

Lovely neighbours, aren't they? – Clues for finding a solution

Card 1:

This card is for the person who is chairing the meeting.

Note: If, so far in the role-play, no one has been democratically elected to chair, then this card is for the Leader of the Residents Committee.

1) Chair: You have already been democratically elected to chair the meeting continue to do so. Follow the tips below.

2) Leader of the Residents Committee: So far in the role-play no one has been elected to chair the meeting so suggest that the meeting needs a chair and that it should be democratically decided who it is. Propose that you'll be the chair because of your position as leader of the residents committee. If the others agree keep this card and follow the tips for the chair below. If someone else is elected pass this card to him/her and take their card in exchange.

Tips for the Chair of the meeting:

It is your job to keep order and facilitate the meeting. You should try to make sure that:

- Everybody has a chance to speak.
- People respect each others turn to speak.
- If necessary, set a limit of time for each contribution and do not let the players go beyond that limit.
- Do not allow abusive language and make sure people keep to the issue and don't deviate.
- Try to move the discussion on and keep it positive.
- Keep people on track; the aim is to find a solution to the problem.

Card 2

To be given to each player except the Chair.

Think about what you can do, within your role, to try to find a solution:

- Listen actively and respect the right of everyone to have their say.
- Try to relate what you have to say to what has been said previously.
- When it's your turn to speak start with a summary of what the person who spoke before you has said.
- Try to distinguish between the facts and your opinions.
- Try not to divert the discussion but keep to the point, focus on the problem of the students and the need to find a solution, and do not bring in other facts, opinions or ideas that you might have.

Source: ["In our block" \(Education Pack "all different - all equal". Directorate of Youth and Sport. Council of Europe, 2nd edition, 2004\)](#)