Water Sensitive Cities Index Benchmarking Workshop – Run sheet (for both consultants and clients)

City of xxxxx

Agenda

xxxx, xxxxx 2018, 9.00 am - 4.00 pm

Location: xxxxx

Checklist:

* Printed A3 table sheets – several copies for each of the 6 goals (quantity dependent on participant numbers but 50/50 is fine), one for each participant for goal Quality Urban Space
* Copies of the agenda
* Copies of the run sheet for project lead, note-takers and other workshop assistants
* Catering for morning and afternoon tea and for lunch
* Spare laptops
* Pens for tables
* Printed poll links
* Spare laptop and phone chargers
* Extension cords
* Note-taking sheets uploaded to note-takers’ laptops
* Spare dongle?
* Participant list
* City summaries (consultants to bring)
* Slide pack (consultants to bring)

Blue – client-specific tasks

Red – provider-specific tasks

Green – both client and provider-specific tasks

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| Time | Activity | | | Task |
| 08.30 – 09.00 |  | | | * **Set up and login into laptops and connect laptops to projectors and to the Wi-Fi** * **Load WSC Index slide pack** * **Place the Quality Urban Space rating guides and pens on tables** * **Open note-taking sheet for Quality Urban Space on laptop (note-takers only)** * **Login into polling system and set up new polls** |
| 09.00 – 09.10 | Welcome and opening address | | |  |
| 09.10 – 09.30 | Introduction | | |  |
| 09.30 – 10:15 | Score Goal 6: Quality Urban Space (3 indicators) | | | * **Note-takers documents all comments for the Quality Urban Space indicators using the note-taking document** * **Towards the end of this session, assist caterers (as required) to set up morning tea** |
| 10.15 – 10.30 | Morning Tea | | | * **Divide the rooms and set up tables as required for each room** * **Place rating guides and poll links on tables ready for the sessions – socio-political indicators in room 1 and biophysical indicators for room 2** * **Enter the results for Quality Urban Space** * **Log out of the polling system in the main room** * **Log into the polling system on the laptops in each room.** * **Open note-taking documents on the laptops in each room (note-takers)** * **Remind people to move to the correct room** |
| 10.30 – 14.30 | Score indicators - Split in 2 groups, concurrent sessions, 15 mins per indicator | | | * **Note-takers document all comments for each indicator using the note-taking documents** * **Towards the of this session, assist caterers (as required) to set up lunch** * **Towards the end of this session, assist caterers (as required) to set up afternoon tea** * **Note-takers keep in contact via sms about the progress of each session so that they finish on time and in case participants would like to move to another room** |
|  | **Group 1**  **(Socio-political indicators)** | **Group 2**  **(Biophysical indicators)** |
| 10.30 – 12.15 | Goal 1: Good Governance  (7 indicators) | Goal 7: Adaptive Infrastructure  (6 indicators) |
| 12.15 – 12.45 | Lunch | |
| 12.45 – 14.15 | Goal 2: Community Capital (5) | Goal 4: Productivity & Resource Efficiency (6) |
| 14.15 – 15.15 | Goal 3: Equity (4) | Goal 5: Ecological Health (4) |
| 15.15 – 15.30 | Afternoon tea | | | * **Move chairs and tables back for group presentation and discussion** * **Enter the results for all indicators in the web platform** * **Take a screenshot of results from the web platform for the slide pack in the report back** |
| 15.30 – 15.45 | Report back | | | * **Use WSC slide pack provided to report and discuss results** |
| 15.45 – 15.55 | View and discuss results | | | * **Use the city comparison (sheets) for discussion** |
| 15.55 – 16.00 | Exit survey, final comments, next steps | | | * **Providers encourage participants to complete the survey** |