

---

# TIPS FOR INTEGRATING WORKSHOP NOTES

---

## **Congratulations on a successful vulnerability workshop. Now comes the fun part!**

Before you remove anything from the wall, number each piece of paper and identify the system breakout group. Then take photos of each sheet of paper, in order. Some find that it is easier to use the photo than the paper sheets when entering the data into your Excel matrix. No matter which you choose, having an electronic copy of the output from the workshop is a good idea in case anything happens to the paper sheets.

If the breakout group did not use a numbering system when recording information, make sure you create one as you transfer the data to your matrix. It is important to have the risks numbered when you get to Step 4 and hold a strategy development workshop. See the examples below.

*\*\*If you are using our Vulnerability Assessment Template, you will want to put all the risks into the same worksheet since that is how the Risk Matrix is populated. \*\**

Risk	Focal Populations	Other Stressors	Solutions
<b><u>Example 1</u></b> 1. Increased rates of asthma and allergies	1. Children are especially vulnerable	1. Area already has the highest rate of asthma among children in the state; pollution main contributor	1. Stricter air pollution controls
<b><u>Example 2</u></b> 2. Increased demand and reduced water availability for agriculture, leading to more water conflict	2. Farmers are especially vulnerable	2A. Water available already limited; 2B. water conflicts and drought common	2A. Shift to less water intensive crops; 2B. install water saving infrastructure and technology

*For additional help with the Vulnerability Assessment Spreadsheet before, during, and after the workshop, please see the tutorial “Creating your Vulnerability Assessment Spreadsheet” and the key points provided with it.*