



## Learning Resource : “Co design Services through co-production”

### Checklist of meeting preparation in political settings

Tasks	Responsible	Deadline	Done
Studying the minutes from the last meeting	Self advocate, supporter		
agenda setting	Self advocate		
Structure of the agenda	Supporter		
Prioritize the topics	Self advocate		
Briefing: comprehensive discussion of the topics according the structure Take your time!!!	Self advocate, supporter	1-2 days before the meeting	
Defining targets	Self advocate, supporter		
Considering the expected results of the meeting -	Self advocate, supporter		



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scheme			
Questions and Answers Games/Role plays	Self advocate, supporter		
Decisions: reflection of the consequences, list of alternatives, votings	Self advocate supporter		
Preparation of Prresentation materials: flip carts, pictures, text information in easy to read	supporter		
Discussion of the roles: minutes in easy to read, moderation, rules of meetings  Practice: presentation or speech	self advocate, supporter		
Fixing Debriefing: discussions of plus/minus,	Self advocate, supporter		



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lessons learned, open questions, information			
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### **Meeting Guidelines:**

- use the signal cards (red, yellow, green)
- speak in a slow mood
- use word which are easy to understand
- do not use foreign words
- avoid long and complicated sentences
- take short breaks if needed
- all participants of the meeting should be informed about the rules