

Workshop facilitation plan

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Location: The Holiday Inn, Bloomsbury. Coram St, London WC1N 1HT

Purpose: to identify a mid-list of potentially significant food safety outcomes (both adverse and positive) from the transition to Net Zero.

Lead facilitator: Andrew Curry (SOIF) with support from an Ipsos and ADAS teams

Timings	Activities	Notes	Comments
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V3.1
15.11.21
AC

1. Design is now a limited hybrid model, with core team in the room, and other FSA and expert participants joining remotely. Some Ipsos/MORI facilitators may also be remote depending on capacity.
2. Participatory work ('threes' and breakout groups) will be recorded using a Miro board. The core team needs to be able to see this. If there are participants who are unable to access Miro, contributions can be made via Chat function and transcribed by facilitators.
3. Andrew Curry plans to have an ipad available to monitor the Miro board separately from the workshop.
4. It will help if Ipsos/MORI has a facilitator who takes lead responsibility for the Miro Board; there will be occasions when it helps the lead facilitator to have a conversation with him/her to clarify things.
5. See note on content of Miro Board at end of the workshop grid.
6. The facilitation team will have access to a WhatsApp backchannel

(Andrew Curry): brief
welcome plus
housekeeping.

(Mention Miro access
early on and share link
in chat since it's likely
to be a critical success
factor for the ways of
working here).

10.00-10.30	Welcome to meeting/ introductions to process/ introductions in virtual space and in room	(Robin May): will speak virtually to provide an FSA welcome and underline why this work is significant to the FSA. (Andrew Curry): Briefs group on how we're going to do the work, process for the day, ways of working (including fishtank and focus areas for workshop) Then rapid introductions: name, affiliation, foodstuff.	For introductions--to add energy--we will ask people to share a foodstuff they expect to see a lot more of or a lot less of in 2035. (AC to make it clear that this is just by way of a net zero future-facing warm up.)
10.30-10.50	Short presentations on work	Primary Production and Net Zero (Tim Benton) Consumers and food safety (Julie Hill)	10 mins max for each presentation, questions of clarification

Andrew to introduce the 'wall', with support from Sophie (if there are questions about specific content).

We will break participants into groups of three) on a 'directed random' basis to first review the cards on the wall (10 minutes) and then add up to five comments--one sentence only--on digital post-its to specific cards considered to have high impact on food safety (positive or negative). We will invite them to add a specific food safety 'area' to their comment if it is clear.

Ipsos facilitators will need to monitor three for issues.

This is designed as share and talk exercise.

Cards (~35) of relevant food-related impacts of the transition to Net Zero relevant net zero changes on wall, colour coded by their indicative food safety subject area. At this stage we're asking for an assessment by each dialogue group of impact of individual issues.

Participants will have an option to submit by Chat rather than Miro (facilitators will need to monitor for this) or to write down and share during feedback.

10.45-11.10 Scoring the wall

		(Remind participants of food safety themes)
	Plenary, led by Andrew	Identifying emerging ideas and issues to link them to specific food safety themes.
	We will be doing two things in this review:	
11.10-11.40	Reviewing the wall	Will need an Ipsos facilitator to drive the Miro board to mirror any changes made in the room.
	<ol style="list-style-type: none"> 1. Make sure we understand the comments 2. Make sure that we listen out for types of comments that indicate the food safety theme that is relevant. 	Trends that attract the most comments will be allocated to groups on a thematic (food safety) basis for work after the break--circa four to five trends per group, depending on spread/range of comments.
11.40-12.00	Break	Team in room--including Claire/ Jonathan/ Paul/ Chun agree on the right set of emerging food safety themes and assign people to groups.
	Have lengthened this to ensure that we have enough time to allocate groups.	Facilitation team make sure that the right cards go to the right breakout groups on Miro. Some cards may need to be duplicated if they are identified as being relevant to more than one theme.

Before the session starts, the hybrid facilitators/Miro board drivers will **copy** relevant cards to the right set of group working spaces.

There will be five worksheets per group in the Miro Board. These have a guide to the assessment criteria.

We have agreed three:

1. Speed to market, at early adopter penetration levels (i.e. 3%+). Suggest we use Fast for 3 years (equals one innovation cycle), Middling for 4-9 years (two to three innovation cycles), Slow for 10 years +. [Dark blue for Fast, Medium for Middling, Light Blue for Slow].
2. Likelihood of food safety effects (High/Medium/Low)
3. Impact of food safety effects (High/Medium/Low -- plus a note of any positive impacts)

12.00-12.50	4 x breakout groups.	Groups review and score the trends assigned to them, together with comments, producing one worksheets per trend. (So if there are five trends, they will complete five summary worksheets).
	Task is to review trends allocated and triage them for impact, according to agreed criteria. (See comments column for more detail)	Andrew Curry will also underline the need to work at speed...
		Group facilitators are:
		Andrew Curry
		Sophie Wilson
		Lore Bizgan
		Natasha Auch

Plus a summary of why this is an issue

During feedback [2] and [3] will be scored onto a 3 x 3 grid, but the worksheet will also have one of these as a capture sheet.

12.50-1.30 **Lunch**

1.30-2.30

Feedback:
building the
map

Groups will share their cards (Andrew to lead), and the facilitation team will add them to the 3x3 grid on the Miro Board.

To put in some post-lunch energy: we'll ask each group to present their first three; Andrew will use an interview format to help move things along and clarify understanding; and then we'll go round a second time and collect the other two.

We will also find a way to colour code the speed to market criteria, likely coloured stars on Miro.

We'll map these onto the Impact/Likelihood matrix as they are fed back.

2.30-2.50 Break

Back in threes (again on a 'designed random' basis, to separate out people who have been in the same breakout groups)): We are asking them to do two things here:

- | | | | |
|-----------|---|--|--|
| 2.50-3.10 | 'Walking' the map: check, test and challenge. | 1. one post-it per trio to challenge a positioning on the chart, or a speed to market scoring that doesn't feel quite right. | Put participants into threes to review the Miro map, with the same instructions. |
| | (Walk and talk and its virtual equivalent) | 2. one post-it per trio that identifies connections between different trends that might accelerate change or increase impact of likelihood. | |

We will ask trios to hold on to their virtual 'post-its' until we review the map.

Andrew leads.

Note takers will need to be listening carefully here.

In round 1, we will ask the pairs for their **challenges**. I will do this in a so-called 'snap' mode, to surface multiple challenges to the same trend.

Before this session closes, facilitators play back to the room the trends that are quick to market, with those challenges that have emerged; the trends that are clustering in the top four boxes (high/high, high/medium, medium/medium) and those trends that have generated energy in the current discussion--either because there are a lot of challenges or because they might be accelerators.

3.10-3.45

Reviewing the map in plenary

In round 2, we ask their pairs for their **accelerators**. Again, we will try to make connections where these exist rather than going round the room sequentially.

Sophie to feed back a summary of the headlines from the map.

[Andrew checks the fishbowl, possibly in discussion with Claire]

(Sophie Wilson should listen to the discussion to be able to feed these back so that Andrew Curry can focus on making sure the discussion is sufficiently specific.)

3.45-4.00

Next steps and close
Claire Nicholson (or Robin May)

All timings are indicative, although we will close on time.