

ATTACHMENT C: SAMPLE PROCESS AGENDA

FDEP Everglades Phosphorus Criterion Rule Development Workshop Agenda

Sheraton W. Palm Beach - September 20-21, 2001

Thursday Sept. 20

9:00 AM

Introduction – Senior DEP Staff

- Welcome (Terry)
- Goals for Workshop
 - To have a detailed, comprehensive, informative dialogue about the research on phosphorus and its impacts to the flora and fauna of the Everglades conducted over the last several years.
 - To clarify and highlight areas of agreement, disagreement, and uncertainty among the primary research teams
 - To provide stakeholder expertise an opportunity to ask detailed questions , and an opportunity for all interest attendees to do the same.

9:15 AM

Workshop Process and Participants

- **Workshop Format and Ground Rules (cycle of question-response-discussion; role of the moderators) (Pat)**
 - In the format we are seeking to provide some structure to keep the dialogue focused on specific topics while also encouraging an effective, informal dialogue.
 - We will seek facilitate question and answers in such a way that allows for inclusiveness, balance, clarity, and much as possible, succinctness.
 - Today the goal is to have a solid technical discussion on these issues. We're going to steer away from political/legal questions to keep the discussion technically focused in this Workshop. That may mean some questions that are important to you won't fit within the discussion in this workshop (but DEP will try and address them during this overall process) and some technical discussion may veer beyond what you think the laws and legal documents allow.
 - Researchers can reserve the right to not answer the question if they don't know or feel it is a policy call rather than a technical one.
 - **FORMAT:** DEP will introduce each topic and the key questions in that topic. Then, each primary research team will have 8 to 10 minutes to respond then DEP will facilitate 10 more minutes of questions among the 3 teams. Then, questions will be taken from the stakeholder expertise panel. CBI will ask how many from

the stakeholder expertise panel wish to ask questions under that topic, and then allot an approximate time for each given the time provided in the agenda. Finally, CBI will do the same with questions posed by all other participants. DEP's role will be primarily to facilitate the technical discussion among the primary researchers and ensure that the participants get at the key issues and points. CBI's role will be to keep careful track of time to get through the issues and to ensure stakeholders have a chance to raise issues and concerns. To keep moving through this agenda, we may have to cut discussions shorter than some would prefer.

▪ **Introduction of research teams, stakeholder experts and other participants (DEP)**

- Thanks for those who submitted questions. We think that many of them will be answered as we proceed, and are “rolled up” in the general questions we’ve developed. Some submitted are best addressed in our compliance workshop to come and some were primary policy and legal rather than technical questions.
- We selected the teams based on our understanding of those who have conducted on-going, long term field investigation and data analysis regarding phosphorus impacts to the flora and fauna of the Everglades. We asked these three research groups to participate and they selected the individuals they thought would be most appropriate for this discussion.
- Many of you asked for DEP to take a more active participant role in this Workshop. So, from a technical standpoint, we’ve asked Frank Neerhoff, who has worked very closely with the District, to sit with them as a participant on the investigators panel. We want to be clear though that Frank and his technical team’s responses are not DEP’s official position or policy, but the technical staff’s best judgment to date. The Secretary has asked DEP staff to be in the listening mode today, to hear all sides of the issues, and use this deliberative process to help inform the Secretary in making a sound decision on the criterion come 31 December.

9:30 AM **Primary Findings Question:**

10 minutes each from research teams

10:00 AM **Research Design Questions:**

- Design and associated principles

8 minutes each from research teams

24 minutes questions from stakeholder panel

- A few points on questions raised.
- If you could, please ask one question at a time to give the researchers a chance to focus on that issue and to allow others to ask their questions too.
- Be clear about who you would like to answer the question – everyone or specific research team.

- If the question you gets answered, let others ask new questions.
- Be succinct as you can to allow everyone a chance to ask their questions and to keep the discussion focused and on track.

10:45 AM **Break**

11:00 PM **Research Design Questions (continued):**

- Technical evaluation of design

10 minutes each from research teams
 10 minutes discussion among research teams
 25 minutes questions from stakeholder panel
 25 minutes questions from audience

12:30 PM **Lunch**

1:30 PM **Data handling, Analysis and Review Questions:**

- Description of resulting data base and analyses conducted

10 minutes each from research teams
 10 minutes discussion among research teams
 20 minutes questions from stakeholder panel
 15 minutes questions from audience

3:15 PM **Break**

3:30 PM **Data handling, Analysis and Review Questions (continued):**

- QA/QC issues

Continued as necessary

4:30 PM **Brief review and synthesis**

5:00 PM **Close Day 1**

Friday Sept. 21

8:00 AM **Review of Day 1, Preview of Day 2 Questions**

8:15 AM **Research Findings**

- Environmental responses to phosphorus

10 minutes each from research teams

10 minutes discussion among research teams

30 minutes questions from stakeholder panel

20 minutes questions from audience

9:45 AM **BREAK**

10:00 AM **Research Findings (continued)**

- Environmental responses to phosphorus

10 minutes each from research teams

10 minutes discussion among research teams

30 minutes questions from stakeholder panel

20 minutes questions from audience

11:30 AM **LUNCH**

12:45 PM **Research Findings (continued)**

- Other variables/considerations

10 minutes each from research teams

10 minutes discussion among research teams

20 minutes questions from stakeholder panel

15 minutes questions from audience

2:00 PM **General discussion among all workshop participants (CBI)**

Will take questions as they are asked, but limit time to ensure all have opportunity to speak.

3:00 PM **Summary of Key Areas of Agreement, Disagreement and Uncertainty**

3:30 PM **Workshop Adjourns**