

## Annex 11

# First Meeting Sample Agenda

### TOOLS FOR CHAPTER 3 OF THE GUIDE: THE COALITION START-UP MEETING

This agenda can be adapted based on the length of the meeting, participants' familiarity with each other, their past experiences of working together and the specific needs of the coalition. If there is limited time for the meeting, it is better to attempt to accomplish less rather than trying to move through everything more quickly. It is important to remember that groups that have not previously worked together need more time for discussions than those that have collaborated before. If the meeting lasts more than two hours, make sure to schedule adequate time for breaks in the agenda.

Remember to circulate the agenda among participants in advance of the meeting.

### Sample Agenda

15 minutes	Welcome, review meeting purpose and agenda
10 minutes	Introductions
10 minutes	Purpose of the coalition:  <i>Present initial thoughts on the scope of the coalition that the group hopes to mobilize and the issues it will address. Note that this may change over the course of the meeting. Ask if anyone has preliminary questions or feedback.</i>
5 minutes	Ground rules (see Chapter 3 of the Guide)
10 minutes	Small group icebreaker (see Chapter 3 of the Guide)
10 minutes	Moving debate
60 minutes	Issues mapping (adjust the questions below based on the coalition's specific focus):  <i>Of the issues that the coalition seeks to address, what are the most pressing issues facing the community?</i>  <i>What are the context, history and community climate of the issues identified by the group?</i>  <i>What are the root causes of these issues?</i>

- What is currently being done to address this issue?*
- Where are there gaps in current efforts?*
- Why is building a coalition a helpful approach to addressing these issues?*
- What is it that the coalition can do together that members could not accomplish independently?*
- 20 minutes      Coalition values:
- What are the values that members share that should guide the work of the coalition?*
- 30-45 minutes      Coalition vision:
- Small group visioning exercise*
- Full group discussion to build a shared vision*
- 30-45 minutes      Coalition purpose and goals:
- The purpose of this session is to establish preliminary agreement on the coalition's purpose. A planning meeting should be scheduled shortly after the start-up meeting to more fully develop the coalition's goals and objectives.*
- Based on the issues map, what are the most immediate needs that can be addressed by the coalition?*
- How can the coalition put its values into action and move towards its vision?*
- What other issues are important and closely related to the coalition's purpose?*
- 30-45 minutes      Coalition membership:
- Based on the coalition's goals and issues map, who else should be part of this coalition? Who should approach them?*
- Should the coalition establish any criteria or requirements for coalition membership? Is it prepared to work with anyone in order to move towards its goal or are there groups or individuals that it will not work with? Why/why not?*
- 30 minutes      Next steps, responsibilities and timeline:
- Who will do what and by when? How will coalition members share responsibilities and hold each other accountable?*
- 15 minutes      Closing exercise (see Chapter 3 of the Guide)