Tool 8: Stakeholder engagement workshop facilitation plan

This sample facilitation plan is designed to help facilitate broader stakeholder engagement in managing climate risks and realising opportunities from a project, using a particularly geographic lens. Before undertaking the workshop you will need to have identified climate risks. The plan assumes the involvement of a Project (delivery) manager – (**PM**), Climate Adaptation Officer (**CAO**), and facilitator (**FCR**) as well as relevant internal staff, and representatives from stakeholder organisations identified in risk analysis or screening (around 15 or so people). However, it can be modified to include fewer or greater numbers as required.

| **Time** | **Length** | **Session Title** | **Session details** | **Lead** | **Intended outcome of session** | **Facilitation method** | **Resources needed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 09.00 | 30 mins | **Delegate arrival** | Meet and greet, get set up and be ready for 9.00 | CAO | Everyone are welcomed, introduced and caffeinated |  | *Tea and coffee* |
| 09.30 | 5 mins | **Welcome and housekeeping** | Welcome, a brief outline of why we are here and the format of the day, introductions. | PM | Everyone understands purpose and structure of workshop, and who is involved. | Presentation | *PowerPoint slide*  *Venue housekeeping details (loos, fire alarms, wifi, ground rules etc)* |
| 09:35 | 10 mins | **Presentation of project objectives and governance** | Project manager presents the purpose of the project, key deliverables, timetable and milestones, and how the project is governed. | PM | To understand the “why, who and how’s” of the project and understand barriers and challenges | Presentation | *PowerPoint slide*  *PID/project description*  *Project organisation diagram* |
| 09:45 | 15 mins | **Presentation of risk assessment and adaptation work to date** | Overview of the most relevant climate events and key project risks identified in the risk screening or risk assessment. | CAO | Everyone has a shared understanding of the main risks. | Presentation | *PowerPoint slide*  *Risk screening or assessment* |
| 10:00 | 30 mins | **Physical mapping of climate risks** | Exercise to map the sources of climate risks are and where the impacts will be. | FCR | Everyone understands which locations are most at risk, the impacts that apply to each location and the relationship between the project and surrounding areas | Facilitated roundtable discussion. If needed try to identify:   * Which climate event would cause the biggest potential damage to main project site? * the most important challenge out of the project’s hands? | *Large print of project site and surrounding area (with topography if possible), pens, post-its* |
| 10:30 | 30 mins | **Identifying extra opportunities to manage risks** | Participants map out existing activities: e.g. planned investments in adjacent areas, existing operations/ maintenance budgets in nearby organisation, emergency/contingency plans | FCR | Everyone understands the wider context of the project and where there are resources available for potential collaboration. | Workshop – ask participants to map activities on post its and explain to the group | *Large print of extended project area, pens, post-its* |
| **11:00 – 11:15 Comfort Break – Tea and Coffee 15 mins** | | | | | | | |
| 11:15 | 30 mins | **Prioritising additional actions** | With shared understanding of risks and opportunities to the site and surrounding the group re-considers most important risks to address in the project. | FCR | Project group focus in on challenges that they a) will address in the project or b) they will address as a future liability in the organisations operations | Group discussion   * How can we use the activities identified to support management of climate risks? * What other opportunities might arise for future actions? * To what extent are the risks accounted for in day to day operations of our organisations?   Map possible opportunities on using different colour post its | *Flipchart, pens, post-its* |
| 11:45 | 15mins | **Feedback** | Clarification and shared understanding of the opportunities identified | FCR | Clarity on all post it notes and suggestions, and any key details documented | Group discussion |  |
| 12:00 | 15 mins | **Sum up of workshop results and next steps** | Reflections on the workshop and what was useful/interesting. Outline next steps – how will info be used. | PM | Everyone knows what is going to happen next in the process | Presentation / Informal feedback |  |
| **12:15 - Thanks and close** | | | | | | | |