

## TAKAKA FRESHWATER AND LAND ADVISORY GROUP (FLAG)

### AGENDA MEETING 1

FRIDAY 4 JULY 2014, TAKAKA FIRE STATION

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- 9.30 AM**      **Welcome and introductions**
- Mihi/Welcome
  - Brief outline of meeting purpose
  - Suggested Agenda – group agree
  - Introductions – ‘round table’ – who we are, knowledge and experience etc
- 10.00**      **Understanding the job we have to do as members of Takaka FLAG**
- Presentation by Mary-Anne Baker, TDC*
- What is the problem? Why do we need to do something?
  - What is the expected final result?
  - How will we get from problem to solution? – “the process”
  - Any operational constraints for TDC & Group members (eg time, resources )
  - Terms of Reference for the Advisory Group
- 11.00**      **Break/ Kupa Ti**
- 11.15**      **Creating a successful advisory group**
- How we will work together
    - behaviours for engaging in group
    - how decisions will be made
  - Any key roles and responsibilities
  - Information sharing within and outside of group
  - Expected meeting preparation
  - Meeting schedule
- 11.45**      **Q & A discussion/brainstorm**
- What information might you need to more clearly understand the problem?
  - What information might you need to help you navigate the process?
- 12.15**      **Summary and Action Points**
- Who is doing what, by when, for next meeting
  - Suggested agenda for next meeting
- 12.30**      **Finish**