



**Action item 13.1: Jennifer will draft a cover note to the peer reviewers to send to the team.**

The team agreed to take the final report, Day 1 proceedings and Day 2 minutes to the Board for approval. The team will update the board that the tool has been developed (and included as a draft). The team would like to go beyond their TOR to have the tool tested and finalized. The board will be asked for a decision, but no pushback is expected.

### **3) Draft recommendations**

The outstanding items on the team's TOR are the network and the tool. The team brainstormed some ways the tool could be implemented at CASA. They also discussed the need for a network.

The conversation on how to fit the toolkit into CASA's process created a flow diagram (see Appendix A to these minutes). The team agreed this flow diagram should be sent to the peer reviewers. The tools speak to different audiences at different points in a consensus process, and the diagram attempts to capture who should be employing what tool and when. There were three recommendations drafted regarding implementation into the consensus process at CASA. These recommendations should accompany the toolkit at the June board meeting.

1. CASA should institute a half day CDM orientation including the stages of the process, roles and responsibilities and a review of this tool for all new teams.
2. Tool 1a should be used by a stakeholder when preparing a statement of opportunity. The CASA secretariat should use Tool 1b and 1c when preparing its screen & scope document..
3. Include review of the tool in board orientations & new team member

The team discussed if there was need for a network of consensus practitioners. The support in the evaluation forms was not strong enough to guarantee uptake of a network. Many of the positive responses cited the need for better training, which is already being handled at AAMS. It was noted that CASA and AWC have networks. There may be a need for greater mentoring. The team agreed to a recommendation that CASA should consider ways to increase mentorship related to consensus processes.

The team also agreed to a recommendation that CASA/AWC should hold similar workshops on consensus-related topics/research more regularly. The topics should be more in-depth than this workshop. Ideas included: key elements, relationship building, ground rules and shared values. This next workshop should be held in 2012 and include participation by AWC.

### **4) Leftover funds**

The outstanding budget items include printing, a wrap up party and one stakeholder's travel expenses. The team agreed that the tool should be printed separately from the final report. The team agreed any leftover funds would support stakeholders who are taking the Consensus Certification Program at AAMS. The scholarship award that Alberta Environment put in place through Advanced Education and Technology does not currently cover travel and subsistence costs. The leftover funds will help CASA stakeholders who are approved for a bursary to cover those costs.

### **5) Next steps**

The team's next meeting will be in April to discuss the peer review outcomes. The meeting was adjourned at 10.15.

# Final Minutes



## Consensus Decision Making Toolkit and the CASA Process

