

## Appendix 1

Task	NEW Proposed Timings	Responsibility	
	(by)	IFM ECS	CPCA
Kick off, upon receipt of CPCA order confirmation	30 <sup>th</sup> April		✓
<b>Phase 1</b>			
Confirm CPCA Core Team and workshop delegates; Invite workshop attendees and brief core team plus key stakeholders	7 <sup>th</sup> May		✓
Finalise design of process and workshop templates together with introductory webinar and pre-work packs	28 <sup>th</sup> May	✓	
Carry out roadmapping Introductory webinar for workshop participants	28 <sup>th</sup> May	✓	
Circulate pre-work instructions to workshop participants	28 <sup>th</sup> May	Provide guidance for pre-work	Complete and collate pre-work
Consolidate all pre-work entries from participants	25 <sup>th</sup> June	✓	
Finalise workshops logistics, including preparation of online platforms and digital facilitation materials	2 <sup>nd</sup> July	✓	
Deliver landscaping session 1; issue S2 prework	w/e 9 <sup>th</sup> July	Lead workshop facilitation and co-ordinate Zoom platform	Attend and record workshop breakouts as coached by IfM ECS
Capture key workshop outputs and S2 prework	w/e 9 <sup>th</sup> July	✓	
Deliver Landscaping session 2	w/e 9 <sup>th</sup> July	✓	
<b>Phase 2</b>			
Agree Phase 2 Topic Roadmapping working groups and confirm next session date and times	w/e 9 <sup>th</sup> July	✓	✓
Deliver phase 2 topic roadmapping sessions (to cover up to 4 strategic themes/challenges)	12 <sup>th</sup> or 13 <sup>th</sup> July	Lead workshop facilitation and co-ordinate Zoom platform	Attend and record workshop breakouts as coached by IfM ECS
<b>Phase 3</b>			
Complete initial desk work and first draft top level narrative for synthesis discussions	w/e 23 <sup>rd</sup> July	✓	
Facilitate synthesis discussions with core team	w/e 30 <sup>th</sup> July	✓	
Finalise integrated strategic landscape and top level narrative aligned to CPCA BB framework in PowerPoint and Excel formats	w/e 6 <sup>th</sup> Aug	✓	
Review, finalise and issue report	w/e 13 <sup>th</sup> Aug		✓