

# J. FOCUSING FOUR CONSENSUS PROTOCOL

Facilitator notes:

- Explain the process and facilitator’s role before beginning the activity.
- Clarify any questions.
- Explain that advocacy at the survey stage will not make the decision. The group will decide and be guided, not bound, by the data.

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| <b>1. Brainstorm</b> | <ul style="list-style-type: none"><li>• The group individually brainstorms ideas.</li><li>• The group shares and records ideas on a chart, discouraging criticisms or questions and aiming for eight to 10 ideas.</li></ul>  |
| <b>2. Clarify</b>    | <ul style="list-style-type: none"><li>• The facilitator asks if any items need to be clarified.</li><li>• The author of the idea provides clarification.</li><li>• The facilitator stops the clarification when the person asking the question indicates nonverbally or otherwise that they understand.</li></ul>  |
| <b>3. Advocate</b>   | <ul style="list-style-type: none"><li>• Participants may advocate for as many items as they wish and as many times as they wish.</li><li>• Advocacy statements must be phrased positively.</li><li>• Advocacy statements must be brief.</li></ul>  |
| <b>4. Survey</b>     | <ul style="list-style-type: none"><li>• The group individually reflects about which ideas they feel are most important.</li><li>• The facilitator takes a hand count to determine the ideas most important to the group.</li><li>• The group collaboratively identifies and agrees upon the best option.</li></ul> |

Source: Adapted from Garmston and Wellman (1999).