

**Tools****Coordination Meeting Supply List**

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| <input checked="" type="checkbox"/> Maps of the area
SCALE: 1:50,000 or 1:100,000.
Have a map for each participant. | <input checked="" type="checkbox"/> Twenty-four spiral note books |
| <input checked="" type="checkbox"/> Six tables | <input checked="" type="checkbox"/> Two boxes of pens |
| <input checked="" type="checkbox"/> Twenty-four chairs | <input checked="" type="checkbox"/> Four packs of 3x5 cards |
| <input checked="" type="checkbox"/> Four tablets of flip chart paper/
easels/pens | <input checked="" type="checkbox"/> Stapler |
| <input checked="" type="checkbox"/> Several rolls of acetate for overlays | <input checked="" type="checkbox"/> One box of staples |
| <input checked="" type="checkbox"/> Large coffee pot/coffee cups | <input checked="" type="checkbox"/> One box of adhesive dots |
| | <input checked="" type="checkbox"/> Pertinent background documents/situation
reports—photocopied for each participant |

Coordination Meeting Action List

- Have meeting space, wall maps, flipcharts, markers, and laptop computer ready.
- Start on time.
- Call to order.
- Announce purpose of meeting.
- Set a deadline to adjourn.
- Appoint (or call for) a secretary to maintain records of the meeting's actions or recommendations..
- Have participants introduce themselves and their organizations.
- Encourage participation by ensuring that all have a chance to speak.
- Set out priorities and goals for the meeting and get consensus on them.
- Identify what information is needed by whom and the key information that everyone needs. Call for information on each of these points from the attendees.
- Finally, identify priority issues, actions, or agenda points and agree upon a prioritised agenda and a schedule for completion of each point.
- Do not leave any question or issue that is raised in the meeting unanswered or unattended. If it can't be dealt with in the meeting, call for interested people to meet on it immediately after the meeting. If it can be scheduled for the next agenda, do that.
- Agree on the day, time, and location of the next meeting.
- Adjourn on schedule.