

**Proposed Format for SSWG members' event.  
Opportunities and Change? 20-04-05.**

9-30 to 10-00 am	Registration / coffee	
10-00 to 10-05 am	Welcome / housekeeping	AR
10-05 to 10-20 am	Reasons for event and the day's plan	RF
10-20 to 10-45 am	Round 1	
10-45 to 11-10 am	Round 2	
11-10 to 11-35 am	Round 3	
11-35 to 12-00pm	Round 4	
12pm to 12-10pm	Reconvene. Plan for the afternoon	LD
12-10 to 1-15 pm	Lunch (faciliators – sort afternoon)	
1-15pm to 2-30pm (ish)	Feedback (10 mins per facilitator) with Q & A's and open floor	SG
2-30pm to 2-45pm (ish)	Poll and results of priorities 1 to 4	
2-45pm to 3 pm	Close. Committee to summarise.	
	Committee to identify postholders & set date for next meeting.	

	Discuss only:	Lead
Facilitator 1	<b>No change option</b> Future activities – e.g. this year The link with PMG	LO & AR
Facilitator 2	<b>AT / wider role idea</b> Other professions? Objects / mission? The link with PMG <b>Name (suggested list – straw poll)?</b> Future activities – e.g. this year (be specific)	SK
Facilitator 3	<b>Liquidate</b> Why? What would be missed? What other organisations are there?	AM
Facilitator 4	<b>User focus</b> Why? Purpose? Pros & Cons? Events / Future activities – e.g. this year? The link with PMG	HD

### **Rules of the game / notes for facilitators.**

1. The audience would be organised into four even-size groups.
2. A committee member would facilitate each subject. The objective is to explore one issue at a time, i.e. tease as much out of that option as possible. At the end of each 25 minute round the subject-facilitator would note a summary of that group's feelings on the issue discussed.
3. Groups would then rotate on to the next group and discuss the topic with them.
4. After lunch each facilitator would give a short report of their findings, followed by an open floor session.
5. List of priorities would be drawn up and voted upon
6. Committee would then reconvene: Chair, vice-chair and secretary.