

Part 1: On-Ground Workshop Preparation & List of Planning Requirements

Objective: To ensure a well-organized and effective series of workshops that will educate stakeholders and gather valuable feedback for the project.

1. Workshop Objectives and Agenda

Objectives:

- Introduce stakeholders to blockchain technology and its applications.
- Present the Winter Protocol and its benefits.
- Gather feedback on the proposed solutions & understand scaling opportunities.

Agenda:

1. **Introduction and Welcome:**
 - Opening remarks
 - Objectives of the workshop
2. **Session 1: Introduction to Blockchain:**
 - Basics of blockchain
 - Transparency and security benefits
3. **Session 2: Tokenization, Traceability & Credentials:**
 - How tokenization works
 - Benefits of traceability
 - Importance of digital credentials
 - Implementation and benefits
4. **Session 3: Winter Protocol Overview & Palmyra Pro Prototype Demo:**
 - Detailed explanation of the Winter Protocol
 - Pilot and Prototype Demo
5. **Session 4: Interactive Q&A Session:**
 - Open floor for questions and discussions
6. **Closing Remarks and Next Steps:**
 - Next steps and follow-up actions

2. Participant List and Invitations (to-do's)

Curate Participant List:

- Producers
- Certification bodies
- Government regulators
- Technology service providers
- Buyers or Exporters (if available)

Invitations (to-do's):

- Draft formal invitation letters
- Send out invitations via email and post
- Follow up with phone calls to confirm attendance

3. Required Materials and Equipment

Materials:

- Printed handouts and brochures
- Presentation slides
- Interactive training guides

Equipment:

- Projectors and screens
- Laptops or tablets for hands-on sessions
- Internet access and backup connections
- Audio equipment (microphones, speakers)

4. Venue Booking and Logistics

Venue:

- Identify suitable venues (conference halls, training centers)
- Ensure the venue is equipped with necessary facilities

Logistics:

- Coordinate with venue management
- Arrange seating and catering services
- Ensure availability of technical support

Part 2: MVP Deployment Initial Draft Plan

Objective: To outline the technical and logistical steps required to deploy the MVP and ensure its successful operation. The plan will be adjusted ahead of the final pilot period.

1. Technical Requirements and Setup

- Customization of the Winter Protocol Events for the Honey Industry
- Completion of the Verifiable Credentials Component
- Completion of the Oracles component
- Develop core user interface for the producers to log data

2. On Ground Pilot Deployment - Key Considerations

- **Find a Local Lead:** to oversee the entire deployment process and coordinate between different teams.
- **Align a process for support and iterations:** build a pipeline to gather feedback from users - to address technical issues, trouble shooting or other support required.

3. Training Sessions for Stakeholders

- **Create a core documentation;** Overview of the system
- **Core feature guide:** Detailed walkthroughs of key features
- **Demo's and Staging Deployment:** Practical exercises around data inputs.

On-Ground MVP Deployment - Logistics

Travel Arrangements:

- Book flights for the team
- Arrange local transport

Accommodation:

- Book hotels for the team
- Ensure proximity to the workshop venue

Budget and Cost Estimates:

- Calculate costs for travel, accommodation, and venue
- Prepare a detailed budget plan
- Allocate funds for contingencies

Timeline

Detailed Schedule of Activities:

- Pre-workshop preparations & initial MVP deployment: 2 weeks
- Conduct workshops: 1 week
- Post-workshop evaluations and follow-ups: 1 week

Milestones and Deadlines:

- Stakeholder invitations sent: 4 weeks before the workshop
- Materials and equipment ready: 1 week before the workshop
- Workshop execution: As scheduled
- MVP deployment: Begin lite onboarding ahead of the workshops.
- Post-deployment review: 1 month after deployment