CIMIC meeting checklist

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| STAGE: PRIOR TO THE MEETING |
| Minutes  | Send minutes from previous meeting. |
| Plan | Plan the meeting, consider:* Resources
* Location
* Date/Time
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| Produceagenda/calling notice | Include:* Date/ Time
* Location
* Attendance
* Subject/objectives
* Limitations
* Constraints
* Information exchange
* Dress
* Administrative points (feeding etc.)
* Security
* Transport arrangements (Clearance/parking/ security if applicable)
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| Security | * Physical security measures
* Security restrictions ( No weapons – central storage of weapons

 for mil ?)* Security measures of vehicles
* Security of information - keep at UNCLASS
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| Logistics  | * Food
* Drinks
* Transport ( Clearance/ parking /security if applicable)
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| Reviewprogress | Determine progress since last meeting  |
| STAGE: BEGINNING OF THE MEETING  |
| Opening meeting | * Welcome attendees ( Note attendance)
* Introduce yourself and attendees
* Confirm minutes of last meeting and review any outstanding issues.
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| Definestructure of meeting  | * Confirm key roles (explain if necessary)
* State rules/procedure for conduct of the meeting.
* Speak one at a time.
* Observe general timings & breaks etc.
* Method of debate/question
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| STAGE: DURING THE MEETING  |
| Meeting Technique | * Follow agenda
* Round table discussion
* Open forum debate
* Decision process
* Information exchange
* Conclusion
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| STAGE: END OF THE MEETING |
| Closing technique | * Discuss Any Other Business (AOB)
* Broad summary of meeting progress (HOTWASH)
* Summarize/confirm action/tasks from meeting
* Agree/set date for next meeting
* Sign decisions (if required)
* Everybody happy (said what had to be said?)
* Chairman’s closing remarks
* End positively (Thank you)
* Any administrative detail necessary
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| STAGE: AFTER THE MEETING |
| Minutes | Prepare minutes quickly, use simple language and reflect only key discussion/decision points. |
| Back brief | Provide back brief to your boss of chain of command as required (including R2 input) |
| Follow-up | * Execute decision/action
* Monitor/track issues
* Provide action plan ( if necessary)
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| Prepare for next meeting |