

Sample Process Agenda For Team Development of an Interagency Agreement, Collaborative Procedures and Resource Sharing Agreements

Overview: This is a sample process agenda that teams can use for an agreement and/or procedures development session. This agenda should be used in conjunction with these Strategies for Team Use webpage that appears on the website. This agenda includes the following:

1. Assumptions on which this agenda is based
2. Pre-Meeting Tasks
3. Agenda

Assumptions on which this agenda is based - The process agenda follows a modification of the Strategies for Team Use webpage on the website for the Early Childhood Interagency Agreement and Procedures Templates. In this example, a “hypothetical” team has made the following decisions about the issues addressed on the Strategies for Team Use webpage:

1. Organizing Your “Development” Team – It is using a task force approach of 10-12 people.
2. Logistics for Using this Website for Agreement/Procedures Development – It has available at its meeting 3 laptop computers all linked to the internet and an LCD.
3. Development Team’s Approach to Developing an Agreement and/or Collaborative Procedures – It is using a subcommittee approach.
4. Defining Development Team Member Roles – The overall facilitator, recorder and timekeeper role have been assigned in advance. The roles within subcommittees are assigned at the meeting described below.
5. Clarifying Decision-Making Related to Agreement or Procedure Signing or Adoption – The team will use modified consensus in formulating its recommendations to present to the full team.
6. Team Meeting Tasks– The agenda below combines the Strategies for Team Use webpage Meeting Task Tasks for Developing An Agreement with Meeting Tasks for Developing Collaborative Procedures, focusing on Meeting Tasks 3 and 4 over a 1-day period. This process agenda assumes that Meeting 1 and 2 tasks have already been accomplished.

After your team has reviewed the Strategies for Team Use webpage and decided these same issues for your team, then you should use or adapt this agenda to best meet your team’s circumstances.

Pre-Meeting Tasks:

1. All task force members (persons attending this session) will:
 - Review the Early Childhood Interagency Agreement and Procedures Templates Website. It is especially important that they review the templates for the agreement, collaborative procedures (including the transition samples) and resource sharing and the samples from the Mercer County Early Childhood Alliance so that they can come prepared to discuss at the session.
 - Get the input of the likely signers of this agreement from their respective constituencies so that they will be aware and hopefully supportive of this effort on the front end.
 - Collect relevant requirements, forms, etc. from their respective agencies and organizations to share with the team during collaborative procedures development, bringing to the meeting enough copies for each task force member.
2. Set up the logistics for the meeting including:
 - 3 computers/laptops with internet connection
 - A printer for printing out materials produced during the meeting.
 - Copier with paper (various colors preferred) for making copies of materials during meeting.
 - An LCD and screen for projecting.
 - Room with participants sitting at 3 tables. Each table has a laptop and chairs for 4 participants.
 - Chart paper, several dark markers, masking tape
3. Make copies of handouts so that each task for member will have a set including:
 - Session agenda based
 - Hard copies of the various webpages, templates and samples from the website.

Agenda

Session Outcomes

1. Negotiation of an overall collaborative agreement using the template.
2. Identification of areas for Collaborative Procedures
 - Those already in place that can be incorporated by reference/attached to the agreement
 - Those that need to be revised or developed to align with the new agreement
3. Development of Collaborative Procedures that the team has identified that need to be revised or developed to align with the new agreement
4. Identify a plan for next steps including:
 - Strategies for submitting drafts resulting from this meeting to the full interagency team for consideration for adoption
 - Identification of any additional collaborative procedures that still need to be developed including strategies and timelines for doing so.

Agenda

Process: All times are estimates and may need adjusting throughout the session depending on actual time needed. Also, this agenda outlines a 1-day meeting. However, this agenda could be broken down into 2 or 3 shorter meetings, taking a section of the agenda at each meeting.

8:00 **Set-up for the Day**

Process: Facilitator (with other team members as desired) arrives to set up for the day.

8:45 **Registration**

Process: Participants assemble, sign-in, get packet of meeting materials. Having coffee and light refreshments available is helpful.

9:00 **Welcome and Session Overview – Facilitator**

Process:

- Review background and rationale for this session, the session outcomes and agenda.
- Orient them to the website by using the PowerPoint that is on the website and walking them through the website and the website materials that are in their handout packets.

9:10 **Clarification of Roles and Establishment of Ground Rules– Facilitator**

Process:

- Clarify roles of the overall facilitator, recorder, timekeeper (see *Strategies for Team Use*)
- Lead the group in establishing ground rules for how they want to work together, recording these on a flip chart and posting on a wall. One ground rule should include how the group will make decisions, that is, modified consensus (see *Strategies for Team Use* webpage for explanation).

9:20 **Review of Development Team's Approach to Developing an Agreement and/or Collaborative Procedures – Facilitator**

Process:

- Have each participant locate his/her handout packet.
- Review the *Strategies for Team Use* webpage materials related to: Review the subcommittee approach identified under the section entitled, *Development Team's Approach to Developing an Agreement and/or Collaborative Procedures*.
- Identify which of the 3 tables will be Subcommittee A, B and C for Round 1.
- Have participants reseal if they desire so that they are working on the sections of the agreement in which they have the most interest or expertise.

9:30 **Negotiation of an overall collaborative agreement using the template: Round 1 – Task Force Subcommittees with overview by Facilitator**

Process:

- Once participants are at the Subcommittee table at which they want to work, tell each subcommittee to select a facilitator, recorder and timekeeper as outlined on the *Strategies for Team Use* webpage materials related to *Defining Development Team Member Roles*.

- Review their assignment. That is, they are to use the template to develop the sections assigned to them. In short, they can agree to accept the wording as proposed or edit as needed to be more appropriate to the team as long as the key concepts are addressed in the agreement.
- The subcommittee recorder will record subcommittee recommendations on the template his/her laptop.
- Subcommittees then do their work following the instructions embedded in each template in the boxes on the right hand side.
- When subcommittees complete their work, print out a copy and make enough copies for all participants (preferably each subcommittee on a different color).

10:15 **Break**

10:30 **Building Task Force Consensus on Round 1 Sections – Facilitator**

Process:

- Review the recommendations resulting from each Subcommittee.
- Have the overall recorder note decisions on his/her laptop on a copy of the template saved for noting overall team decisions.

11:00 **Organizing Subcommittees for Round 2 Sections – Facilitator**

Process:

- Have each participant locate his/her handout packet.
- Review the Strategies for Team Use webpage materials related to: Review the subcommittee approach identified under the section entitled, Development Team's Approach to Developing an Agreement and/or Collaborative Procedures.
- Identify which of the 3 tables will be Subcommittee A, B and C for Round 2.
- Have participants reseal if they desire so that they are working on the sections of the agreement in which they have the most interest or expertise.

11:10 **Negotiation of an overall collaborative agreement using the template: Round 2 – Task Force Subcommittees with overview by Facilitator**

Process:

- Once participants are at the Subcommittee table at which they want to work, tell each subcommittee to select a facilitator, recorder and timekeeper as outlined on the Strategies for Team Use webpage materials related to Defining Development Team Member Roles.
- Review their assignment. That is, they are to use the template to develop the sections assigned to them. In short, they can agree to accept the wording as proposed or edit as needed to be more appropriate to the team as long as the key concepts are addressed in the agreement.
- The subcommittee recorder will record subcommittee recommendations on the template his/her laptop.
- As they complete each section, have them record on the chart paper for each Collaboration Area:
 - Those collaboration procedures that the team already has in place that can be incorporated by reference/attached to the agreement
 - Those collaboration procedures that need to be revised or developed to align with the new agreement
- Subcommittees then do their work following the instructions embedded in each template in the boxes on the right hand side.
- When subcommittees complete their work, print out a copy and copy for all participants (preferably each subcommittee on a different color).

Noon **Lunch** (provided on-site)

Process: Post charts that have recommendations related to collaboration procedures that can be incorporated by reference or that need to be developed. Post these in an area that can be easily seen by participants.

12:30 **Building Task Force Consensus on Round 2 Sections – Facilitator**

Process:

- Review the recommendations resulting from each Subcommittee.
- Have the overall recorder note decisions on his/her laptop on a copy of the template saved for noting overall team decisions.

1:00 Organizing Subcommittees for Collaborative Procedures and/or Resource Sharing Agreement Development – Facilitator

Process:

- Review charts with recommendations for collaboration procedures that can be incorporated by reference or that need to be developed. Come to consensus on these.
- Identify those areas where collaborative procedures and/or resource sharing agreements need to be developed. Assign these areas to subcommittees, e.g., perhaps a subcommittee on Collaborative Procedures for (a) Transition from Part C to Part B using the website template; (b) Transition into or out of WV Pre-K using the website template; (c) Transition from Part C to Early Head Start/Head Start using the website template; (b) Transition into or out of WV Pre-K using the website template; (d) Other Issues using the generic template for Collaborative Procedures on the website AND/OR resource sharing agreements on one or more topics using the generic resource sharing agreements on the website.
- After subcommittees have been identified and the team has decided at which tables they will work, have participants reseat so that they are working on issues for which they have the most interest or expertise.

1:15 Development of Collaborative Procedures and/or Resource Sharing Agreements – Task Force Subcommittees with overview by Facilitator

Process:

- Once participants are at the Subcommittee table at which they want to work, tell each subcommittee to select a facilitator, recorder and timekeeper as outlined on the Strategies for Team Use webpage materials related to Defining Development Team Member Roles.
- Review their assignment. That is, they are to use the templates on the website to develop the collaborative procedures assigned to them.
- Explain how to use the Word Search Toolbar.
- The subcommittee recorder will record subcommittee recommendations on the template his/her laptop.
- Subcommittees then do their work following the instructions embedded in each template in the boxes on the right hand side.
- When subcommittees complete their work, print out a copy and make enough copies for all participants (preferably each subcommittee on a different color).

2:15 Break

2:30 Building Task Force Consensus on ALL Collaborative Procedures – Facilitator

Process:

- Review the recommendations resulting from each Subcommittee.
- Have the overall recorder note decisions on his/her laptop on a copy of the template saved for noting overall team decisions.

3:15 Identifying a plan for next steps – Facilitator

- Strategies for submitting drafts resulting from this meeting to the full interagency team for consideration for adoption
- Identification of any additional collaborative procedures that still need to be developed including strategies and timelines for doing so.

Process:

- Facilitator leads task force through discussion of the above.
- Recorder takes notes on a chart.

3:25 Wrap-Up and Closing Remarks – Facilitator

Process: Provide upbeat closing remarks, thanking them for their hard work.

3:30 Adjourn