SPREP STRATEGIC PLAN REGIONAL WORKSHOP
Facilitation Guide

Workshop Topic:	Strategic Plan and Performance Implementation Plan	**Date:**	18-19 July 2016
Facilitator:	Change Factory Mik Becker and Kevin Dwyer	**Length:**	2 days

Workshop Objectives

- Capture feedback and strategic guidance from Members and Partners for input and refinement of the strategic plan and performance implementation plan.
- Ensure all Member and Partner concerns from the surveys and discussion in the workshop are addressed and included in next steps for the strategic plan and performance implementation plan.

Session Plan DAY 1

Timing	Activity	Who	Resources
9.00am	**Agenda** 1. Introduction and overview of the workshop agenda	Change Factory	PowerPoint slide
9.10am	**Director General's Remarks and Strategic Overview** **The Vision of SPREP** 1. Where we are now and where do we aspire to be? 2. What are our strengths and where do we add value for our members and the region? 3. What is the role of the Secretariat, Members and Partners? 4. What is the core business of SPREP?	DG	PowerPoint slides
9.40am	**The story of SPREP and its role in Climate change** 1. This is what the journey looks like 2. These are the outcomes and impacts we are looking to achieve 3. This is how we will support each other and build resilience and capacity to face the challenges ahead.	DG	PowerPoint slides
10.25am	**Morning Tea will be provided**		
10.40am	**Views from the Secretariat** 1. Presentation from each of the Divisional Directors – Reflections on the past. Challenges, priorities and strategies for the future. **(10 mins each)**	Directors of BEM, CCD, EMG, WMPC and HR Adviser/Acting	PowerPoint slides

		Finance Adviser	
11.40am	**Survey results review** 1. High-level survey analysis	Change Factory	PowerPoint slides
12.10pm	**Presentation Overview on Draft One Strategic Plan and Performance Implementation Plan**	DDG	PowerPoint slides
12.30pm	**Lunch Break: Free Time for Participants**		
1.30pm	Plenary Feedback from Members on : 1. Perspective and reflection on SPREP's role and strategic priorities 2. Expectations for content of strategic plan and performance implementation plan	Members	
3.00pm	**Afternoon Tea will be provided**		
3.15pm	Plenary continued	Members	
3.45pm	**Day 1 Recap**	Change Factory	
4.00pm	**End Day 1**		

Session Plan DAY 2

Timing	Activity	Who	Resources
9.00am	**Day 1 Recap**	DG	
9.10am	Working groups to discuss key strategic issues identified from Day 1 of workshop.	Members	
10.30am	**Morning Tea will be provided**		
10.45am	Working group discussions continue	Members	
12.00pm	**Working Groups to report back**	Members	
12.30pm	**Lunch Break: Free Time for Participants**		
1.40pm	**Plenary** 1. To discuss findings of working groups and prioritisation of issues for strategic plan and performance implementation plan.	Members	

3.00pm	**Afternoon Tea will be provided**		
3.15pm	**Wrap up and Next Steps** 1. The Secretariat to provide a wrap up of the key discussions and guidance provided in the workshop. 2. Next steps	DG	
3.30pm	**End Day 2**		
6.00pm	**Evening Function for all Participants at SPREP Headquarters**		