
Appendix D

Sample Agenda for a Strategy Development Session

Here is a suggested agenda for a general session, breakout (Task Force) sessions, and closing sessions.

Before starting the meeting:

Sign in participants

At sign-in, provide colored dots to assign participants to breakout groups (Prevention, Treatment, Criminal Justice, and Supply Reduction)

Part A. Opening our Minds

Welcome, Purpose, and Introductions

Overview of National Drug Control Strategy

Presentation of city data and local threat assessment by local researchers or evaluators:

- What is the threat picture, as seen from the perspectives of Prevention, Treatment, Criminal Justice, and Supply Reduction?
- What kinds of data do we collect?
- What are our baselines?
- What are our strengths?
- What are the most pressing trends, rates, and numbers?

During presentations, encourage attendees to think of the following questions:

- Why is this issue a top priority?
- What is my organization doing, and what are others doing?
- How can my organization contribute to this priority?
- What is my organization willing to do?

Instructions to breakout groups:

- Focus on developing strategic goals, objectives, and action plans that are SMART— specific, measurable, achievable, realistic, and tangible
- Lay out charge and expectations

Break into Task Forces (Prevention, Treatment, Criminal Justice, Supply Reduction)

Part B. Task Forces develop strategic goals, objectives, and action plans

Each group explores the following

<p>Prevention</p> <p>How are we doing in:</p> <ul style="list-style-type: none"> • defining the current prevention infrastructure to assess, serve, and evaluate • maintaining a culture of disapproval • raising awareness & education • optimizing multiple points of intervening with users? <p>Other considerations:</p> <ul style="list-style-type: none"> • What should our priority areas be? • What are our opportunities, gaps, challenges? • What best practices should we adopt/expand? • How will we measure the impact? • How will we continue to plan and implement these activities? 	<p>Treatment</p> <p>How are we doing in:</p> <ul style="list-style-type: none"> • assessing capacity, utilization, need, and accessibility • identifying gaps • developing a gap-specific strategy • supporting recovery? <p>Other considerations:</p> <ul style="list-style-type: none"> • What are our opportunities, gaps, challenges? • What best practices should we adopt/expand? • How will we measure the impact? • How will we continue to plan and implement these activities?
<p>Criminal Justice</p> <p>How we are doing in:</p> <ul style="list-style-type: none"> • assessing treatment need among offender populations • providing treatment as an alternative or complement to incarceration • linking to treatment providers as part of diversion efforts and after-care planning • tracking the impact of treatment on recidivism? <p>Other considerations:</p> <ul style="list-style-type: none"> • What are our opportunities, gaps, challenges? • What best practices should we adopt/expand? • How will we measure the impact? • How will we continue to plan and implement these activities? 	<p>Disrupting the Supply</p> <p>How we are doing in:</p> <ul style="list-style-type: none"> • coordination • community involvement and partnership • surveillance and intelligence • de-confliction • maximizing prosecutorial tools? <p>Other considerations:</p> <ul style="list-style-type: none"> • What are our opportunities, gaps, challenges? • What best practices should we adopt/expand? • How will we measure the impact? • How will we continue to plan and implement these activities?

Return to general group

Part C. Reaching Agreement and Next Steps

Each Task Force reports on its goals, objectives, and action steps

Build collective agreement – large group discussion and comment about the reported initiatives:

- Open up discussion for comments from the floor.
- Solicit statements of support.
- Solicit statements to enhance the goals developed by the task forces.

Secure commitment:

- Define the elected and appointed officials whose support is critical for implementation of your activities.
- Establish and confirm the process for contacting and meeting with these officials to secure their buy-in to your initiatives.

Steering Committee wrap-up:

- Congratulate the group.
- Thank all participants.
- Give reaction and feedback.
- Discuss what the Steering Committee will do next.

Logistical needs for the strategy development session:

Staff

- time keeper
- mistress/master of ceremonies (to facilitate the transition from segment to segment, and to announce “housekeeping information” and rules)
- a designated Recorder (to record what is done and said).

Suggested Supplies

- timers
- markers
- paper & easels
- candy and other refreshments
- water.