

DRAFT OVERARCHING RUN SHEET

Title: Tūmanako Summit: Creating Opportunity for Resettled Communities in Aotearoa

Date: Wednesday 16 June and Thursday 17 June 2021

Time: Welcome Dinner (16 June, 6pm – 8.30pm)
Breakfast Panel (17 June, 8am – 9am)
Full day Summit (17 June, 9am – 4pm)

Location: Mt Albert Baptist Church, 732 New North Road, Mount Albert, Auckland 1025
(NEW VENUE)

Purpose:

- To support collective progress towards a resettlement / settlement process in Aotearoa that enables all forced migrants (Quota, Convention, Family Reunification and people who seek asylum) to have equitable access to culturally appropriate support and services in order for them to be self-sufficient and thrive in their new home.
- To create a space for changemakers across community, government, non-government and academia to come together and explore system wide solutions and opportunities.
- Amplify the voices, insights and lived experience of resettled community members, so it shapes and informs overarching strategy, policy and practice.
- Support and grow stronger cross-agency relationships, partnerships and coordination for positive systems change nationally.
- Encourage discussion, exploration and commitment to four community-identified solutions, #Heard, #Recognised, #Understood and #Resourced and related 'asks'.

Attendees: 80 changemakers from across central and local government, service providers, NGOs, the resettled community sector and resettled communities, including community members with lived experience from across Aotearoa who have been supported to attend the Summit.

Key staff: **Belong Aotearoa**
Yasmin Standfield, Systems Change Activator (021 256 9616)
Rochana Sheward, CEO (021 513 157)
Malu Malo-Fuiava, Marcomms and Fundraising Manager (022 403 0668)

Detailed Run sheet:

Time	Allocation	Activity	Description/Who is responsible
<i>National guests arrive</i>			
Throughout Wednesday 16 June	-	Flights/travel to Auckland	<ul style="list-style-type: none"> • National guests
Welcome Dinner, 16 June			
3pm - 5.00pm	2 hours	Cafe space Set-up tables, AV, catering, registration table, posters/banners, photo frames for social, reimbursement table for community who have travelled	<ul style="list-style-type: none"> • BA staff • ASST staff & vols • ARCC staff • ARSSG staff & vols • Caterers
5.15pm – 5.45pm	30 mins	Transport from motels to dinner	<ul style="list-style-type: none"> • Taxi vans
5.30pm	15 mins	Greet MC and speakers (Pax, Abann, Hau and Mitchell) and final briefing	<ul style="list-style-type: none"> • Yasmin, sub-group staff
5.30pm – 6pm	30 mins	Registration & networking	<ul style="list-style-type: none"> • Guests arrive • Registration table – for dinner and guests attending full Summit • Networking • Reimbursement table
6pm – 6.30pm	30 mins	Mihi Whakatau	<ul style="list-style-type: none"> • Hau Rawiri • ARSSG member staff (waiata) • Manuhiri to respond (if we have someone) TBC
6.30pm – 6.35pm	5 mins	MC welcomes guests from far and wide	<ul style="list-style-type: none"> • MC – Pax • Karakia • Opens event • Invites ARSSG members to speak
6.35 – 6.40pm	5 mins	Welcome from ARSSG members	<ul style="list-style-type: none"> • Two speakers outlining vision and context to Summit, and how it has been informed by Table of Hope
6.40 – 6.42pm	2 mins	MC welcomes Abann Yor, CEO of ARCC to launch Tūmanako Table of Hope	<ul style="list-style-type: none"> • MC invited Abann to speak
6.42pm – 6.50pm	8 mins	Launch of ARCC Tūmanako Table of Hope and four community- identified solutions	<ul style="list-style-type: none"> • Abann

Dinner ready to be served – buffet style			
6.50pm – 7.10pm	20 mins	People move to get their dinner – buffet style Pax – entertaining guests	<ul style="list-style-type: none"> • Pax • Attendees move to get dinner • Sasi and team of caterers
7.10pm – 7.12 pm	2 mins	Pax invites Mitchell Pham as keynote speaker	<ul style="list-style-type: none"> • Pax
7.12pm – 7.27pm	15 mins	Keynote speech, Mitchell Pham	<ul style="list-style-type: none"> • Mitchell
7.27pm – 7.30pm	3 mins	Pax thanks Mitchell and invites ARSSG rep Hafsar and Zhiyan/Shilear to announce the sector/community awards	<ul style="list-style-type: none"> • Pax
7.30pm – 7.40pm	10 mins	Hafsar and Shilear announce the winners of the community award and sector award (with the help of Mitchell Pham to shake hands)	<ul style="list-style-type: none"> • Hafsar and Shilear TBC
7.40pm – 7.43pm	3 mins	Pax thanks Hafsar and Zhiyan/Shilear and invites Tayyaba Khan, Belong Aoteraoa Deputy Chair to offer some closing remarks	<ul style="list-style-type: none"> • Pax
7.43pm – 7.48pm	5 mins	Tayyaba offers closing remarks	<ul style="list-style-type: none"> • Tayyaba
7.48pm – 7.50pm	2 mins	Pax provides last details for main event tomorrow (start time/registrations, who to speak to if you have any questions), and closes event, including closing karakia	<ul style="list-style-type: none"> • Pax
7.50pm – 8.30pm	40 mins	Mingling and networking	<ul style="list-style-type: none"> • All
8.30pm – 8.40pm	10 mins	<i>Transport from dinner to motels</i>	<ul style="list-style-type: none"> • Taxis
8.40pm – 9pm (Room is booked until 10am, including pack-down/clean)	25 mins	<i>Clean away from dinner and set-up room for Summit tomorrow, including Breakfast Panel</i>	<ul style="list-style-type: none"> • BA staff • ASST staff & vols • ARCC staff • ARSSG staff helpers & vols • Caterers

Breakfast panel, 17 June			
6am – 7am	1 hour	Final set-up of café space	<ul style="list-style-type: none"> • ARSSG staff helpers & vols • Caterers
7.15am – 7.45am	30 mins	Transport from motels to venue for Breakfast Panel	<ul style="list-style-type: none"> • Taxi vans
Catering ready for 7.30am – catering on platters in middle to tables			
7.30am – 7.55am	25 mins	Registration & networking (and registrations stay open for people not attending the Breakfast Panel)	<ul style="list-style-type: none"> • Guests arrive • Registration table • Networking • Reimbursement table (for our community invited guests)
7.45am – 7.55am	10 mins	MC (Aziz) and panel members arrive and final briefing with them	<ul style="list-style-type: none"> • Yasmin
8am – 8.07am	7 mins	Welcome/opening event Mihi and karakia	<ul style="list-style-type: none"> • Belong staff member supported by Hau Rawiri (check how Hau likes to be introduced/acknowledged) • ARSSG staff (and others) to sing waiata - words to be printed on programme)
8.07am- 8.10pm	3 mins	MC thanks Belong staff member and Hau Rawiri for opening the event, introduces himself, welcomes guests and introduces purpose of event (he introduces each of the speakers before they speak). Purpose of event is to hear from speakers on what they think are the key opportunities /solutions for transformative systemic change to enable all forced migrants (Quota, Convention, Family Reunification and people who seek asylum) to be self-sufficient and thrive in their new home	<ul style="list-style-type: none"> • Aziz • <i>Layout/set-up: If speakers are using PowerPoint, we re-jig the layout to have chairs to the side, and speakers come to the centre to present. Two mics for panel members to share, if seated, and one held mic or lapel mic for MC. Two volunteers/staff needed to take mics to audience members for Q&A (second half of session)</i>
8.10-8.40am	30 mins	Five minute presentations from each panel member (with intros in between)	<ul style="list-style-type: none"> • Five x 5 minute presentations • Dr. Zhiyan Basharati, finalist, Young New Zealander of the Year

		<p>outlining what they think are critical priorities/solutions to achieve transformative systems change, then opening it up for questions from the audience</p>	<ul style="list-style-type: none"> • Golriz Ghahraman, Member of Parliament, Green Party of Aotearoa New Zealand • Bernard Sama, Chair, Asylum Seeker Support Trust • Melissa Lee, Member of Parliament, National Party • Jay Marlowe, Associate Professor Co-Director, Centre for Asia Pacific Refugee Studies
8.40am-9am	Q&A panel discussion (20 mins)	<p>Q&A with audience/panel members, facilitated by MC</p> <p>At end of panel session, MC asks guests to move to auditorium</p>	<ul style="list-style-type: none"> • Q&A panel discussion • Aziz • Panel members • Sub-group to develop one question for Aziz to ask as first question
<p><i>Guests all move into auditorium space. Café space is cleared ready for morning tea and 'Hear my story' session</i></p>			
9.15am - 9.25am	10 mins	<p>Auditorium space</p> <p>Welcome/background /context</p> <p>Opening karakia from MC, MC introduces himself, welcomes people to the Summit with a few words and invites ARSSG reps to podium.</p> <p>ARSSG address to include purpose of the day and background on the organising committee, ARSSG, plus setting the scene and providing context for the day (systems change etc – what do we mean by systems change). Similar to what was shared at Welcome Dinner.</p> <p>Thank community members from across Auckland and from outside of Auckland for being with us we well as staff members</p>	<ul style="list-style-type: none"> • MC • ARSSG reps

		across the sector and govt MC introduces keynote speaker	
9.25am – 9.35am	10 mins (has been asked to speak for 7- 10 mins, currently from 9.30am)	Keynote address – Minister Radhakrishnan, Minister for Diversity, Inclusion and Ethnic Communities <ul style="list-style-type: none"> • MC welcomes Minister Radhakrishnan and invites her to provide the keynote address • Questions provided to Minister in ‘event info sheet’, to guide her address: What are the opportunities/solutions at a systemic level for all forced migrants/resettled community members (Quota, Convention, Family Reunification and people who seek asylum) to be self-sufficient and thrive in their new home? How can government support this systemic change so people feel Heard, Understood, Recognised and Resourced? How can government ensure people with lived experience of resettlement are at the decision making table – their voices heard on the issues that matter to them and affect their lives? What is the role of the Ministry for Ethnic Communities in creating positive systemic change? 	
9.35am – 9.50am	15mins	Back to Café space Morning tea	<ul style="list-style-type: none"> • Attendees to quickly grab drink and refreshments and stretch
9.50am – 11.20am	1.5 hours	Session: Hear my story MC to introduce facilitator Annie Ualesi and hand over to Annie and 12 community story tellers. Annie to provide context to session. Storytellers move to join a table each – conversational/informal session over morning tea 60 minutes for storytelling, using the three questions to open up the conversation (e.g. 10-12 tables with a community storyteller at each table). Storyteller shares at a table for 20 mins including questions from the table, and then moves to another table to share again	<ul style="list-style-type: none"> • MC – Aziz • Facilitator Annie • 12 community storytellers <p>ARSSG members and others we know well to be on each table and briefed in advance to step in if a storyteller needs support</p> <p>Questions for storytellers:</p> <ul style="list-style-type: none"> • How do you like to identify? • Share some of the most significant moments in the first three months of your settlement in Aotearoa NZ? (these can be positive moments or challenges) • What would a really positive resettlement process/journey look like for you and your family?

		<p>Format being refined due to new venue and increased numbers attending</p> <p>30 minutes for facilitated discussion</p>	
11.20am – 11.22am	2 mins	MC introduces Abann Yor, CEO, ARCC to launch book	<ul style="list-style-type: none"> • MC
11.22am- 11.32am	10 mins	Launch of Belong Refuge – Stories of Resettlement	<ul style="list-style-type: none"> • ARCC - Abann
11.32pm – 12pm	27 mins	Mingling and helping yourself to buffet lunch	<ul style="list-style-type: none"> • Attendees to help themselves to lunch and refreshments and return to their table for the lunch-time panel
12pm – 12.10pm	5-10 mins	MC gets people back to their seats – they can keep eating at their tables	<ul style="list-style-type: none"> • MC
12.10 – 1.10pm	1 hour	<p>Session: Lunch-time Government Panel - 'What are we doing? How are we doing?'</p> <p>MC introduces three govt panel members from ministries. They will have 7-10 minutes each to provide updates on government policy/programmes/support and services etc relating to resettlement and the creation of opportunities for resettled communities to be self-sufficient and thrive in their new home (responding to some questions provided by ARSSG), plus approx. 30 minutes for Q&A.</p>	<ul style="list-style-type: none"> • MC • Panel members <p>Andrew Lockhart, National Manager Refugee and Protection, MBIE</p> <p>Jennifer Lamm, Portfolio Manager and Issue Lead (Refugee and Migrant Health), Public Health Capability, Public Health, Population Health and Prevention, Ministry of Health</p> <p>Maree Jeurissen, National Manager, ESOL, Migrant, Refugee, and International Education, Ministry of Education</p> <p>Sally Clarkson, MSD / Hani Turner, MSD (TBC)</p>
1.10pm – 1.20pm	10 mins	<p>Energising activity</p> <p>MC introduces energiser activity and the person who will lead it</p>	<ul style="list-style-type: none"> • MC • Community member (identify someone who can do a cultural focused/inspired energiser) • Annie can support the community member with this on the day, but focus of energiser needs to be organised in advance

1.20pm – 2.50pm	1.5 hours	<p>Session: Reflecting on your own practice</p> <p>MC introduces Annie Ualesi to run next session 'Reflecting in your own practice'</p> <p>Annie to provide context to session</p> <p>A facilitated session to explore what has been shared throughout the day and by resettled community members and to support attendees to reflect on what this means for their own practice (focusing on systems change questions such as How much power do I have? What role can I play? How can I leverage existing resource to have a real and lasting impact?)</p> <p><i>Attendees will be encouraged to write a postcard to themselves about what action/s they are committing to do following the Summit – and share on social media with #XXX</i></p>	<ul style="list-style-type: none"> • MC • Annie
2.50pm – 3.15pm	25 mins	<p>Closing remarks</p> <p>MC and others offer closing remarks, capturing the discussion and next steps. To include participant evaluation – how do we evaluate (<i>Mentimeter questions?</i>)</p> <p>MC introduces Hau Rawiri to close the event</p>	<ul style="list-style-type: none"> • Aziz • Annie • 1 x ARSSG member • 2 x community representatives (from outside Auckland and within Auckland) – brief people
3.15pm – 3.35pm	20 mins	Traditional closing with tangata whenua rep,	<ul style="list-style-type: none"> • Hau Rawiri • All, waiata

		including karakia and group waiata Event close	
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