**Facilitator notes**

This document offers guidance on how to facilitate your own consultation meeting on ‘A Strategy to Prevent Suicide in New Zealand: Draft for public consultation’.

It includes information on:

1. preparing for your workshop
2. setting the scene
3. running the workshop
4. how to send your workshop results to us.

If you have any questions about this document, or about holding your own consultation meeting, email [suicideprevention@moh.govt.nz](mailto:suicideprevention@moh.govt.nz) and we will respond to you within one working day.

1. **Preparing for your meeting**

You may wish to schedule a new meeting, or add a session to an existing meeting.

**Step 1: Work out how long your meeting will be**

We have provided a selection of conversation starters in Appendix 1 of this document. Depending on your group, each could take twenty minutes to one or two hours to work through.

It’s up to you and those attending the meeting which conversation starters you use, if any and how much time you can spend on each section. You don’t have to use them; you don’t have to use them all; and you don’t have to use them in the order provided.

Prior to the meeting you might like to send some questions to the people attending the meeting for them to think about.

**Step 2: Send an invitation to participants**

You can write your own invitation or copy and paste from the text below.

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| **You are invited to a meeting on the draft suicide prevention strategy for public consultation**  The draft suicide prevention strategy sets out a framework for how we can work together to reduce suicidal behaviour in New Zealand.  The meeting is an opportunity for you to contribute your views on the draft strategy. Your views will help inform the development of the final suicide prevention strategy.  It will be helpful if you read the draft strategy released by the Ministry of Health before the meeting. You can find a copy of the draft strategy, and more information about it, at [www.health.govt.nz/publication/strategy-prevent-suicide-new-zealand-draft-public-consultation](http://www.health.govt.nz/publication/strategy-prevent-suicide-new-zealand-draft-public-consultation). |

**Step 3: Book a space and make sure you have everything you need to make the meeting run smoothly**

Make sure that you have a comfortable space for your meeting, where those attending have room to sit and to move around. The space will need to be accessible for everyone taking part. Many local councils, schools and churches have free or affordable meeting spaces for hire.

Depending on how long your meeting is scheduled for you may need to have refreshments available. Some people will work better if they have regular breaks during the session.

Participants will need access to a copy of the draft Strategy, preferably in advance. Copies are available at [www.health.govt.nz/publication/strategy-prevent-suicide-new-zealand-draft-public-consultation](http://www.health.govt.nz/publication/strategy-prevent-suicide-new-zealand-draft-public-consultation).

We recommend a format where participants write their comments on A4 sheets of paper or sticky notes. You may need to bring along paper, sticky notes and pens for people to use.

1. **Setting the scene**

To get the best results out of your meeting, everyone needs to know what they’re doing and why. The questions and answers included in Appendix 2 may be useful to have with you, in case anyone has questions.

**Step 1: Introduction**

You may wish to set the scene using text from the introduction below:

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| “We’re holding this meeting so you can help to build a new suicide prevention strategy for New Zealand.  The new strategy will provide a framework for how we can work together to reduce suicide in New Zealand.  In our meeting, we will be focusing on the draft of the suicide prevention strategy that has been released for public consultation. You’re also welcome to contribute ideas that don’t necessarily refer back to the Strategy document.  After the meeting, we will provide the cross-government suicide prevention working group with the work we have done together. This will be our submission on the draft Strategy. You can also make your own, individual submission, separately.  Thank you for participating, and taking the opportunity to ensure your voice is heard.” |

At this point, you may wish to check in with your participants that they are clear on what the meeting is about and how their input will be used, and if they have any questions.

**Step 2: Housekeeping**

Important! At the beginning of the meeting, tell your participants about what to do in the event of an emergency or evacuation; the location of the toilets; and the agenda, including any lunch or tea/coffee breaks.

1. **Running the meeting**

**Step 1: Decide which conversation starters you will be answering**

If participants are deciding which conversation starters to use, it’s now time to choose these. If you’re going to break into groups, each group can answer different conversation starters, or everyone can answer the same ones—it’s up to you.

**Step 2: Break into groups**

If you have more than eight people attending, we suggest that you break into groups of four to six people. This will help keep group discussions manageable and ensure everyone’s voice is heard.

**Step 3: Answer your first conversation starter**

1. Read out your first conversation starter. You might also like to write it on a board or have it showing on a screen.
2. Ask participants to discuss their thoughts and ideas. Encourage them to write these on sticky notes and paper. We suggest preparing at least one sheet of paper per question for each group.
3. Take time to reflect on answers and discuss them in groups.

**Step 4: Move onto the next conversation starter(s)**

Repeat Step 3.

It may be helpful to take short breaks between each conversation starter.

1. **How to send your meeting results to us**

You can type and send us the content of every sticky note and piece of paper; the content of the ones rated by participants as most popular; general comments and discussion notes; or all of the above.

You will find a table in Appendix 1 with the conversation starters that you can fill out for each conversation starter that you have responded to.

Once you have completed your table, send it and any other material you would like the cross-government suicide prevention working group to look at to [suicideprevention@moh.govt.nz](mailto:suicideprevention@moh.govt.nz).

If possible, it would be great if you could also send us information on how many people attended the meeting, and the name of the organisation running the meeting. This will help if any details need to be checked.

**IMPORTANT NOTE**

Please note that your submission will be released after all submissions have been analysed. Please make sure everyone is aware of this. We will remove any material that can identify a person or an organisation.

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| **Conversation starter** | **Prompt** | **Content discussed / key points** |
| **Vision, purpose and pathways** | Comments on the draft strategy’s vision, purpose or pathways.   * Are they comprehensive enough? * Is anything missing? * How can they be improved? | * Enter text here |
| **Priority areas for action** | Comments on the ten proposed priority areas for action.   * Are they comprehensive enough? * Is anything missing? * Are they the most important areas? * How can they be improved? | * Enter text here |
| **Prioritising the priority areas for action** | Comments on which of the proposed priority areas for action are the most important to focus on first.   * Which three to five areas are the most important ones to focus on first? | * Enter text here |
| **Specific activities** | Comments on which specific activities are the most important to do first.   * Which specific activities are the most important ones to do first? * What is needed? * How can the needs be addressed? | * Enter text here |
| **Anything else government agencies should know** | Any other comments related to preventing suicide that government agencies should be aware of. | * Enter text here |

**Appendix 1: Conversation starters**

**Appendix 2: Questions and answers**

***Why do we need a new suicide prevention strategy?***

The current New Zealand Suicide Prevention Strategy 2006–2016 has come to an end. As suicide continues to be a substantial public health and social issue and as everyone needs to be involved and work together to prevent suicide, a new suicide prevention strategy is proposed to guide our joint efforts to prevent suicide.

***Why is a draft strategy being consulted on?***

Government agencies have heard from many people about how best to prevent suicide in New Zealand. We have brought this together in the draft strategy. We’re consulting on the draft strategy because we want to test whether we’ve brought things together in a way that focuses on the right things, in the right order.

***Where did the draft strategy for consultation come from and who contributed to it?***

The draft strategy for consultation was developed by a cross-government working group, led by the Ministry of Health, and was informed by engagement with communities, academics and clinicians. This engagement took the form of community workshops, meetings and written feedback. The draft strategy was also informed by international and New Zealand-specific literature and analysis of data.

***What happens next?***

The consultation period ends on 12 June 2017. During May 2017 there will be a number of public workshops.

After the consultation period ends on 12 June 2017, government agencies will look at the feedback received and provide recommendations to Ministers on changes to the draft strategy.

A near final version of the Strategy will likely be considered by Cabinet in late 2017. When the Strategy will be released will depend on the decision Cabinet makes.

***What’s different about the draft strategy?***

The draft strategy builds on the previous strategy. It does so in two main ways: through a stronger focus on everyone in society being involved in preventing suicide and through a stronger focus on government agencies working together to prevent suicide.

***What does the draft strategy cover?***  
The draft strategy sets out a framework for preventing suicidal behaviour (including suicide) in New Zealand. It also identifies broad areas to focus on and examples of possible activities that could be done in those areas.

***Who is the draft strategy for?***

The draft strategy is intended to be for everyone (ie, not just for health professionals or government agencies). In particular, it is intended to be for anyone who wants to contribute to preventing suicide in New Zealand.

***How can I be kept informed about the new suicide prevention strategy?***

If you would like to be kept informed about the new Strategy, please send your name and contact details through to [suicideprevention@moh.govt.nz](mailto:suicideprevention@moh.govt.nz) and you will be added to the mailing list.

***How many people die by suicide in New Zealand?***

Data for 2013 shows that 508 people (365 males and 143 females) died in New Zealand by suicide, a rate of 11.0 deaths per 100,000 population.

***Are New Zealand’s suicide rates increasing?***

Overall, suicide rates in New Zealand are not increasing or decreasing. In the ten years between 2004 and 2013, suicide rates ranged from 10.9 to 12.2 deaths per 100,000 population.