

## **Meeting Guide:**

Some tips for organizing successful meetings:

1. The meeting agenda: in order to make sure that all partners find the meeting relevant to their work, it is helpful to develop the agenda of the meeting in advance in a participatory way. It is also important to distribute the agenda in advance, so partners can prepare for the meeting and make best use of their time at the meeting.
2. Having a note-taker present at the meeting who writes a meeting report afterwards can be important for partners, because it allows them a quick and easy way to refresh their memory about previous meetings while preparing for a new meeting. It also means that those partners who were not able to attend can find out what happened.
3. Regular meetings hosted on a rotational basis by different partners can help the partnership engage all partners equally.
4. During meetings, periodic reporting of all financial and non-financial resources of the partnership that is distributed to all partners allows for greater transparency and trust among partners.
5. Decision-making by consensus can help a partnership in building trust and long-lasting relationships among partners.