

P2P Regional Workshops



What is a P2P Regional Workshop?

The primary goal of a P2P Regional Workshop is to provide an environment for attendees to engage with information and ideas that should motivate them to make changes on their own farm. P2P Regional Workshops aren't about experts telling lots of people stuff.

A P2P Regional Workshop is an opportunity for Advance Parties (APs) to showcase what they have been working on and for attendees to work together with other deer farmers on specific production focussed topics.

These workshops are an integral part of the P2P programme and are intended to be public events open to farmers, other rural professionals and farming media.

A P2P Regional Workshop should encourage engagement between AP members and the invited attendees, with the farmers sharing their practical experiences to help improve attendees' deer farming operations.

A P2P Regional Workshop must have:

1. A focus. AP members will choose the themes that are relevant to their own properties and to the surrounding community.
2. AP members telling the attendees about the changes they have made or are working on in their AP – what's worked, what hasn't, would they do it again.
3. Small group sessions addressing relevant production questions which will allow individual farmers to question their peers on what works and what doesn't.
4. An invitation to other deer farmers in the community.
5. Someone keeping a record of what was discussed and any actions that people agree to undertake as a result of what they have learned on the day.
6. An agenda that has been shared and agreed with DINZ.

A P2P Regional Workshop can have:

1. Topic experts attending to listen to workshops and provide clarification of technical details to enhance farmers' discussions. (The programme of the day should not be a series of speakers).
2. A farm tour. The Regional Workshop could be held off-farm. If a farm tour is included AP members should share their own experiences at relevant stops on the visit.
3. DFA involvement to support the running of the day and encourage attendance of other deer farmers.
4. Invitations to the public and media, or be closed events for invited attendees only.

The form and scale of the Regional Workshop will be determined by the members of the AP. A small gathering of interested farmers can be very motivating for those who attend.

The members of the AP should inform the local DFA Branches of when and where the workshop will be, what topics will be addressed and discuss how the DFA branch wishes to support the day.

Each AP that has been in action for 12 months or more should aim for one Regional Workshop annually.

Who organises a P2P Regional Workshop?

The workshop is driven by the AP, with the members choosing the topic/s and format.

Cenwynn Philip in the DINZ office is the contact for the Regional Workshops. Cenwynn will support the AP Facilitator and/or Chair to organise the workshop. This can cover assistance with advertising, logistics and event management.

The AP chair should also take a lead in organisation and create enthusiasm for the day within the AP group. They also should play a prominent part of the day, such as the MC and introduction of AP members.

Who will facilitate the Regional Workshop?

In most instances the AP facilitator should run the Regional Workshop. However, if timeframes don't suit, the event organising team can engage someone who has good facilitation skills.

AP members should be encouraged to facilitate the small group sessions and report back in a summary session.

DINZ will ensure a person is present who can record the events of the day for dissemination to the wider deer farming community.

What is the DFA role in a P2P Regional Workshop?

The support of the local DFA branch is important to encourage deer farmers to attend these events. The DFA branch may be involved in more than one Regional Workshop per annum, due to multiple APs in a region or AP members being from several regions.

It is at the discretion of the Branch DFA chairman and/or committee whether they would like to get involved in the organisation and should be negotiated with the AP. Promotion of the Regional Workshop to members of the local branch is expected as a minimum.

Should the local DFA branch choose to be involved they are expected to:

- Support the AP once the topic/s, location and date has been developed
- Communicate the programme and dates to the wider DFA membership and beyond
- Opportunity to assist with some of the logistics on the day, e.g. organisation of room hire, catering (if applicable).
- Provide feedback to DINZ and the AP group post event.

Who funds a P2P Regional Workshop?

Costs are covered by the P2P programme which is jointly funded by DINZ and MPI. If a DFA branch chooses to, they can financially support a Regional Workshop at their discretion. We'd anticipate this may be more in the social arena, but any engagement with the DFA will be welcomed.

How will P2P Regional Workshops be advertised?

- Via the local Deer Farmers' Association branch network.
- Via DINZ media including DINZ e news, Stagline Online etc.
- If required, advertisements can be placed in local papers and we can also look at sending out text reminders.

Health and Safety Requirements

The wellbeing of attendees is paramount and it is expected that each event will have an appropriate Health and Safety Plan. Written confirmation of this must be sent to DINZ prior to the event.

Contacts:

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Innes Moffat – P2P Manager
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P2P Regional Workshops

Roles/responsibilities for P2P Regional Workshops:

<p><u>Regional Workshop Coordinator</u></p> <ul style="list-style-type: none">• Overall responsibility for getting the workshop going• Liaison with Facilitator and NZDFA Branch (if required)• Point of contact for questions• Assistance with advertising, logistics and event management• Arrange for event reporting coverage	<p><u>Facilitator</u></p> <ul style="list-style-type: none">• Liaising with AP members on topics• Getting a date confirmed and the programme together• Facilitate workshops as required• Communication with Regional Workshop Coordinator and NZDFA Branch (if required)• Prepare summary report of the day outcomes and work with reporter (if applicable)
<p><u>AP Chair</u></p> <ul style="list-style-type: none">• Enthusiasm for the day within the group• Liaising with Facilitator and other AP members on agreeing topics for the day• MC for the day, introduce the members of the AP	<p><u>Host AP member</u></p> <ul style="list-style-type: none">• Assist the Facilitator and AP Chair with organisation as required• Cover off Health and Safety related to their property (work with the facilitator on this)
<p><u>AP Members</u></p> <ul style="list-style-type: none">• Work together on the programme (date, location and topic/s) for the workshop• Promote the day within the local community• Contribute to the discussion on the day• Facilitate workshop groups and report back• Provide feedback after the workshop	<p><u>NZDFA Branch</u></p> <ul style="list-style-type: none">• Communication with the Regional Workshop Coordinator and Facilitator• Promote the event within the branch and to wider deer farming community• If agreed, help with event logistics and catering (financially or with people-power) and use the opportunity to promote the DFA.
<p><u>Guest Experts</u></p> <ul style="list-style-type: none">• There to answer questions and discussion• If presenting, to take no more than 15 minutes including Q&A• No more than 2 speakers/presenters at a workshop, directly related to the topic• Be prepared to share presentation or identify key resources	<p><u>DINZ/P2P Programme in General</u></p> <ul style="list-style-type: none">• Coordinate the annual P2P Regional Workshop calendar and provide logistical support for publicity• Where practical ensure that industry media can be present and assist in recording and reporting in industry publications etc.

How to organise a Regional Workshop

CP conversation with AP Facilitator and DFA outlining expectations

Advance Party

- Agree Regional Workshop theme, date and location.

DFA

- Branch committee discussion on level of commitment for Regional Workshop

FEEDBACK to CP

ORGANISATION

AP

- Confirm details for the day
- Health and Safety:
 - CP to discuss H&S requirements with APF
 - APF to go through H&S event plan and induction with RW Host
- Designate jobs for the day
- Promote the day in local area

CP + APF

- Lock in date, topic/s, location and type
- Advertising plan
- Coordinate RSVPs
- AV and other requirements
- Guest experts

AP + DFA

- Liaise on event help or social event if agreed

DFA

- Promote Regional Workshop in branch

CP

- Coordinate media coverage and/or reporting for the day

KEY

CP – Cenyynn Philip
APF – AP Facilitator
APC – AP Chair
DFA – local DFA branch

EVENT

Regional Workshop Day

- Everyone is clear about their jobs, where they need to be and when
- Ensure that the H&S induction is carried out and everyone signs in to the workshop
- Collect feedback from attendees

POST EVENT

AP Facilitator

- Feedback to DINZ