CIMIC meeting checklist

|  |  |  |
| --- | --- | --- |
| STAGE: PRIOR TO THE MEETING | | |
| Minutes | | Send minutes from previous meeting. |
| Plan | | Plan the meeting, consider:   * Resources * Location * Date/Time |
| Produce  agenda/  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) |
| Security | | * Physical security measures * Security restrictions ( No weapons – central storage of weapons   for mil ?)   * Security measures of vehicles * Security of information - keep at UNCLASS |
| Logistics | | * Food * Drinks * Transport ( Clearance/ parking /security if applicable) |
| Review  progress | | 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. |
| Define  structure 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 |
| STAGE: DURING THE MEETING | | |
| Meeting Technique | | * Follow agenda * Round table discussion * Open forum debate * Decision process * Information exchange * Conclusion |
| 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 | |
| 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) | |
| Prepare for next meeting | | |