**Clarification Questions**

* **What would be expected from the contractor with respect to running the workshops?**
	+ Leading a group discussion and capturing opinions of all participants.
	+ The discussion themes for the workshops will be decided by Natural England as they follow on from a series of workshops run by the  mNCEA in March 2023.
	+ The method for capturing workshop outputs is subject to discussion between contractor and myself.
	+ All outputs must be submitted to myself within a week of the final day of the event.
	+ As discussed this could be an A4 summary of discussions from notes taken during the day / Dictaphone. Or if post-it notes/ white boards are used this could simply be photographs taken and emailed over. Or even a mural board / other online tool.  So long as the conclusions are clear.
* **What are the themes for the workshops?**
	+ The overarching theme is of innovation and strategic direction of marine citizen science. Specific workshop themes will be decided through discussions with the Natural England project officer, however, they will be informed from the outputs of workshops run by Natural England (mNCEA) in March 2023: The role of Citizen Science in marine Natural Capital monitoring. The outputs from this round of workshops will inform the future direction and opportunities for marine citizen science
* **What is the quantity and duration of the workshops?**
	+ 5 workshops of approximately 3 hrs duration including a break (10 people per workshop)
* **Is there a communication plan in place for the event? Is there scope for wider volunteer engagement through advertisement of the event?**
	+ There is a communication plan in place for capturing the success of the event to broadcast after the event has taken place, however, there is not scope for advertising the event prior to it taking place. This is because the purpose of the event is not to attract new volunteers on the day, but to have a number of pre-organised volunteer groups present. It is expected that the initiatives engaged and involved in the event will bring their own volunteers on the day. This will avoid any issues that may arise with volunteers requiring training before the event and volunteer liability.
* **It is expected that the volunteer initiatives would be paid for their time invested in this event?**
	+ This is subject to external cost controls and the t&s compensation has not been agreed yet. It is anticipated that the initiative leads will be paid for their time when attending the workshops and conference however there will be no funds available to volunteers for their travel.
* **Will volunteers need to all be contacted individually for sign up or will this be done through the stakeholders? Is there a registration portal or process in place that is GDPR compliant, or would you like us to include options for you?**
	+ Citizen Science initiatives attending the event will bring their own volunteers, therefore volunteer GDPR will be the responsibility of the respective initiatives. This is true for health and safety, liability and any necessary training requirements prior to the event.
* **We would usually be used to being involved in the pre-event management of conferences and workshops, can we confirm that you do not need us to provide any details on this area at all or consider food and beverage at this stage?**
	+ Due to cost controls Natural England will book the venue and catering under a separate contract. It is anticipated that the facilitator will liaise with the venue during the pre-event management to ensure that catering requirements of attendees are met and on logistical set up for the event.
* **The contract specifies that the contractor does not need to be present during the 2 days of surveying. What is the reasoning for this and is it negotiable?**
	+ It would be preferable for the contractor to be present on site for the full 4 days, if it is acceptable to the contractor to work a weekend then this should be included in the quote. It is not however, considered that the contractors presence is necessary at the weekend when the volunteer initiatives will have leads present that will be in control of their volunteer activities. At least one member of mNCEA staff will be present over the weekend to help coordinate volunteer initiatives and deal with any arising problems.