**Supplement 1. Citizen’s Jury (CJ) – Outline of the Facilitator and Experts’ Roles**

(Based on information from the Citizens Jury Handbook, The Jefferson Center 2004)

1. **Facilitator**

The facilitator does not have experience or knowledge on the subject matter, and acts independently from the ‘experts’ and the research team.

*Role:*

* to facilitate the CJ
* to state and ensure that the jury process is “owned” by the jury, and that the jury has maximum control of the process once it is underway
* to chair the expert presentations
* to manage the jurors’ deliberations
* to involve all members of the jury in discussions to avoid a strong personality on the jury potentially swaying people and inhibiting discussion. If necessary, it was permissible to split the group into two smaller groups to enable ‘quieter’ ‘jurors’ to feel more confident to participate in a smaller group discussion.

*Expert presentations:*

The facilitator chairs the presentations to ensure:

* experts present information clearly and succinctly
* experts clearly answer jurors’ questions
* discussions remain focused on the chosen specialty topic
* discussions do not run overtime
* all jurors have a chance to participate

*Tasks:*

*Beginning of the day*

* welcome jury members, and introduce each individual juror
* at the outset state the importance of ‘jurors’ participating as volunteers, and that their needs are paramount and ‘experts’ will not be treated with greater regard than ‘jurors’.
* outline the plan for the day
* outline the rules of being on ‘the jury’
* provide background information about citizen’s juries, the purpose of citizen’s juries the role of individual ‘jurors’

*Expert presentations*

* introduce each ‘expert’ prior to their presentation
* distribute the 1-2 page handout containing information to accompany each expert’s talk
* allow time in between each talk to allow ‘jurors’ to ask question
* terminate question time in an appropriate and timely manner after each experts presentation
* facilitate participants’ skills in relation to listening, note taking and questioning, to heighten critical analysis and reflection
* ask the question again after the experts have presented their information.

*Jury deliberations*

* work with ‘the jury’ to formulate a values statement which defines how people will behave with each other in group discussions and decision making.
* write the agreed values statement on a flip chart
* facilitate the decision-making as to which ‘juror’ will be the appointed spokesperson to deliver the verdict and recommendations
* facilitate the decision-making as to which ‘juror’ will be the appointed scribe to document proceedings, and questions and answers
* pose the question to be answered at the end of the day
* ask the jurors to provide and answer – Yes (and why), *or* No (and why)
* asked the jurors to rank their ideas [about what they liked about the draft booklet, what they would prefer to read (both the content and visuals) and their recommended changes.]

*Conclusion*

* thank the jurors for participating in the CJ, and remind them about how the information from the CJ will be used.

1. **Expert Witnesses (‘Experts’)**

Experts are individuals with specialised knowledge and skills.

*Role:*

* to prepare a clearly written 1-2 page outline of their specialty area, providing relevant and accessible information and key points for jurors, avoiding jargon. This information is given to the jurors when the ‘experts’ presents their specialty information
* to present current, balanced and expert information about a specialised topic (‘evidence’) for 15-20 minutes to ‘jurors’
* to answer questions from ‘jurors’
* to attend all expert presentations

*Overall topic (for this study):*

Why excess weight gain in pregnancy is detrimental to the health of both the mother and baby, and why good nutrition is important to pregnant women and their family/whānau.

*Specific topics (for this study):*

* Midwife - body image and pregnancy, to weigh or not? Current practice & advice
* Public health physician - the obesity epidemic - NZ epidemiology relating to obesity and associated conditions, media confusion/misinformation
* Dietitian – healthy, sensible and safe eating in pregnancy, myths busted
* Obstetrician - what is a healthy weight gain in pregnancy? effect of excess weight gain in pregnancy on mother and baby
* Diabetes physician - gestational diabetes and future risks, prevention