

Chapter 6 – Appendix A

Pre-Workshop Meeting (In-brief) Agenda

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The following list provides the recommended topics to be discussed in detail at the pre-workshop (in-brief) meeting a day or two before the workshop. This meeting also is the time to answer any other questions about the PAWSA process or the workshop agenda.

1. Introductions

- Sponsor
- Staff members (other than the facilitation team) designated by the sponsor
- Facilitation team
- Contracted staff, if any

2. Sponsor introduction presentation

- Overall workshop objectives
- Why participants were selected
- How workshop results will be used

3. Waterway issues

- Significant waterway safety risks from the sponsor's perspective
- Politically sensitive issues
- Recommended geographic boundaries of the waterway to be discussed

4. Participants

- Semi-final list of who is coming and who is not
 - Participants
 - Observers
- Homogeneous team assignments
- Participant strengths / weaknesses
- Natural leaders in the group

5. Logistics

- Facility setup
- Waterway chart
- Familiarization tour

6. Daily session review

- Purpose
- Attendees