INTRODUCTORY SESSION (MEET & GREET)
2 May 2019

Key Inputs:
Panel handbook
Background report
Wider engagement report

TIME	MINS	#	Lead	ITEM/ACTIVITY
18:00	00:15	1	ML	**ROOM OPEN** Facilitator welcome: + Agenda + Purpose + Introductions
18:15	00:10	2	WW/MW	Host (WW/MW) Welcome: Chair/MD introduced by ML. To speak about: + Why this process is important + The value of the panel's work + Promise being made to the panel / community
18:25	00:40	3	ML	Getting to know each other Learning styles and working agreements
19:05	00:10			**BREAK**
19:15	00:20	4	ML	Panel journey/experience + What to expect (the journey) + Roles + Decision making rules .. etc.
19:35	00:20	5	ML	Information distributed + Wider engagement report + Background report + Handbook
19:55	00:40	6	ML WW/MW	Understanding the task,/remit: Q&A with WW/MW project lead/s
20:35	00:10	7	ML WW/MW	Getting online + Overview of panel portal (MW rep to run through) + Introduction to first online task
20:45	00:10	8	ML	Group review (how comfortable are you with your task and what would make you more comfortable?
20:55	00:05	9	ML	Final reminders and closing remarks
21:00	00:00			**Close**

ONLINE
3 May
- 10 May

Key Inputs:
Online library (includes background report, wider engagement report, handbook and other relevent docs)

ONLINE TASK/S

1. *Introduce yourself (discussion forum)*
2. *What stands out to you from the background materials so far? (discussion thread)*

DAY 1
11 May

Key Inputs:
Online discussion (task response)
Background report
Wider engagement report

TIME	MINS	#	Lead	ITEM/ACTIVITY
09:00	00:15	1	ML	**ROOM CLOSED** Introduction (re-entry) Information: Agenda, purpose, reminders
09:15	00:15	2	ML	**ROOM OPEN** Welcome to country Announce observers
09:30	00:30	3	ML	Background report: Insights (discussion)
10:00	00:30	4	ML	Critical thinking and biases Questions for speakers (discussion)
10:30	00:30			**MORNING TEA**
11:00	00:45	5	MW/WW ML	Key MW/WW Speakers (core content) - (20) Q&A (15) Insights discussion (10)
11:45	00:45	6	ML	Discussion: Our stories and perspectivesaround water
12:30	00:45			**LUNCH**
13:15	01:30	7	ML *Curated speakers*	Curated speakers - speed dialogue Maximum 7 Speakers, 12min per speaker.
14:45	00:30	8	ML	Insights from speakers: discussion.
15:15	00:30			**AFTERNOON TEA**
15:45	00:30	9	ML	Wider engagement report - discussion
16:15	00:30	10	ML	Final reminders and online task
16:45	00:00			**Close**

ONLINE
12 May
- 24 May

Inputs:
Online library (includes background report, wider engagement report, handbook and other relevent docs)

ONLINE TASK/S

What does 'best' mean for the community and environment? Discussion thread.

DAY 2
25 May

Key inputs:
Online task responses
Background repor - options

TIME	MINS	#	Lead	ITEM/ACTIVITY
09:00	00:30	1	ML	**ROOM CLOSED** Introduction (re-entry) + Information: Agenda, purpose, reminders
09:30	01:00	2	ML *Community nominated speakers*	**ROOM OPEN** Annnounce observers Community/Interest group nominated speakers: 3-5 (panel Q&A or speed dialogue depending on number)
10:30	00:30			**MORNING TEA**
11:00	01:30	3	ML	Discussion: How would we assess what is 'best' when it comes to the community and the environment? Values: Developing our criteria for options assessment
12:30	00:45			**LUNCH**
13:15	01:45	4	ML	Understanding the options. Pros and cons Anything else we want to know that hasn't been addressed?
15:00	00:30			**AFTERNOON TEA**
15:30	00:45	5	ML	What other information do we need to do our task? Panel speaker nominations: group to agree on speaker requests
16:15	00:30	6	ML	Final reminders and online task
16:45	00:00			**Close**

ONLINE
3 May
- 10 May

Key inputs:
Online library (includes background report, wider engagement report, handbook and other relevent docs)
Draft assessment criteria from Day 2

ONLINE TASK/S

Review draft criteria (for assessing options) : What changes to these would make us more comfortable? Discussion thread

DAY 3
8 June

Key inputs:
Online task response
Draft assessment criteria from day 2

TIME	MINS	#	Lead	ITEM/ACTIVITY
09:00	00:15	1	ML	**ROOM CLOSED** Introduction (re-entry) + Information: Agenda, purpose, reminders
09:15	01:30	2	ML *Panel nominated speakers*	**ROOM OPEN** Annnounce observers Panel nominated speakers: speed dialogue
10:45	00:30			**MORNING TEA**
11:15	00:30	3	ML	Speaker insights - group discussion.
11:45	01:00	4	ML	Finalising options assessment criteria (what's 'best' for community and en vironment) - using draft from Day 2 and online insights: Small groups writing on laptops to capture and refine criteria.
12:45	00:45			**LUNCH**
13:30	01:30	5	ML	Exploring a systems approach: Guided by our values assessment criteria, what mix of options might help to solve the problem? Discussion.
15:00	00:30			**AFTERNOON TEA**
15:30	01:00	6	ML	Initial ideas to solve the problem based on our systems approach concepts and values assessment criteria.
16:30	00:30	7	ML	Final reminders and online task
17:00	00:00			**Close**

ONLINE
9 June
- 21 June

Key inputs:
Online library (includes background report, wider engagement report, handbook and other relevent docs)
Systems thinking and draft ideas from Day 3

ONLINE TASK/S

What additional ideas do we have that would help us to solve the problem? (discussion thread - question open for 1 x week - thread closes Sunday 16 June to allow for MW/WW to develop response

DAY 4
22 June

Key inputs:
Online task response
WW/MW response document
Initial ideas from Day 3

TIME	MINS	#	Lead	ITEM/ACTIVITY
09:00	00:30	1	ML	**ROOM CLOSED** Introduction (re-entry) + Information: Agenda, purpose, reminders
09:30	00:30	2	ML WW/MW	**ROOM OPEN** Annnounce observers Organisation's response to initial systems thinking and ideas
10:00	01:00	3	ML	Using initial ideas from Day 3, development of draft recommendations (templates)
11:00	00:30			**MORNING TEA**
11:30	01:30	4	ML	Ideas rating: Group review of draft recommendations
13:00	00:30			**LUNCH**
13:30	01:00	5	ML	Combining , 'letting go' and identifying any other (missing) ideas
14:30	00:30	6	ML	Refining draft recommendations - writing (laptops)
15:00	00:30			**AFTERNOON TEA**
15:30	01:00	7	ML	Refining draft recommendations - writing (laptops)
16:30	00:30	8	ML	Final reminders and online task
17:00	00:00			**Close**

ONLINE
23 June
- 28 June

Key inputs:
Online library (includes background report, wider engagement report, handbook and other relevent docs)

ONLINE TASK/S

TBC

DAY 5
29 June

Key Inputs:
WW/MW response
Draft recommendations (Day 4)

TIME	MINS	#	Lead	ITEM/ACTIVITY
09:00	00:20	1	ML	**ROOM CLOSED** Introduction (re-entry) + Information: Agenda, purpose, reminders
09:20	00:30	2	ML WW/MW	**ROOM OPEN** Annnounce observers Organisation's response to draft recommendations
09:50	01:00	3	ML	Writing - final review and refinement (laptops)
10:50	00:30			**MORNING TEA**
11:20	01:30	4	ML	Walk through - final agreement
12:50	00:45			**LUNCH**
13:35	01:30	4B	ML	Walk through - final agreement
15:05	00:30	5	ML	Minority reports Report tidy up Identification of panel presenter reps
15:35	00:30			**AFTERNOON TEA**
16:05	00:20	6	WW/MW All	Presentation - panel report presented to WW/MW MDs/Chairs
16:25	00:30	7	ML	Closing circle
16:55	00:05	8	ML	Post deliberation feedback cards Poll (post-deliberation poll on options) Other reminders (e.g. project next steps)
17:00	00:00	9		**Close**

ONLINE TASK/S
29 June
- 30 June

Key inputs:
Panel report

ONLINE TASK/S

Post poll survey