have a climate change conversation](#)
- #2 [Image library](#)

03 Template media release

DAY, MONTH, YEAR] – MEDIA RELEASE

[TITLE], e.g. [Your community] set to guide world leaders on the future of the planet

Start with a summary of the story, e.g. [WHEN] On [DATE], 2021, [WHO] community members from [your community] will contribute to the world's first global citizens' assembly [WHY] to guide world leaders on how to respond to the climate and ecological crisis.

[WHAT] Add more detail, e.g. Participants of our Community Assembly will be considering the question "How can humanity address the climate and ecological crisis in a fair and effective way?" Our feedback will contribute to a report to world leaders.

In the lead up to the UN Climate Conference COP26, which took place in Glasgow (UK) in November 2021, the Global Assembly brought together a group of 100 people representing a snapshot of the population of the planet to learn about the climate and ecological crisis, to deliberate and share their Declaration at COP26. This gathering of 100 people is called the Core Assembly. In parallel

with the Core Assembly, people are invited to participate in community assemblies that anyone can run and be part of.

Make the time and place really clear, e.g. [WHERE] The [your event name] Community Assembly will take place at [location] from [time]. To participate in the Assembly contact [contact details].

[Fact/quote], e.g. [participant/organiser name, said, "I am proud to be helping my community contribute to a better future for all."

- ENDS -

[Contact] For more information please contact: [name, email, telephone].

[Additional info for the journalist]

Notes to editors:

[Add information about your organisation/ community].

For more information on the Global Assembly, please visit globalassembly.org

Learning resources

#1 [Global Assembly information booklet](#)

#2 [Global Assembly wiki](#)

#3 [Global Assembly website resources](#)

#4 [IPCC website](#)

08

The Global Assembly's Values

09

The Global Assembly's Values

01

We build new decision-making infrastructure
We believe that people need to have a seat at the global governance table. We are establishing a new decision-making body that activates and involves as many people as possible in defining and addressing the challenges we face.

02

We trust in people
We believe that our common global challenges require collective global solutions. When people can access the tools to meet, connect and come up with solutions together, they can and they do.

03

We build empathy between people
We believe that we make better decisions when we understand each other. When people communicate at a fundamental level beyond opinions and debate we can overcome polarisation and division and create mutual respect.

04

We focus on the means, not the ends
We believe the most urgent challenge we face is not to propose solutions but to come up with better ways of generating solutions together. We seek never to impose our own views but create a platform for people to think, talk, listen, co-create and act together.

05

We recognize our biases
We believe that our values, experiences, contexts and identities influence our behaviours and perceptions and it is by actively surfacing and recognizing them that we can best serve others.

06

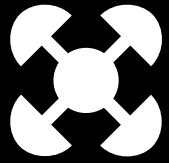
We emphasize learning in practice
We believe that we don't have all the answers, so we share all our findings and mistakes so that we can learn together.

07

We are open
We believe in making available all our documentation, data, source code, methods, and materials.

08

We are independent
We seek to understand and engage with existing power structures, while maintaining complete independence from them. Governments, funders and institutions have absolutely no influence over the process.



Global
Assembly

#GlobalAssembly