



Working Draft Runsheets – v2 – 17/07/18

Event: Criminal Justice Reform Summit

Date: 20 & 22nd of August 2018

Evening Launch

Time	Event	Lead
13:45	All officials and external providers arrive and clear security	
14:00	Bump in commences	Ministers office
16:10	DPS walkthrough	Ministers office
16:30	Event reception staffed and open	Ministers office
17:00	Doors open for guests to arrive	Ministers office
18:00	Mihi whakatau	Minister Davis
18:05	Opening address	Rt Hon Jacinda Ardern
18:20	Welcome	Minister Little
18:30	Media stand up (TBC)	PM and Minister Little
18:30	Function commences canapes and drinks served	Icon Venues
18:36	PM departs	
19:30	Event close	Minister Little
20:00	Function closed	Ministers office
20:15	Bump out commences	

Day 2

Time	Event	Lead
8:30 – 9:30	60 mins Powhiri	Ngati Toa
9:30 – 10:20	50 mins Morning Tea	Conference Innovators
10:20 – 10:45	25 mins Orientation and Introduction - Intent, mandate, acknowledge current context, hopes for the system.	MCs, Minister Little, S9(2)(a) Ngati Toa
10:45 – 11:30	45 mins Individual reflection, share with small groups, debrief via Slido or provided Mics and iPads	MCs/Facilitation crew
11:30 – 12:30	60 mins Listen to the Voices – Lived experience, enablers and advocates – reading verbatims by advisory group	MCs
12:30 – 1:00	30 mins Lunch	Conference Innovators
1:00 – 3:00	120 mins Yesterday and today – Intent and introduction followed by three concurrent facilitated sessions (to be co-created w Ministers and Leads). Close with group debrief to arrive at the mandate for change.	MCs, Ministers Davis and Nash, Under secretary Logie and Kim McGregor
3:00 – 3:20	20 mins Afternoon tea	Conference Innovators
3:20 – 5:00	100 Hope – Shining examples and Voices of hope.	MCs, Judge Becroft,

	mins	Open mic to floor	PM Jacinda Ardern via video message, Minister Aupito Williamsio
5:00 – 5:30	30 mins	Closing perspective on the day, playback what we've achieved together, setup tomorrow. Potentially an activity to take away and reflect on over night to share tomorrow	MCs, Minister Little

Day 2 result : Mandate for change

Day 3

Time		Event	Lead
8:30 – 9:00	30 mins	Arrival	
9:00 – 10:15	75 mins	Reflections from day two – Panel, followed by open mic to floor. Could include guest participant as speaker from day two. Future focus. <i>During this time fifteen seventeen year old participants arrive from Secondary schools.</i>	MCs, Ministers Little, Davis, Nash, Martin, Aupito Williamsio, Under secretary Martin
10:15 – 10:30	15 mins	Shift mode from past to future – Ask/offer – “How will we do this together?”	MCs, Minister Little, Advisory Group
10:30 – 12:15	105 mins	Short term focus – introduced by Minister Davis before breaking into 8 workstreams with 8-10 tables of 8 participants in each. Introduction, then context setting by experts, before specific activities/challenges/questions are given to the participants. Experts lead streams with facilitators distributed throughout. Debrief in small groups, then streams, then as a whole.	MCs, Minister Davis, Facilitation crew
12:15 – 12:45	30 mins	Lunch	Conference Innovators
12:45 – 2:00	105 mins	Long term focus – introduction then breaking into 8 workstreams with 8-10 tables of 8 participants in each. Introduction, then context setting by experts, before specific activities/challenges/questions are given to the participants. Experts lead streams with facilitators distributed throughout. Debrief in small groups, then streams, then as a whole.	MCs, Facilitaiton crew
2:00 – 3:45	105 mins	Values – Vox pops from kids	MCs, TBC
3:45 – 4:05	20 mins	Afternoon tea	Conference Innovators
4:05 – 4:30	25 mins	Same/different – define points of alignment and difference. What needs to change?	MCs, TBC
4:30 – 5:30	60 mins	Closing — Thank you and acknowledgement followed by strong send off and call-to-action – giving participants clear focus and empowerment to take back to their communities	MCs, TBC

Day 3 result : Empowered community of change advocates