DAY THREE – SSR2 F2F Washington August 24

Time	Session	Description	
9:00 am – 9:15 am	Welcome and Recap	Review Day Two, comments, feedback, any issues of reflection overnight, discuss and prioritise day's proceedings, housekeeping, travel logistics	Facilitator, staff, whiteboard
9:15 am – 9:45 am	Leadership	Review discussions on leadership, validate roles and criteria nominations and appointment	Facilitator, Ballot if needed
9:45 am – 10:30 am	Scope	Continue presentation by team members of areas of focus – determine process for validation/refinement -	Data projector, team member
Break			
10:50 am – 12:20 pm	Agree how to settle high level scope, ToR edits OK	Review discussions, record agreements for key tasks, allocate responsibilities, action items	Facilitator, team leadership
12:20 pm – 12:30 pm	Leadership	Settle leadership	Staff, facilitator
Lunch			
1:00 pm – 3:00 pm	Review Communique	Against expectations, what do we have? What can we sort in next 2 hours, what can we sort in next few days? What can we say about things that we can't settle yet? Prioritise best tasks for F2F, best for email,	Team leadership, staff, facilitator,
3:00 pm – 3:30 pm	F2F Summary	Review progress, achievements, gaps, final observations, high-fives, hugs, tears, etc.	Team leadership

Attachment A – Draft objectives for F2F previously circulated

1.   Get to know one another, create relationship

2.	Deal with history and understand multiple perspectives (individuals, groups, team, staff, Board, constituencies, etc)
3.	Identify and agree lessons learned
4.	Agree ground rules for team interactions
5.	Discuss and agree commitment of time by volunteers
6.	Review and agree roles and protocols for staff access and support
7.	Understand and develop strategies for building confidence of stakeholders
8.	Revisit, revise as needed and agree building blocks – scope, range of methodologies to be applied, coordination, internal review processes
9.	Revisit leadership roles needed and agree structure and people
10.	Settle team communication and engagement (meetings, minutes, protocols, etc)
11.	Use all available leftover time to progress Review tasks