

Public Health and Terrorism: Cross-Border Issues Roundtable University of Minnesota Center for Public Health Preparedness

Appendix B Facilitator Instructions

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1. 11:15 Session “What’s Missing” 20 minutes

Task: Focus area groups will discuss the list and make additions as needed. We want participants to think about other types of attacks that go beyond biological.

Dick Krueger will say to the large group:

- You’ve heard Kristine and Jill share what they heard from you so far.
- The scenarios you reviewed were for biological events. Perhaps there would be other cross border needs if events were chemical or nuclear.
- We want to know what kinds of cross border needs are missing from this list, based on your perspective.
- We want each table to review this list and add needs that are missing. Each table has a facilitator to help you and 20 minutes for this task.

Facilitators:

- *Move a flip chart to your table.*

You might want to say:

- We want to do two things in the next 20 minutes: 1) generate a list of cross border needs that are missing from this list, and 2) decide which 5 of those needs are most important to you.
- Let’s start by generating a list. Take a minute or two to look at the list. You might want to jot an idea down and then I’ll put your ideas up on this flip chart.
*(Give them a minute or so to review and think.
Label the flip chart with your group’s name—e.g., Group A.)*
- OK. What’s missing?
*(Write their suggestions on the flip chart.
Leave space at the left margin for voting checks.
Think of this as a brainstorming session. Don’t let people get too bogged down in discussion.
Continue jotting down ideas for about 10 minutes.
When 5 to 7 minutes remain, start next step.)*
- We need to select several of these to add to the original list for the next step in our process. I want each of you to pick your top three. Which three of these do you think is most important? Maybe you want to jot those down on a piece of paper and I am going to quickly ask each of you to tell me which three you picked.

(Give them a minute. Start in one place and go around the table asking for their top 3. Put a check in front of each item that gets a vote. When done, determine which 5 items got the most votes and circle these on the flip chart. Write each of these five onto a separate flash card and add them to the deck of cards for the 11:35 session.)

2. 11:35 Session “Workshop 1: Ranking Needs by Importance” 45 minutes

Task: Each group will determine how important each need is using the 4 containers on their table labeled 1 – 4.

Dick Krueger will say to the large group:

- Now that you have generated lists of needs, we want to know which of these are most important to you. Again, at your tables we want you to rate each of these needs from 1 to 4 with 1 being low and 4 being high. Your rating is based on the current importance in your perception to your unit and your state / province. Your facilitators will help you with this process.

What facilitators might say:

- Each of the needs from the summary and the five you just added are on a card.
- On the table here we have 4 different containers, labeled 1 to 4. We are going to put each of these needs in one of these containers, depending on how important you think the need is. I encourage you to use all 4 containers.
- I'll read a card, you can briefly discuss it, and then we'll have a quick vote to decide where to put it. You can hold up 1 to 4 fingers depending on where you think it belongs.
- We have about 25 items and about 40 minutes to do this, so you will need to make quick decisions, like you would have to do in an emergency.

TIPS:

- Facilitator does a quick calculation and drops the card in the appropriate container.
- Try to finish before 12:20 so they have a short break before lunch.
- Leave cards in the containers on the table.
- Those items that are rated 3 and 4 will be used in the 1:15 workshop. They will be moved to your small group room for you.

3. 1:15 to 2:30 Session “Workshop 2: Determining Doability of Needs” 75 minutes

Task: Each group will determine how doable each need is using the 4 containers

We are now in smaller rooms. Facilitators will need to explain this session.

What facilitators might say:

- In the last workshop you decided which needs were most important.
- In the next 75 minutes we want to accomplish two things: 1) we want to revisit each of the those items that you said were most important and rate them on how doable they are; and 2) we want you to select one of those needs to share with the larger group.
- Let’s start with doability. Basically we have the same ground rules as before. I’ll read a need, you discuss it briefly, and then you will rate it from 1 to 4 on doability.
- Doability is the ability or likelihood of being successful in meeting this need. So 1 would be a low likelihood in meeting this need and 4 would be a high likelihood of meeting this need.

Tip:

- Label your flipchart with the name of your group.
- After cards are sorted, take the top categories of doability (plates 3 and 4) and list these on the flip chart.

Facilitator might say:

- I want you to confirm that these items are indeed the most important as well as the most doable needs. Are there any comments? (Take notes on the comments)
- I’d like you to now select one need that you would like to announce and promote to the larger group. This item represents areas of considerable need and doability where future action is encouraged. It might be something that you as a group are really passionate about or concerned about or something you feel others may not understand.
- Which item would you like to promote to the larger group?
- Now you need to identify a person who will give a one-minute statement of this need to the total group during the 3:30 session.
- Do you have suggestions of points that XXX (name of person giving presentation) might cover?

Tip: When your group gets done they can go on break until 2:45. They should return to the room you are now in.

4. 2:45 to 3:30 Session “Workshop 3: Cross-Border Successes” 45 minutes

Task: Each group member is invited to write down their successes they feel will benefit cross-border states.

Tip: Draw the diagram below on your flip chart. Also, write the examples of successes and assets listed below on the flip chart.

The facilitator might say:

- In this session we want to do two things: 1) Find out what accomplishments and assets you have that you have had related to cross-border issues, so others might learn from these, and 2) Get your suggestions for next steps for the planning committee for this group.
- Let’s start with accomplishments and assets. One of the things people said they wanted out of this conference was to find out what kind of successes others had had and they wanted to be able to learn more about those successes. We will compile and distribute a list that will be of help sharing of information between locations and help raise the competencies of all. We have post-it pads here for everyone. We want you to write down three things on a post-it:
 - 1) an accomplishment or success that your unit or state or province has had;
 - 2) the assets that made this success possible; and
 - 3) a contact person who can talk about that success. We want you to generate as many post-its as you can for your unit or state/ province.
- Successes might be:
 - Organizational structures/capacities developed
 - Policies drafted
 - Trainings held
 - Materials developed
 - Alliances, relationships, or teams developed
- Assets might be:
 - Equipment (facilities, buildings, materials, etc)
 - People (Individuals or groups, skills, experiences, morale, motivation, training, etc.)
 - Policies & Traditions (rules, guidelines, past experiences, etc)
 - Leadership (administration, management, etc.)
 - Funding (legislative support, outside grants, etc.)
 - Education / Public Awareness (educational materials & efforts, public awareness campaigns, etc.)
- To develop your post-its, we might need to talk to help you remember your accomplishments or successes because sometimes they are hard to remember when put on the spot like this. Who is willing to talk about a success or accomplishment your unit or state/province has had related to cross-border issues? You may want to jot down some ideas to remind yourself, for when we put these on post-its.

Tip: Let people talk about successes for 10 to 15 minutes.

Facilitator might say:

- Now that you have been thinking about successes for a bit, take one of the post-it pads and write your successes, assets, and contacts down. Don't put more than one success on a post-it. But you can use more than one post-it to explain a success. Write these so if someone from one of the other tables got it, they would understand what the success was, what your assets were, and who to contact. These will be compiled as a resource for you and the other people here. Take the next (5 to 10) minutes to do this.

TIP: Stick post-its to a flip chart labeled with your group's name.

<p>What was the accomplishment or success?</p> <p>Identify the assets that made this possible.</p> <p>Contact person for more information</p>

At 3:20 pm:

Facilitator might say:

- The group that planned and arranged this session on cross-border issues would like suggestions on the next steps. What would you like this group to do following today's session? What advice do you have about the next steps? We would like you to jot down your ideas on an index card. You do not need to sign the cards. Just write down your advice on the card and I will collect them.

At 3:30 pm:

Facilitator might announce:

- We will reassemble in the larger room and at the same tables as the morning.
- All results will be posted on flip charts in the large room.
- We encourage people to take a short break and then to walk around and look over the results posted on flip charts until 4:00 pm.
- Promptly at 4:00 pm we will hear oral reports from each group.

5. 3:30 – 4:45 Session: Presentation by Group Representatives 75 minutes

Dick & Mary Anne chair this session.

Task: Each group will present the needs they feel are the most important and most doable as well as identify strategies.

3:30 Make announcement that the needs are being posted and we will be taking a break and we want people to look over the needs that are listed on the flip charts. At 4:00 we will hear presentations from each group. Post the flip charts that list the most important & doable needs. Be sure each flip chart is labeled with the name (category) of group.

4:00 Reconvene the group and ask for a report of the most pressing concerns from each group.

Use roaming microphone and Mary Anne and Dick go from table to table. Ask the person presenting the need to stand, introduce himself or herself and present the case for the need.