

EXAMPLE PROCESS AGENDA

PROJECT NAME

Meeting 4 or 5: Developing Adaptation Responses

Date, Time (allow 2 hours), Location

~ MEETING OBJECTIVES~

- 1) Elicit feedback on adaptation responses
- 2) Discuss and learn about opportunities for action implementation

~ PROCESS AGENDA~

Time and Session Leaders	Activities and Objectives	Set up and materials
15 minutes Project Team	Participant check-in	Agendas, Sign-In Sheet, Name Tags, Pens, Markers, AV equipment
15 minutes Project Manager	Welcome <ul style="list-style-type: none"> ➤ Open meeting ➤ Review agenda and meeting objectives ➤ Remind group about outcomes of the previous meeting and provide an update as to what work has been done since 	
40 minutes Project Team	Adaptation Response Open House Exercise (See Engagement Exercise: Adaptation Response Open House (📎) guide in ART Supplies for a description of how to prepare and lead this open house.) <i>Purpose of this exercise is to obtain feedback on the draft adaptation responses developed to address the key planning issues identified.</i> <ul style="list-style-type: none"> ➤ Introduce the purpose and process of the exercise ➤ Review the components of an adaptation response (e.g., on a slide). 	Large format printouts of adaptation responses posted at stations around the room Station name tags Powerpoint slide or handout with: description of adaptation response, purpose of the exercise, station descriptions, amount of time for the exercise, and questions to be considering. (Refer to

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	<ul style="list-style-type: none"> ➤ Go over what kind of input and feedback would be most helpful to the project team (i.e. are the appropriate leads and participants identified in the implementation options?) ➤ Ask if there are any questions ➤ Have participants pick a station to start at, prompt them every 15 or 20 minutes to rotate to another station 	<p>the <i>Engagement Exercise: Adaptation Response Open House</i> guide for assistance in preparing these.)</p> <p>Station leaders orient participants to the format of the responses, go over components, and clarify any terms or abbreviations that might be unclear.</p>
10 minutes	Break	
10 minutes Project Team	<p>Exercise Debrief</p> <ul style="list-style-type: none"> ➤ Ask for volunteers to report out ➤ Remind them of the issues they were asked to consider, and call on a couple of participants for their thoughts 	Flip chart and markers to capture outcomes of the exercise
30 minutes Project Team	<p>Small Group Discussion(s): Implementation Options</p> <p>(See Engagement Exercise: Adaptation Response Open House (📎) guide in ART Supplies for a description of how to prepare and lead this follow-up discussion.)</p> <p><i>Purpose of these small group discussions is to explore options for implementation. What information, resources or further action is needed to implement priority actions? Can they be implemented by individual organizations or is there a need for coordinated action?</i></p> <ul style="list-style-type: none"> ➤ Present one or two key vulnerabilities that need early action, e.g., impacts are already occurring and/or adaptation actions have a long “lead-time” before benefits are realized ➤ Give participants a few minutes to clarify the issues that these vulnerabilities cause for their organizations or communities ➤ Discuss near- and long-term needs for taking action on these issues. Consider: <ul style="list-style-type: none"> ○ If we are committed to solving these issues what more do we need to know? ○ Is this the right group of people? Who else needs to be part of the discussion? 	

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	<ul style="list-style-type: none"> ○ What is the timeline? When would action need to be initiated? How long will it take to both plan for implementation and reap the benefits of action? 	
<p>15 minutes Project Manager</p>	<p>Wrap up and Next Steps</p> <ul style="list-style-type: none"> ➤ Invite participants to share any next steps that were identified or other outcomes of the small group discussion ➤ Discuss next steps: The project team will continue to seek input on the adaptation responses (provide a date for receiving comments) and then revise them and update the profile sheets which will be sent out to the working group. ➤ Next meeting: Evaluation criteria. 	
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