

Model Workshop Design

[Insert brief background statement explaining why the workshop is being convened]

Purpose of Workshop

[Insert a statement of workshop's purpose and expectations.]

Strategic Planning Process

To assist board members develop a consensus on its mission, goals, and priorities, and provide a frame work for a new multi-year earthquake risk reduction and management plan, strategic planning approach is adopted. The approach includes three phases.

Phase I. Information Collection

The objective of this phase is to obtain a current and comprehensive perspective on the board's mission and performance. This perspective is derived from one-on-one in-depth interviews with representatives of the constituency that are conducted by a trained professional. The result of this phase is the accumulation of issues, raised by those who are interviewed, that provide an assessment of the perceived strengths, weaknesses, opportunities, and obstacles associated with seismic safety efforts. The issues are grouped into dominant themes and presented to the workshop participants.

Phase II. Evaluation and Integration

After the issues raised during the data collection phase are presented and discussed, they will be categorized into actionable programs, i.e., actions that can be taken to address the needs identified by the issue(s). The outcome

of this exercise should be a list of actionable programs or "action items" (there should be at least 15 of these) that the board may want to pursue in the next five years. Participants will break-up into small groups of no more than 5-7 people to develop the action items. The groups will be asked to address the following aspects for each action item:

1. Assumptions: The basic premises for proposing the program;
2. Objectives: The proposed outcome of program;
3. Implementation Steps: The required research on foundations needed, a basic implementation strategy, and an evaluation mechanism.

Each group will be assigned 2-3 action items to develop. It will take each group 2-3 hours for each one.

Once all of the action items have been developed, the workshop participants will prioritize the actionable programs according to such criteria as feasibility, projected resources listed in Chapter 9.

The last exercise of this phase will be the formulation of the board's mission statement and goals. The mission statement should reflect the objectives given to the programs the project will attempt to implement in the next five years.

Phase III. Strategic Policies

The results of the workshop will be summarized and circulated for review before the board acts to adopt. It will contain a set of policies that can be used to draft of a comprehensive risk reduction and management plan.

MODEL AGENDA FOR WORKSHOP
Development of Multi-Year Risk Management Program

[Location]

[Date]

Agenda

[Day 1: Date]

- | | |
|-----------------------|--|
| 1:00 p.m. - 2:00 p.m. | Workshop Registration
[Room Name] |
| 2:00 p.m. - 2:15 p.m. | Workshop Opening
[Room Name] |
| | <ul style="list-style-type: none">• Welcome and Introductions
[Name of Presenter] |
| 2:15 p.m. - 2:30 p.m. | <ul style="list-style-type: none">• Review workshop Objectives,
Logistics and Agenda
[Name of Presenter] |
| 2:30 p.m. - 3:30 p.m. | Panel Presentation |
| | <ul style="list-style-type: none">• Ten Year Retrospective
[Name of Presenter]• Earthquake Risk
[Name of Presenter]• Goals and Objectives: Met/Unmet
[Name of Presenter] |
| 3:30 p.m. - 4:00 p.m. | BREAK |
| 4:00 p.m. - 5:00 p.m. | Panel Presentation: |
| | <ul style="list-style-type: none">• Mandated Programs and Future Funding
[Name of Presenter] |
| 5:00 p.m. - 5:30 p.m. | Review Strategic Planning Process
[Strategic Planner] |
| 6:00 p.m. - 7:00 p.m. | DINNER |
| 7:30 p.m. - 9:00 p.m. | Present and Discuss Results of Information
Collection Phase
[Room Name]
[Strategic Planner]
Categorize Results into Actionable Programs
Board and Staff |

[Day 2 Date]

7:30 a.m. - 8:30 a.m.	BREAKFAST BUFFET [Room Name]
8:45 a.m. - 9:15 a.m.	Review Process for Development of Action Programs [Room Name] [Strategic Planner]
	Formation of Break-out Groups/Room assignments For Break-out groups Board and Staff
9:15 a.m. - 11:00 a.m.	Break-out Groups Deliberations: First Session [Room Name]
11:00 a.m. - 11:10 a.m.	Transition to Meeting Room
11:10 a.m. - 12:00 p.m.	Reports From First Session Break-out groups [Room Name]
12:00 p.m. - 1:00 p.m.	LUNCH [Room Name]
1:30 p.m. - 2:30 p.m.	continuation of First Session Reports [Room Name]
2:30 p.m. - 4:00 p.m.	Break-out Groups Deliberations: Second Session [Room Name]
4:00 p.m. - 4:30 p.m.	BREAK [Room Name]
4:30 p.m. - 6:30 p.m.	Reports from Second Session Break-out groups [Room Name]
6:30 p.m. - 7:30 p.m.	Reception - Informal Discussions [Room Name]
7:30 p.m.	BARBECUE DINNER [Room Name]

[Day Three, Date]

7:30 a.m. - 8:30 a.m.	BREAKFAST BUFFET [Room Name]
9:00 a.m. - 10:00 a.m.	Prioritizing of Action Programs [Room Name] [Strategic Planner]
10:00 a.m. - 10:15 a.m.	BREAK
10:15 a.m. - 11:30 a.m.	Formulate Mission Statement
11:30 a.m. - 12:00 p.m.	Room Check-out
12:00 p.m. - 1:00 p.m.	LUNCH [Room Name]
1:30 p.m. - 2:00 p.m.	Presentation of Priorities List [Room Name]
2:00 p.m. - 2:30 p.m.	Workshop Wrap-up and Next Steps