\*YOUR LOGO HERE\*

**Local Government Climate Action Network (LGCAN)**

***Workshop 1- Facilitator Agenda***

***Date, Time***

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 and Scribe 3 will be scribes, while Chair 1, Chair 2 and Chair 3 will ‘chair’ the groups.

**12:45 Preliminaries**

* **CNI Facilitators, Scribes and Group Chairs to** call in
* **CNI** to allocate ‘co-host status’ to all
* **CNI** to begin recording
* **CNI** to monitor chat throughout the meeting

**12.55**  **CNI** to begin admitting participants unmuted.

**13:00 Introductions and Work so Far (Workshop Commences)**

* **Adaptation Lead** welcome and introduction
* **CNI** to mute all participants

**13:10 Vulnerability Workshop Introduction - Climate NI**

* **CNI** housekeeping and introduction (Sound and Video off, ask questions in chat or use reactions to raise a hand)
* **CNI** to run through slides

**13:25 Interactive Mapping Session – MIRO**

* **CNI** to explain MIRO exercise and ask participants to open link in agenda
* **CNI** to build 3 breakout groups in the background

Click the following link to access the exercise: ADD MIRO LINK

* **Scribes and Chairs** to add at least one sticky note each (reference LCLIP if required)
* **CNI** to end activity after 15 minutes and run 10 Minute feedback session
* **Chairs** to offer feedback to stimulate conversation as required

**13:55 Group Exercise 1: Understanding Your Current Risk**

* **CNI** to send participants to breakout rooms for 30 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**

**Responsibilities:**

* **Scribes** to press record at the start of their breakout session.
* **Scribes** to share screen containing worksheets.
* **Chairs** to introduce the exercise question, 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.
* **CNI** to provide 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 by **CNI**
* **CNI** to facilitate 15 minutes of feedback. **Scribes** to share screen and each **chair** to talk group through one example.

**14:40 10 Minute Break**

* **CNI** to call a break in the meeting

**14:50 What does a Future Climate Look Like? – Climate NI**

* **CNI** to restart meeting and run through slides

**15:00 Group Exercise 2 – What Ongoing Work Addresses These Climate Risks?**

* **CNI** to send participants to breakout rooms for 20 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**

**Responsibilities:**

* **Scribes** to press record at the start of their breakout session.
* **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.
* **CNI** to provide 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 by **CNI**
* **CNI** to facilitate 5 minutes of feedback. **Scribes** to share screen and each **chair** to talk group through one example.

**15:25 Next Steps**

* **CNI** to discuss next steps and continued development of vulnerability assessment and adaptation plan.

**15:30 Close**