Chapter 6 – Appendix A

Pre-Workshop Meeting (In-brief) Agenda
**Pre-Workshop Meeting (In-brief) Agenda**

The following list provides the recommended topics to be discussed in detail at the pre-workshop (in-brief) meeting a day or two before the workshop. This meeting also is the time to answer any other questions about the PAWSA process or the workshop agenda.

1. **Introductions**
   - Sponsor
   - Staff members (other than the facilitation team) designated by the sponsor
   - Facilitation team
   - Contracted staff, if any

2. **Sponsor introduction presentation**
   - Overall workshop objectives
   - Why participants were selected
   - How workshop results will be used

3. **Waterway issues**
   - Significant waterway safety risks from the sponsor’s perspective
   - Politically sensitive issues
   - Recommended geographic boundaries of the waterway to be discussed

4. **Participants**
   - Semi-final list of who is coming and who is not
     - Participants
     - Observers
   - Homogeneous team assignments
   - Participant strengths / weaknesses
   - Natural leaders in the group

5. **Logistics**
   - Facility setup
   - Waterway chart
   - Familiarization tour

6. **Daily session review**
   - Purpose
   - Attendees