

## **Listen/Learn/Contribute Forum Guidance**

This document describes the listen/learn/contribute forum format and provides participation guidance and suggestions.

### **Format**

- Listen and learn sessions are typically structured as follows:
  - Opening comments
  - Meeting agenda review
  - Meeting protocol (roles, expectations for participation, format)
  - Discussion periods (described below)
  - Meeting summary
  - Adjourn

### **Participation Guidance**

#### **Expectations**

- Expectations are found in the last half of every agenda. They are:
  - This is a public work session, not a forum for debate.
  - Everyone is encouraged to participate. Please participate with intention.
  - Appreciate the diversity of perspectives.
  - Maintain a respectful space. Listen to and respect other points of view.
  - When you speak, please state your name, and where you are from.
  - One person speaks at a time. Please, do not interrupt other participants.
  - Each person will have the opportunity to speak. Please do not donate your time to another person.
  - Since this is a public work session, anything shared has the potential to become part of a public record.

#### **How to Participate**

- Every session will have a defined topic area or areas.
- Topic areas will be offered at least two weeks before a listen and learn session.
  - These topic areas are clearly identified on the agenda that is offered at least two weeks before a listen and learn session.
  - For example, consistent with the agenda that was shared on July 23 for the Listen/Learn/Contribute Session on August 22, topic areas were clearly identified in the following ways:

**Marijuana Quality Assurance Testing Rules  
Listen/Learn/Contribute Work Session  
August 22, 2019 – Second Meeting, Olympia WA**

Overall meeting goal: To engage with our industry partners to share ideas on mitigation and phase-in strategies for draft conceptual marijuana quality assurance testing rules.

**Today's Meeting Intentions:**

- Share status of draft conceptual marijuana quality assurance testing rules with LCB industry partners;
- Elicit feedback and ideas on mitigation and phase-in strategies for second draft conceptual rules in a structured fashion; and
- Discuss next steps.

- Also consistent with the agenda that was shared on July 23 for the Listen and Learn session occurring on August 22, topic areas were identified as follows:

<b>Time</b>	<b>Topic</b>
1:00PM	Get settled
1:05PM	Welcome! Why are we here? (Kathy Hoffman) How will data be collected, shared, and presented to decision makers? (Kathy Hoffman) Meeting Protocol (Kathy Hoffman) <ul style="list-style-type: none"> <li>• Review participant roles</li> <li>• Review expectations for participation</li> <li>• Review meeting format</li> </ul>
1:15PM	Introductions: Who is here?
1:25PM	Status of draft conceptual rules (Kathy Hoffman)
1:30PM	<b>Mitigation strategies</b> <ul style="list-style-type: none"> <li>• Solutions and ideas to mitigate licensee impact if all marijuana produced and processed in Washington State is tested for pesticides and heavy metals.</li> </ul>
2:30PM	Break
2:45PM	<b>Phase-in strategies</b> <ul style="list-style-type: none"> <li>• Solutions and ideas to phase in draft conceptual quality assurance and product testing rules.</li> </ul>
3:45PM	Summary, wrap up, next steps
4:00PM	Adjourn

- When you arrive at the meeting, you will find signup sheets for each topic area. For example, at the August 22 Listen/Learn/Contribute session, you'll see signup sheets similar to the sample below:

**TOPIC ONE:**

Solutions and ideas to mitigate licensee impact if all marijuana produced and processed in Washington State is testing for pesticides and heavy metals.

	Name	Representing	Email Address
1			
2			
3			
4			
5			
6			
7			

- Once the meeting begins, and introductions and other preliminary activities have occurred, the meeting facilitator and staff will calculate how many meeting attendees have signed up to speak to a topic.
- The meeting facilitator and staff will calculate how many minutes each meeting attendee will be offered to speak about a topic based on the number of meeting attendees.
  - For example:
    - Assume that seven attendees sign up to speak about Topic One above. The meeting agenda allows one hour to speak to Topic One. Seven attendees divided by one hour (or 60 minutes) = 60 divided by 7 or 8.5 minutes each.

Another example: Under the same allotted time for Topic One in the hypothetical above, ten attendees sign up to speak about Topic One. Ten attendees, divided by one hour (or 60 minutes) = 60 divided by 10 or six minutes each.
- The facilitator will call each attendee, in the order that they signed in, to the podium to speak about the topic for which they signed up.
- Each attendee will be timed based on the calculations described above. Please plan to speak only during your allotted time to assure that all attendees have full use of their allotted time.
- Once all topics have been addressed, and all attendees who have signed up and wish to speak have done so, the facilitator will summarize the meeting outcomes, discuss next steps and adjourn the meeting.

What if I miss my opportunity to speak?

- If you are not available to speak when called, the facilitator will ask if you are available to speak near the conclusion of the meeting.
- If this is when you speak, please speak to the topic that you signed up for.
- You will be given the same amount of time that all other speakers in your topic group were allotted for that topic area.

Questions?

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