



# Working Together under *FRPA* Workshop Package

Version 0.3

March , 2007



## Table of Contents

Working Together under <i>FRPA</i> Workshop Package .....	3	
Purpose .....		3
Designing the Workshop .....	3	
Identify the Objectives for Workshop .....		3
Identify and invite participants (Target Audience) .....		4
Define Workshop Format .....		4
Preparing for the Workshop .....	5	
Draft Agenda (Workshop Topics) .....		5
Prepare and distribute participants package .....		8
Prepare workshop presentations .....		9
Facilitate the Workshop.....	9	
Manage time: .....		9
Manage people: .....		9
Document decisions and action items: .....		10
Completing the Workshop.....	10	
Evaluate workshop .....		10
Review decisions and action items .....		10
Close workshop: .....		11
Workshop Administration .....	11	
Work plan for Developing the Workshop Package .....	11	



## Working Together under *FRPA* Workshop Package

### Purpose

The purpose of this package is to provide a tool to assist MOFR district personnel to facilitate a workshop to pro-actively build positive working relationships and facilitate dialogue between local First Nations, agreement holders and MOFR. The workshop will focus on working together under the *Forest and Range Practices Act (FRPA)*—including information sharing and consultation requirements and expectations for developing *FRPA* operational plans and making operational decisions under an approved *FRPA* operational plan.

This workshop package is in response to feedback received by the Provincial *FRPA* Implementation Team (PFIT) from MOFR district personnel. This package is an optional and flexible tool designed to assist MOFR district personnel organize and facilitate a workshop. MOFR district personnel may use some or all of the material in this package.

This package is organized on a workflow basis with information, activities and suggestions that MOFR district personnel might consider for each of the major activities in planning and facilitating a workshop:

- Designing the workshop;
- Preparing for the workshop;
- Facilitating the workshop; and
- Completing the workshop.

The package also contains links to information and resources already developed that MOFR district personnel can use in facilitating the workshop.

### Designing the Workshop

Major activities for MOFR district personnel in designing the workshop include:

- Identifying the objectives for the workshop;
- Identifying and inviting participants; and
- Defining the workshop format.

### Identify the Objectives for Workshop

MOFR District personnel should identify the objectives of the workshop based on local knowledge of the parties' understanding and experience with *FRPA*. Possible objectives include the following (select and modify as necessary):

- Facilitate a common understanding of the legislative framework for operational planning under *FRPA* including the information sharing and consultation requirements and expectations;



- Identify the information requirements and process for information sharing and consultation when developing and adjudicating a *FRPA* operational plan. Identify the key contacts in each organization for the information sharing/consultation activities;
- Facilitate a common understanding of the roles and responsibilities for information sharing and consultation when developing, adjudicating and operating under a *FRPA* operational plan; and
- Identify the operational decisions when operating under an approved *FRPA* operational plan that will involve information sharing and/or consultation between First Nations, MOFR and/or licensee(s). Identify the information requirements, process and key contacts in each organization for the information sharing/consultation activities.

### Identify and invite participants (Target Audience)

MOFR district personnel should identify and invite participants to the workshop. The workshop is targeted at local First Nations, MOFR district personnel and representatives of tenure holders operating in the area within a First Nation's asserted traditional territory. Participants to consider include:

- Representatives of major tenure holders, including BCTS, who will be developing an FSP and/or operating under an approved FSP within a First Nation's asserted traditional territory;
- Representatives of woodlot and range tenure holders who will be developing a *FRPA* operational plan and/or are operating within a First Nation's asserted traditional territory under an approved *FRPA* woodlot/range plans;
- Representatives of First Nations; and
- MOFR district personnel responsible for working with First Nations personnel.

Key steps in identifying and inviting participants include the following:

- Consider involving First Nations right from the start
- Analyze objectives to determine who should attend the workshop. Who is appropriate and able to contribute/decide on the topic area(s) and/or benefit from the presentations and discussion?
- Review invitation list with supervisor—who should attend? Any potential conflicts or issues to be aware of?
- Recommend conducting the workshop as one session with representatives of all three parties in one room (e.g., First Nations, licensees, MOFR)
- Send out invitation to participations as soon as possible to ensure the workshop is booked in participants' calendars. Ask for a response confirming attendance so you can plan/adjust as necessary (e.g., invite alternatives, book different size room).

### Define Workshop Format

MOFR District personnel define the workshop format including:

- Length and time of workshop--analyzing the workshop objectives and the travel requirements of participants to determine the length of the workshop. The workshop should comprise:



- presentations with questions/answers to facilitate a common level of understanding of subject matter; and
- action items and next steps that will address information sharing/consultation processes and appropriate contacts; and
- Location—select location considering proximity to participants and meeting room characteristics. Ensure the room is appropriate for the workshop—large enough to sit everyone comfortably, minimal distractions from external noise and interruptions. Ensure participants are facing each other (e.g., circle, or U-shaped tables). If conference call, ensure everyone has access to good quality speaker phones and phone lines.
- Consider using a trained facilitator

### Preparing for the Workshop

Major activities for MOFR district personnel in preparing for the workshop include:

- Choose a neutral location for the workshop
- Drafting the agenda describing topics and activities;
- Preparing and distributing the participant’s package; and
- Preparing the workshop presentations.

### Draft Agenda (Workshop Topics)

The workshop should be facilitated by a MOFR District representative—consider the First Nations Liaison Officer. The facilitator will select topics from the list below based on the workshop objectives and participants’ understanding and experience with *FRPA*. Resources listed in the column labeled “Workshop Resources” should provide background information to enable the District personnel to prepare and deliver the topic.

To draft the agenda for the Workshop:

- Assess each objective and break down into topics, or discussion items, that will achieve the objective (e.g., present/review background information, discuss/clarify understanding, close/decide).
- Assign a length for each topic based on the output required and how each topic will be covered. Is the topic an announcement or a presentation with discussion? Is input required from each participant?
- Determine the sequence of topics on the agenda.
- Identify a presenter for each topic. Who is the most qualified and relevant person to lead/present the topic? Contact each presenter and explain/confirm their involvement, the length of the topic and the expected outputs.
- Review the agenda against the Workshop objectives to ensure the two are in sync. Ensure topics contribute towards objectives and are a manageable number. Confirm there is a buffer in the agenda for slight overruns in presentations/discussions. Document the agenda listing objective of Workshop, topics, length and presenter. Include any background information participants need to know in order to participate in the session.



Working Together under <i>FRPA</i> Topic Outline	Workshop Resources
<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>• Introduce participants and facilitator</li> <li>• Explain workshop objectives and expectations</li> </ul>	<p><b>to be developed for the workshop</b></p>
<p><b>Provide background information (e.g., review any pre-reading material)</b></p> <ul style="list-style-type: none"> <li>• Explain the differences between information sharing, exchanging information and consultation</li> </ul>	<p><b>to be developed for the workshop</b></p>
<p><b>Review legal requirements and expectations for developing a <i>FRPA</i> operational plan</b></p> <ul style="list-style-type: none"> <li>• Summarize the major features in operational plans under <i>FRPA</i> including major differences between an FSP and FDP and content differences between a FSP, WLP and RUP/RSP</li> <li>• Summarize the legal requirements and expectations for information sharing and consultation on each operational plan (including the requirements and differences between public review and comment and First Nations review and comment of each operational plan)</li> <li>• Review the changes in roles and responsibilities between the Code and <i>FRPA</i> for First Nations, tenure holders, government, Public and other stakeholders (when developing/adjudicating a <i>FRPA</i> operational plan)</li> </ul>	<p><b>to be developed for the workshop</b></p>
<p><b>Activity: Working together in developing/adjudicating a <i>FRPA</i> operational plan</b></p> <ul style="list-style-type: none"> <li>• Discuss the information requirements of each party in developing/adjudicating the operational plan (e.g., how can information sharing and consultation support the decision making by the DDM).</li> <li>• Discuss any issues the First Nation may have with sharing cultural heritage information and how these concerns may be addressed.</li> <li>• Brainstorm and discuss how the information requirements can be met during the plan development and adjudication activities.</li> <li>• Identify who will be involved in the information sharing and consultation activities, when it will occur, who is the contact/responsible person and the expectations for the information sharing/consultation (e.g., information</li> </ul>	<p>Task list in the information sharing bulletin.</p> <p>Matrix of operational decisions under <i>FRPA</i>.</p> <p>FSP business map</p>



Working Together under <i>FRPA</i> Topic Outline	Workshop Resources
<p>exchanged, timeframes, use of the information exchanged)</p> <ul style="list-style-type: none"> <li>• Identify any key success factors for the information sharing and consultation activities (e.g., personnel involved, information provided)</li> <li>• Reporting—discuss how all three parties will deal with any new information that comes available and how that gets incorporated into the information sharing and consultation process.</li> </ul>	
<p><b>Review legal requirements and expectations for making operational decisions under an approved <i>FRPA</i> operational plan</b></p> <ul style="list-style-type: none"> <li>• Review and discuss the legal requirements and expectations for information sharing and consultation once the <i>FRPA</i> operational plan is approved and prior to the issuance of a cutting authority</li> <li>• Review the changes in roles and responsibilities between the Code and <i>FRPA</i> for First Nations, tenure holders, government, Public and other stakeholders (when making operational decisions under an approved <i>FRPA</i> operational plan)</li> </ul>	<p>Task list in the information sharing bulletin.</p> <p>Matrix of operational decisions under <i>FRPA</i>.</p>
<p><b>Activity: Working together prior to operational decisions being made under an approved <i>FRPA</i> operational plan</b></p> <ul style="list-style-type: none"> <li>• Discuss the information requirements of each party when operating under an approved <i>FRPA</i> operational plan (e.g., how can information sharing and consultation support the decision making by the DDM)</li> <li>• Brainstorm and discuss how the information requirements can be met when operating under an approved <i>FRPA</i> operational plan</li> <li>• Identify who will be involved in the information sharing and consultation activities, when it will occur, who is the contact/responsible person and the expectations for the information sharing/consultation (e.g., information exchanged, timeframes, use of the information exchanged)</li> <li>• Identify any key success factors for the information sharing and consultation activities (e.g., personnel involved, information provided)</li> <li>• Reporting—discuss how all three parties will deal with any new information that comes available and how that gets incorporated into the information sharing and consultation process.</li> </ul>	<ul style="list-style-type: none"> <li>• First Nations FSP Consultation Process business map</li> <li>• Protocol (draft) template</li> <li>• Northern Interior Forest Region Discussion Paper on opportunities for consulting with First Nations after an FSP has been approved</li> <li>• Matrix of operational decisions under <i>FRPA</i></li> </ul>



<b>Working Together under <i>FRPA</i> Topic Outline</b>	<b>Workshop Resources</b>
<p><b>Wrap-Up</b></p> <ul style="list-style-type: none"> <li>• Review objectives for workshop</li> <li>• Summarize sources of information and resources to support effective information sharing and consultation</li> <li>• Review next steps for outcomes and any issues and concerns for follow-up</li> <li>• Complete evaluation of workshop</li> </ul>	<p><b>to be developed for the workshop</b></p>

### **Prepare and distribute participants package**

District personnel should prepare and send out a package to participants containing workshop objectives, agenda and background materials (e.g., pre-reading package):

- Consider sending out a draft agenda and ask for other agenda items
- Try to give something for participants to prepare for workshop—to improve the interaction and contributions of each participant. For example, provide background reading, have participants generate ideas, recall their experiences in the subject area.
- Send package a few days in advance of Workshop--not too early (people ignore), not too late (no time to prepare). For example, invite participants with as much lead time as possible but send out the workshop package closer to the workshop.
- Call participants to ensure receipt of materials and to raise awareness of background materials and activities.

The pre-requisites for the workshop should also be identified. Consider the capacity of the FN in deciding to include prerequisites. Suggested pre-requisites include the following to be modified based on workshop objectives, participants and topics:

- understanding of the legal requirements of *FRPA* in the areas of operational planning and practice requirements. **{to be developed—identification of background material to address this pre-requisite are identified in this workshop package};**
- understanding and working knowledge of the MOFR consultation policy and procedures;
- understanding of the information sharing requirements between First Nations and tenure holders during the development of an FSP and/or WLP as described in the *FRPA* Administration Bulletins # 1 and 5; and
- approved *FRPA* operational plan, or example, to use in the workshop activities.
- Suggest more importantly – individuals who are involved in the development, review, and approval process associated with the FSP.



## Prepare workshop presentations

Ensure presenters are prepared for the Workshop:

- use resources identified in the “Workshop resources” column of the Topic Outline above to collect and prepare any presentation and activity materials for the workshop. Ensure the content fits within the time allocated and the corresponding objective for the topic/workshop.
- use presentation tools where possible to help communicate information. Presentations with slides are more persuasive than those without slides. Presentations also assist presenters pace themselves. Encourage presenters to use visual aids (diagrams) when applicable to help maintain interest and explain concepts.
- Presenters should have handouts to allow participants to follow along, particularly if complex or detailed topics. Handouts also serve as reference material for participants after the session.

## Facilitate the Workshop

Major activities for MOFR district personnel in facilitating the workshop include:

- Managing time;
- Managing people; and
- Documenting decisions and action items.

### Manage time:

Key activities for the Workshop facilitator include the following:

- Start on time. Welcome participants and thank them for their time, review agenda and confirm participants’ commitment to the objectives and agenda.
- Match introductions to size of workshop and how well people know each other. Have participants introduce themselves if small number of people who do not know each other. Otherwise, the facilitator should summarize what parties are present and refer participants to invitee list on agenda. Name tags and name tents can be used if a longer workshop.
- Keep on track:
  - Follow agenda (stay on agenda, minimize side conversations and issues). If new issues/items arise, consider scheduling a separate workshop/meeting to address;
  - Finish discussion on a topic before moving to the next topic; and
  - Monitor progress--focus on results as defined in objectives for workshop.
- End on time. If not finished agenda, either reschedule for a subsequent workshop or ask permission to continue workshop to complete agenda and achieve objectives.

### Manage people:

Key activities for the Workshop facilitator include the following:

- Engage all participants:
  - develop ideas from all group members, encourage participants to contribute, keep people active and engaged; and
  - avoid distractions from side conversations and/or dominating participants.
- Encourage closure on ideas and action items:



- Focus on obtaining closure to topic through decisions and/or action items once the necessary information is presented/understood and participants discuss to clarify and address issues.
- Establish and enforce rules (e.g., turn off cell phones and blackberries, everyone to focus and participate).
- Recognize queues for ineffective workshop/getting off track.

### **Document decisions and action items:**

Key activities for the Workshop facilitator include the following:

- At start of Workshop, or before hand, assign responsibility for documenting decisions and action items (e.g., scribe).
- Encourage participants to take their own notes to ensure they understand the decision and action items.

## **Completing the Workshop**

Major activities for MOFR district personnel in completing the workshop include:

- Evaluating the workshop against its objectives;
- Reviewing decisions and action items; and
- Closing the workshop.

### **Evaluate workshop**

Evaluations will be provided to collect feedback on the following:

- Workshop package—paper based form to be completed by the MOFR district facilitator on the usefulness of the workshop package in assisting them organize and facilitate the Workshop. Suggestions on additions to the workshop package will be solicited. Completed evaluations will be sent to the Aboriginal Affairs Branch; and
- Workshop—paper based form to be completed by participants of the workshop and returned to the facilitator for consideration at future sessions. Copies of the evaluations will be sent to the Aboriginal Affairs Branch to assess the effectiveness of the workshop and potential use in other areas. The workshop evaluation will collect feedback on:
  - the overall rating of the workshop;
  - participant's self-assessment of meeting the workshop objectives;
  - additional information, or training participants feel they need in order to participate in the information sharing and/or consultation process;
  - overall length of the workshop; and
  - suggestions for future workshops.

### **Review decisions and action items**

The Workshop facilitator should review decisions and action items including responsibilities and timeframes for completion:

- Confirm they are relevant to the objectives of the workshop.
- Confirm participants will complete their assigned action items in specified timeframe.
- Determine next steps.



### Close workshop:

The Workshop facilitator should close the Workshop by:

- Thanking attendees for participating.
- Ensuring any workshop summary/notes are distributed within a few days and filed in archives.
- Monitoring action items for completion.

### Workshop Administration

MOFR district personnel will be responsible for setting up the workshop including obtaining space for the workshop, inviting participants and preparing any materials for the workshop. They will also keep track of workshop participants and the results of the workshop (e.g., copies of the workshop evaluations).

### Work plan for Developing the Workshop Package

The workshop package will be developed by collating, integrating and linking existing, information and other resources. The package will be developed by:

- designing the workshop package including objectives, topics and deliverables (this document);
- piloting the workshop package through conducting the workshop in 1-2 locations to obtain feedback on the workshop package; and
- finalizing the workshop package by incorporating feedback from the pilot.

Information and training material to be incorporated into the workshop package include the following:

- Interim Consultation Protocol between Government of BC and “X” First Nation (draft);
- First Nations FSP Consultation Process (business map);
- Matrix: Interim Guidance for First Nations’ Consultation;
- *FRPA* Administration Bulletin # 1—Forest Stewardship Planning: First Nations Information Sharing Bulletin;
- *FRPA* Administration Bulletin # 5—Woodlot Licence Planning: First Nations Information Sharing Bulletin;
- Northern Interior Forest Region Discussion Paper: Consultation with First Nations Post-FSP Approval (February, 2006);
- DM letter to First Nations (Fall 2004) introducing *FRPA*;
- Administrative Guide for FSPs (AGFSP); and
- Quick Start to *FRPA* training for tenure holders operating under *FRPA* and FPPR.

