

Checklist for selecting and framing issues
1st PACITA-practitioner meeting, 19th-21st September 2012, Lisbon

1) Problem characterisation

Issue-orientation

What is the problem/issue?

For whom is this a problem or an opportunity?

What problems/opportunities arise from the issue?

In which domain is the problem? (industry, production, implementation, use,...)

What is geographical dimension of this issue? (local, international,...)

What is the urgency of this issue?

How does technology relate to the issue?

Is it technology-driven?

Are the relevant technologies mature, evolving or unproven, technologies?

Are the technologies rapidly evolving?

Complexity

How complex is it?

Is it too simple? can we handle the complexity?

How should we cope with the complexity?

Is there a need for interdisciplinary work?

Novelty

Does the issue raise new questions?

What do the new questions concern? (regulation, ..)

Has anyone analysed this issue before?

Controversy

Is the issue controversial?

Can we solve the conflict?

Can we create controversy? How far can we go?

Is TA relevant to the debate at this stage?

Is there a need for the kind of contribution, which can be made by TA?

2) Knowledge/information required

What knowledge/information is needed?

Who requires this knowledge/information? Who are stakeholders, who can contribute to this knowledge/information?

Likely impact of the issue

- Who is/will be affected by this issue? (individual/society)
- Potential impact of the technology on society
- Other impacts of the issue
- Are there any ethical issues and implications?
- Do affected actors have information about potential ethical issues?

3) Relevance of TA

Why should the issue be studied through TA?

- Is there a need for TA?
- Would a TA provide a new perspective and added values?
- Is the issue complex?
- Would those who must address the issue be better informed following a TA?

Input

- Is reliable expertise available?
- Is reliable information available?
- What type and quality of information is required to complete a TA?
- Who can provide the required knowledge?
- Is an interdisciplinary approach required?
- What is the quality of the available relevant knowledge?

Out-put

- What kind of output is required (if known)?
- What stakeholders will benefit from the work?
- Who are the clients?
- How can we produce useful and understandable outputs?

Objectives/impact of TA

- What impact do we need to achieve?
- How would we measure impact?
- Who will the TA assist, and how will it assist them?

Policy relevance

- What is the state of the legislation? Will new legislation be required to address the issue?
- Is this issue on political agenda?
- Should it be on the political agenda?
- Is there a need for political action to address the issue?
- Which political options are available?

Timing

Is there a need for action?

Is it at the legislation stage? Is some legislation on the way?

When will results be needed?

Is it a short-term or long-term issue?

Is it in media?

What is the development stage of the issue?

Is there a need for TA at this stage?

Need for the TA methods

Are TA-methods required to inform debate/decision-making on the issue?

How will choice of methodology impact on this issue?

Is a clear cut solution likely to be the required outcome of the TA?

Do we have a proper methodology?

Can we develop a methodology?

4) Strategy

Is a TA on this issue consistent with the mission of the institute? Are there Are there individual reflection on values?

National or international relevance

Should the issue be addressed at a national, international, or EU-level?

Will the TA be a national or international process?

Internal resources

Do we have the resources and expertise to carry out or manage a TA on the issue?

What internal expertise is required to address this issue?

Do we have access to the data-bases/other information we will need?

Did we have experience with this issue?

External resources

Do we have the network required to carry out the work?

Do we have access to the external expertise?

Funding

Who might fund the project?

Do we have or can we secure the funds required to undertake the TA?