**Monday 23rd April**

**17:30-19:00 - Apéro**

**Objective: chill, mingle, plan some warm-up activities for Tuesday, drink.**

Volunteers will plan some warm-up activities for tomorrow, if they wish with the support of the organisers

**Tuesday 24th April**

**9:00-10:20 – Introductory address**

9:00-9:20 Greeting Héloise GOUTTE, GANIL

9:20-9:40 IDEAAL Marek LEWITOWICZ, GANIL

9:40-10:00 Key note Sonia UTERMANN, GSI

10:00-10:20 Housekeeping Cécile MERLIN and Valentin ROCTON, GANIL

10:20-10:40 – warm-up exercisesled by volunteers from yesterday’s apéro

10:40 – Plenum kick-off:what we’re going to do after the break is…

identify our topics, so get thinking about them while you drink your coffee

**10:45-11:00 – break**

**11:00-13:00 – theme finding**

11:00- about 12:10ish (as long as necessary) - part one

Objective: identify all possible topics. Make sure everyone has a voice.

One at a time! Each participant (who wants to) should write a card with their personal goal/theme for the workshop. This can be as general or specific as they like. Stand up, present the topic to the group in a few sentences, with an anecdote or whatever, pin it to the board. Next, please!

12:10ish-12:45ish – part two

Objective: use the hive mind to sort and filter the topics, distilling them to the 4, 5 or 6 topics that will be the subject of the parallel sessions.

12:45ish -13:00 – part three

Objective: identify groups to deal with each topic in the first parallel round.

Write the names on the boards. Elect a chair, co-chair and a rapporteur (roles explained on sheets).

**13:00-14:00 – lunch in the GANIL restaurant.**

**14:00-16:00 – parallel session 1**

Objective: develop the topics from themes to questions to solutions

14:00-15:30ish – group discussion

1. brainstorming of ideas
2. then filter the ideas
3. choose the most promising for development
4. Sharpen the result to a concrete task or series of tasks for parallel session 2.

15:30ish-16:00 – protocol and report

Fill in the session protocol – together with the rapporteur. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**16:00-17:30 – Tour of SPIRAL2**

**19:30 – Conference dinner** At Café Mancel in Caen castle.

**25th April 2018**

**9:00-10:00 – discussion at boards**

**Objective: refresh the results of parallel session 1, exchange ideas, see what the other groups were up to, add comments to the work of a different group, form groups for parallel session 2.**

Free discussion according to personal interest. At least one representative of each group should be available at the group’s board for explaining. Change places so everyone has a chance to see everyone else’s results.

Then form groups for the second parallel session. You can stay with the same topic or change.

**10:00-10:15 – tea break**

**10:15-12:00 – Parallel session 2**

**10:15-11:45ish – group discussion**

**Objective: develop applications, tasks and tools from the start point of the first round. If desired, form groups for further development of the topics after the workshop.**

Possible outcomes might be:

* a draft contract
* a supply-chain process flowchart
* a user access policy
* an ownership accreditation method

**11:45ish-12:15 – protocol and report**

Fill in the session protocol – together. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**12:15-13:00 – discussion at the boards**

**Objective: analyse the results of parallel session 2, exchange ideas, see what the other groups were up to, add comments to the work of a different group.**

Free discussion according to personal interest. At least one representative of each group should be available at the group’s board for explaining. Change places so everyone has a chance to see everyone else’s results.

**13:00-14:00 – lunch in the GANIL restaurant**

**14:00-14:30 – preparation for plenum**

**Objective: organize results and prepare group work for presentation to the plenum.**

Summarise the primary results of the group work and the discussions at the board, upload to wiki

**14:30-16:00 – Plenum**

**Objective: make sure everyone is in possession of all the results of the workshop, produce plausible documentation.**

At least one person from each group presents a summary of the main premises and results of the group work, conclusions (also negative conclusions “we now know what doesn’t work”), tools, open points and further work. Spin-off working groups can introduce themselves here. Maximum 15 minutes per group, including audience questions.

**16:00-16:30 – closing address**

16:00-16:20 wrap-up and outlook Sonia UTERMANN

16:20-16:30 thanks and closure Héloise GOUTTE