**NI Adapts Climate Adaptation Workshop**

***Workshop 3- 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.

**10:15 Preliminaries**

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

**10:25**  **CNI** to begin admitting participants unmuted.

**10:30 Introductions and Work so Far (Workshop Commences)**

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

**10:40 What are the outcomes of the current draft Action Plan?**

* **Adaptation Lead** to run through slides

**10:55 Group Exercise 1 - *Assess draft actions against priority climate risks***

* *Participants break up by service area to assess to what extent the draft actions listed for their service meet the risks from climate change identified in the previous workshop.*
* **CNI** to send participants to breakout rooms for 40 minutes

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

**Group 1 - You are to look at X Department(s) first**

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

**Group 2 - You are to look at X Department(s) first**

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

**Group 3 - You are to look at X Department(s) first**

**Responsibilities:**

* **Scribes** to share screen containing worksheets.
* **Chairs** to introduce the exercise question (as listed depending on group number above and **work quickly through, action by action.**
* **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.

**11:50 10 Minute Break**

**12:00 Group Exercise 2 - *Define Priority Actions***

*Participants to:*

* *Sense-Check Draft Actions*
* *Identify priority actions and any missing actions for their service*

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

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

**Group 1 - You are to look at X Department(s) first**

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

**Group 2 - You are to look at X Department(s) first**

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

**Group 3 - You are to look at X Department(s) 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.

**12:50 Next Steps and Call For Information**

**P**resent the process for contributing further information and sign-off over the coming months

**13:00 Close**