**LGCAN Climate Adaptation Workshop**

***Workshop 2- Facilitator Agenda***

***Date, Time (15 min pre-meeting start for facilitators)***

Thank you all for being part of this event. To help guide you through the process we have created this briefing paper to explain the roles and responsibilities of everyone on the day.

During the two breakout group sessions (listed on Agenda as Exercise 1 and 2) Scribe 1, Scribe 2, Scribe 3 will be scribes, while Chair 1, Chair 2, Chair 3 will ‘chair’ the groups.

**12:45 Preliminaries**

* **CNI Facilitators, Scribes and Group Chairs to** call in
* **CNI** to begin recording
* **CNI** to monitor chat throughout the meeting

**12:55**  **CNI** to begin admitting participants unmuted.

**13:00 Workshop Introduction and Adaptation Planning Progress So Far (Workshop Commences)**

* **Adaptation Lead** welcome and introduction
* **M**ute all participants
* **H**ousekeeping and introduction (Sound and Video off, ask questions in chat or use reactions to raise a hand)
* **R**un through slides

**13:10 Group Exercise 1 - Review and Feedback on Draft Risk Register**

* **CNI** to send participants to breakout rooms for 40 minutes

**Breakout Room 1:** Chair – **Chair 1**: Scribe – **Scribe 1**

**Group 1 - You are to look at FLOODING RISKS first.**

**Breakout Room 2:** Chair – **Chair 2**: Scribe – **Scribe 2**

**Group 2 - You are to look at HEAT RISK first.**

**Breakout Room 3:** Chair – **Chair 3**: Scribe – **Scribe 3**

**Group 3 - You are to look at STORMS and COLD RISKS first.**

**Responsibilities:**

* **Scribes** to share screen containing worksheets.
* **Chairs** to introduce the exercise question (as listed depending on group number above), asking participants to think about how their service area has been impacted first and foremost.
* **Chair** to ensure discussion stays focused on council assets and services as much as possible.
* **Chairs** to lead discussions and ensure attendees get equal opportunity to speak
* **CNI** to provide logistical support where necessary and hop between breakouts.
* **P**rovide a 5-minute warning before the end of the breakout session.
* **Chairs** to wrap up discussions at this point and participants automatically brought back to main session
* **F**acilitate 15 minutes of feedback. **Scribes** to share screen and each **chair** to talk group through one example.

**14:05 10 Minute Break**

**14:15 Presentation on Draft Vision and Aims**

* **Adaptation Lead** to present on the Draft Vision and Aims, CNI still running the powerpoint slides

**14:25 Presentation on Draft Themes**

* **Adaptation Lead** present on the background to the draft themes for the plan

**14:35 Group Exercise 2 - Review and Feedback on Draft Vision, Aims and Themes**

**CNI** to send participants to breakout rooms for 35 minutes

**Breakout Room 1:** Chair – **Chair 1**: Scribe – **Scribe 1**

**Breakout Room 2:** Chair – **Chair 2**: Scribe – **Scribe 2**

**Breakout Room 3:** Chair – **Chair 3** : Scribe – **Scribe 3**

**Note for Chairs: Please only answer the final question on Actions if you have answered the previous questions on Vision, Aims and Themes.**

**Responsibilities:**

* **Scribes** to share screen containing worksheets.
* **Chairs** to introduce the exercise question, asking participants to think about work relevant to their service area first and foremost.
* **Chair** to ensure discussion stays focused on council assets and services as much as possible.
* **Chairs** to lead discussions and ensure attendees get equal opportunity to speak
* **CNI** to provide logistical support where necessary and hop between breakouts.
* **P**rovide a 5-minute warning before the end of the breakout session.
* **Chairs** to wrap up discussions at this point and participants automatically brought back to main session
* 10 minutes of feedback. **Scribes** to share screen and each **chair** to talk group through one example.

**15:20 Next Steps and Call For Actions**

**CNI** to present the process for contributing actions and information over the coming months

**15:30 Close**