

**Preparing and Organizing Meetings with Partners**

**Brief Intro:**

In this document, you will find some tips on what to consider, while taking the next steps in “Organizing your Urban Space” and entering into partnerships to take action.

These tips are followed by some reminders, that are observations made and lessons learnt from the mapping and the focus group work.

You may probably know them or already implementing them, yet it is important to make sure, you take them into consideration when developing the partnerships

**USEFUL NOTE:** This document is built around the issue of migration and world displacement. Yet you can build it around your own context and decide your specific issue to focus on.

Meeting with local partners

**What to Consider\_ Meeting with Local Partners \_Part 1\_ How to have a balanced meeting**

- ✚ A good participatory discussion is important to be balanced with representatives from the different partners, so that some are not outweighed by others.
- ✚ To ensure there is space for all to participate in the discussion and to reach better results by the end of the meeting, the size of the group is also essential. An estimated effective number is good not to be exceeding 8-10 members.
- ✚ Think in advance who is going to facilitate the meeting.
- ✚ Dedicate some time to receive background information on all participants, (i.e activities and area of focus) especially if you are meeting for the first time.

**What to Consider\_ Meeting with Local Partners \_Part 2\_ Deciding on common priorities and getting specific into action**

Please note that as it is important to plan carefully and strategically you might need more than one meetings to conclude on your plan of action. Below are some suggestions on the steps to take:

- ✚ Explore the priorities of all partners so as to identify common ones
- ✚ Think on what is it specifically you would like to achieve from working together?
- ✚ Discuss on what are the resources each one can bring (i.e people, skills, time, material etc)
- ✚ What are the activities that will be developed (i.e a one off event or a series of activities?). How are they going to be organized over time?

<b>Urban MSF Spaces_ Organizing Tools</b> Some useful questions to consider while developing your plan of action	<ol style="list-style-type: none"> <li>1. Who are the people with the problem or the ones concerned about the problem, that we need to organize, so as to address it?</li> <li>2. What is the team’s common priority? What is the concrete reason for coming together? What do we want to achieve?</li> <li>3. What do we have? What are our resources (human, material, other)</li> <li>4. What are the activities that the team is going to take?</li> <li>5. What is the timeline as to how we will develop them?</li> </ol>
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- ✚ What will the roles and responsibilities of each partner/team member will be? How will decisions be taken and in what way will you monitor the progress?

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MSF Urban Spaces\_ Organizing Tools\_ Timeline Chart sample

