Chapter 6 – Appendix B

Facilitator Agenda
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Day One

0730 – 0800 Room Setup
- Set up / test proper functioning of computers (3), projector, and printer
- Verify the All Books (waterway name) file is up to date and includes all previous PAWSA results, including those from a previously held PAWSA at the same location, if applicable.
- Place name tents on tables where participants will be seated, arranged into preliminary two-person teams
- Place a participant folder, pad of paper, and pencil at each seat
- Mount waterway charts on easels or walls

0800 – 0830 Final Preparations & Participant Arrival
- Open PAWSA Day One Brief PowerPoint™ presentation to Slide 1
- Assign a senior member of the sponsor’s staff to greet arriving participants
- Hand out nametags and show participants where they will be seated
- Print out new nametags and name tents for last-minute substitutions
- Rearrange team assignments as necessary based on no-shows and substitutions

0830 – 0845 Sponsor’s Opening Remarks
Slide 2
- Call the workshop to order and have sponsor make Welcoming Remarks and cover points in Sponsor Briefing

0845 – 0900 Administrative Items
Slide 3
- Introduce the facilitation team
- Have participants and observers introduce themselves
- Pass around participant / observer Attendee Contact List
- Review administrative items (telephones, beepers, restrooms, etc…)
- Direct participants to review folder contents
- Review agenda
- Explain quality assurance (QA) process
- Explain role of observers

0900 – 0920 PAWSA Background Briefing
Slides 4-9
- Present PAWSA Background briefing

0920-0930 Break

0930-1000 Waterway Risk Model Explanation
Slides 10-16
- Direct participants to the Waterway Risk Model and the Waterway Risk Model Explanation documents in their folders
- Explain the concepts underlying each factor in the Waterway Risk Model
- Verify that participants are organized into homogeneous two-person teams

1000-1015 Break
- Hand out Book 1: Baseline Risk Levels

1015-1145 Book 1: Baseline Risk Levels (Vessel Conditions & Traffic Conditions)
Slides 17 - 22
- Have participants define the geographic area to be discussed
- Initiate discussion of waterway risks for Vessel Conditions risk factors
  - Notetaker record general sense of discussion in short sentence form into PAWSA Workshop Report template
  - Use laser pointers/ECS to identify where risks are associated with a specific location
- Explain how to fill out Book 1: Baseline Risk Levels
- Have participants complete pages 1-4 of Book 1
- Collect partially completed Book 1

Slides 23-26 (Traffic Conditions)
- Continue discussion of waterway risks for Traffic Conditions risk factors
- Have participants complete pages 5-8 of Book 1
- Collect pages 5-8 of Book 1 from each group
- Tell participants where to get lunch

1145-1245 Lunch
Slide 27
- Enter inputs from Book 1: Baseline Risk Levels (Vessel Conditions and Traffic Conditions) into cells in All Books (waterway name) / Bk 1 Input
- Restart the afternoon session at slide 28.

1245-1345 Book 1: Baseline Risk Levels (Navigational Conditions & Waterway Conditions)
Slides 28-31 (Navigational Conditions)
- Continue discussion of waterway risks for Navigational Conditions risk factors
- Have participants complete pages 9-12 of Book 1
- Collect pages 9-12 of Book 1 from each group

Slides 32-35 (Waterway Conditions)
- Continue discussion of waterway risks for Waterway Conditions risk factors
- Have participants complete pages 13-16 of Book 1
- Collect pages 13-16 of Book 1 from each group

1345-1400 Break
Enter inputs from Book 1: Baseline Risk Levels (Navigational Condition and Waterway Conditions) into cells in All Books (waterway name) / Bk 1 Input.

1400-1500 Book 1: Baseline Risk Levels (Immediate Consequences and Subsequent Consequences)

- Slides 36-39 (Immediate Consequences)
  - Continue discussion of waterway risks for Immediate Consequences risk factors
  - Have participants complete pages 17-20 of Book 1
  - Collect pages 17-20 of Book 1 from each group

- Slides 40-43 (Subsequent Consequences)
  - Continue discussion of waterway risks for Subsequent Consequences risk factors
  - Have participants complete pages 21-24 of Book 1
  - Collect pages 21-24 of Book 1 from each group

1500-1515 Break

- Enter inputs from Book 1: Baseline Risk Levels (Waterway Conditions, Immediate Consequences, and Subsequent Consequences) into cells in All Books (waterway name) / Bk 1 Input.

1515-1540 Book 2: Team Expertise Cross-Assessment

- Slides 44-45
  - Explain how to fill out Book 2: Team Expertise Cross-Assessment
  - Hand out Book 2: Team Expertise Cross-Assessment
  - Have participants complete Book 2
  - Collect completed Book 2

1540-1600 Wrap-Up and Review

- Slides 46-47
  - Review agenda for Day 2
  - Review any logistical questions or concerns for Day 2
  - Dismiss

1600 – 1630 After Workshop Action Items

- Hold session review (as soon as participants have left the room)
  - Overall impressions
  - Presentations
  - Facilities
  - Action items
    - Enter inputs from Book 1: Baseline Risk Levels and Book 2: Team Expertise Cross-Assessment into All Books (waterway name) / Bk 1 Input and Bk 2 Input
    - QA Books 1 and 2
    - Copy cells A2:F10 from All Books (waterway name) / Bk 1 Disp to slide 4 of day two power point.
Day Two

0800 – 0830 Final Preparations & Participant Arrival
- Set up / test proper functioning of computers (3), projector, and printer
- Open PAWSA Day Two PowerPoint™ presentation
- Hand out Book 3: Mitigation Effectiveness

0830 – 0845 Review of Book 1 Results
- Slides 1-4
  - Review Day Two agenda
  - Display / review / discuss Book 1 results with participants

0845 – 0930 Book 3: Mitigation Effectiveness – Vessel Conditions & Traffic Conditions
- Slide 5-6
  - Initiate discussion of existing risk mitigations for Vessel Conditions risk factors
  - Notetaker record general sense of discussion in short sentence form into PAWSA Workshop Report template
  - Explain how to fill out Book 3: Mitigation Effectiveness
  - Have participants complete Vessel Conditions section of Book 3
  - Continue discussion of existing risk mitigations for Traffic Conditions risk factors
  - Have participants complete Traffic Conditions section of Book 3

0930 – 0940 Break

0940 – 1030 Book 3: Mitigation Effectiveness – Navigational Conditions & Waterway Conditions
- Slide 5-6
  - Continue discussion of existing risk mitigations for Navigational Conditions risk factors
  - Have participants complete Navigational Conditions section of Book 3
  - Continue discussion of existing risk mitigations for Waterway Conditions risk factors
  - Have participants complete Waterway Conditions section of Book 3

1030 – 1050 Break

1050 – 1130 Book 3: Mitigation Effectiveness – Immediate Consequences & Subsequent Consequences
- Slide 5-6
  - Continue discussion of existing risk mitigations for Immediate Consequences risk factors
  - Have participants complete Immediate Consequences section of Book 3
  - Continue discussion of existing risk mitigations for Subsequent Consequences risk factors
  - Have participants complete Subsequent Consequences section of Book 3
  - Collect completed Book 3
  - Tell participants where to get lunch

1130 – 1230 Lunch
Enter inputs from Book 3 into *All Books (waterway name) / Bk 3 Scores and Bk 3 Y-N*
Mark results from Book 3 on all copies of Book 4 using orange highlighter
Copy cells A2:L14 from *All Books (waterway name) / Bk 3 Disp* to slide 10
Hand out *Book 4: Additional Interventions*

**1230 – 1300 Description of Action Planning Process & Review of Book 3 Results**

Slide 8-10
- Describe the Action Planning process
- Direct participants to the Glossary of Terms (last page) document in their folders
- Explain the mitigations categories concepts
- Display / review / discuss FINAL Book 3 results with participants

**1300 – 1400 Book 4: Additional Interventions – Vessel Conditions & Traffic Conditions**

Slides 10-11
- Initiate discussion of additional risk mitigations for Vessel Conditions risk factors
  - **ONLY** discuss risk factors displaying a red NO or yellow Maybe flag
  - Write down (in brief bulleted format) any additional mitigations discussed for each risk factor for a point of reference during the completion of Book 4
  - Notetaker record general sense of discussion in short sentence form into *PAWSA Workshop Report* template
  - Display Slide 10 while participants discuss additional mitigations for all risk factors
  - Display Slide 11 while participants complete all portions of Book 4

- Explain how to fill out *Book 4: Additional Interventions*
- Have participants complete page 2 of Book 4
- Collect each team’s completed page 2 and give them to the data entry person
- Continue discussion of additional risk mitigations for Traffic Conditions risk factors
  - Display Slide 10 while participants discuss additional mitigations for all risk factors
  - Display Slide 11 while participants complete all portions of Book 4

- Have participants complete page 3 of Book 4
- Collect each team’s completed page 3 and give them to the data entry person

**1400-1410 Break**

**1410 – 1515 Book 4: Additional Mitigations – Navigational Conditions, Waterway Conditions, Immediate Consequences & Subsequent Consequences**

Slides 10-11
- Continue discussion of additional risk mitigations for Navigational Conditions risk factors
  - Display Slide 10 while participants discuss additional mitigations for all risk factors
  - Display Slide 11 while participants complete all portions of Book 4

- Have participants complete page 4 of Book 4
- Collect each team’s completed page 4 and give them to the data entry person
Continue discussion of additional risk mitigations for Waterway Conditions risk factors
Have participants complete page 5 of Book 4
Collect each team’s completed page 5 and give them to the data entry person
Continue discussion of additional risk mitigations for Immediate Consequences risk factors
Display Slide 10 while participants discuss additional mitigations for all risk factors
Display Slide 11 while participants complete all portions of Book 4

Have participants complete page 6 of Book 4
Collect each team’s completed page 6 and give them to the data entry person
Continue discussion of additional risk mitigations for Subsequent Consequences risk factors
Display Slide 10 while participants discuss additional mitigations for all risk factors
Display Slide 11 while participants complete all portions of Book 4

Have participants complete page 7 of Book 4
Collect each team’s completed page 7 and give them to the data entry person

1515-1530 Break
Enter inputs from Book 4 into All Books (waterway name) / Bk 4 Input

1530-1545 Workshop Critique and Review Book 4 Results
Slides 12-14
Have all participants and observers fill out Workshop Critique
• Copy cells A2:L14 from All Books (waterway name) / Bk 4 Disp to slide 13
Collect Workshop Critiques in a manner that preserves anonymity
Display / review / discuss Book 4 results with participants
Thank the participants on behalf of the facilitation team

1545-1600 Closing Remarks
Slide 15
Turn session over to Sponsor
Discuss next steps
Close risk assessment workshop

1600 – 1630 After Workshop Action Items
Clean-up and take down equipment
Hold session review of session (as soon as participants have left the room)
• Overall impressions
• Presentations
• Action items
  o QA Books 1, 3 and 4
  o Review / evaluate Workshop Critiques
  o Analyze Book 4 written inputs for PAWSA Workshop Report
  o Edit / smooth PAWSA Workshop Report