

**CalRecycle / Division of Recycling  
Beverage Container Recycling and Litter Reduction Program  
Program Reform Focus Group Workshops**

<b>STANDARD AGENDA</b>
The following are the core agenda items that will be used to manage the each Program Reform Workshop. This is a running agenda, not a time bound agenda.*
✓ Opening Remarks
✓ Review Agenda
✓ Review Ground Rules
✓ Review Master Idea List – Identify ideas that are within scope for the current workshop
✓ Education / Background from CalRecycle
✓ Master Ideas Presentation (workshop specific topics / individual Program Reform ideas)
✓ Discussion / Capture / Open issues
✓ Capture New Ideas (workshop specific topic areas only)
✓ Discussion / Capture / Open Issue
✓ Review Action Items
✓ Meeting Process Lessons Learned
✓ Next meeting
✓ Close meeting

**\*IMPORTANT NOTE:**

The meeting process outlined above will be used for each Program Reform Focus Group Workshop and is designed to facilitate discussion and dialogue between CalRecycle and workshop attendees. The meeting process is designed to ensure discussion and dialogue and to use critical questioning to explore issues and refine ideas. It is a linear process. Program reform ideas will be discussed individually and in turn. When discussion and dialogue for a specific program reform idea is closed-out, the focus group will not return to that individual idea. During discussion on a program reform idea, there will be ample opportunity for all attendees to comment and ask questions. If you are unable to attend / participate while a specific program reform idea is being discussed, you can submit your feedback/input, in writing, via [BeverageContainerReform@calrecycle.ca.gov](mailto:BeverageContainerReform@calrecycle.ca.gov).

The time allocated for all the sessions of a given workshop represent the maximum allowable time for the focus group to work through all program reform ideas associated with the designated workshop topic. Depending on the progress of the discussion & dialogue, and once all program reform ideas have been offered and vetted, the workshop will end at that point even if there is allocated time remaining.

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## **Ground Rules**

- ✓ One person speaks at a time
- ✓ Feedback/Input – State name, use microphone or GoToMeeting Chat
- ✓ Respect the opinions of others
- ✓ Phones or electronic devices on silent/vibrate
- ✓ Dialogue and discussion must stick to the topic and be constructive
- ✓ Be Brief. Comments should be specific and to the point
- ✓ Parking lot will be maintained for ideas/comment not on topic, without discussion