EURIM Procedures

THE EUROPEAN INFORMATION SOCIETY GROUP EURIM

Arranging Working Group Meetings

The following checklist describes the processes required. Their sequence will vary. The group's Rapporteur has overall responsibility for ensuring that all necessary arrangements are made but will not necessarily carry out all (or any) of the tasks personally.

1 Content of meeting

Define the type of meeting (workshop, plenary session, scoping meeting etc).
Identify the subject(s) for discussion/presentation.
Agree the people to chair, present, lead discussion and ensure their participation.
Draw up detailed agenda.
Determine reporting requirements (full minutes, summary report, etc).

2 Date of meeting

Find and confirm suitable date and timing. (This will involve liaison with the key participants and the preferred venue, as well as co-ordination with the EURIM diary and awareness of agreed lead-times for invitations.)
Notify secretariat and all key people as soon as date is known, including its status, ie whether confirmed, provisional or contingent on other events.

3 Venue for meeting

Find suitable venue for the type and size of meeting. This may be:

- hosted by a corporate or associate member (usually one that is active in the group concerned) in their own offices or, exceptionally, at premises hired by them as sponsors;
- held mid-week in a Committee Room of the House of Commons, Portcullis House or 7 Millbank (in which case it has to be booked in the name of an MP who must attend the meeting)
- held at 1 The Abbey Garden if booked and attended by a Parliamentary Peer.

Check upper capacity and seating arrangements of room booked (boardroom style is usually preferred), requirements for notification of numbers and whether a full attendance list is required in advance.
Obtain directions to the meeting place for use on invitations/confirmation.
Agree catering arrangements. (Coffee/tea on arrival is always welcomed, although it cannot be provided in Commons committee rooms. A sandwich, etc lunch - particularly immediately following a morning meeting - offers an important networking opportunity when the host is willing to provide it or if the EURIM budget can support it.)
Give final numbers at the required time - noting that the throughput for seats and coffee will probably be more than those staying for lunch.
Remember to say "thank you" to host members and their staff after the meeting.

4. Invitations to Meeting

Prepare calling notice - departing from the standard format only when there is a good reason to do so - and submit it to the Secretary-General for approval.
[If it is critical to the venue, include a tick box regarding lunch.]
Ensure that the person/equipment listed to receive replies is available at the requisite time.
Determine invitation/notification list and method of distribution (email, members mailing, etc. and obtain the up-to-date versions from the database.)
Prepare and get approval for any covering letter to guests etc.
Prepare copies of any enclosures/attachments with the calling notice.
Draw the meeting to the specific attention of those most needed to ensure balanced discussion.
This is best done by a phone call and/or personal email about a week after the notice is distributed.

5. Responses and confirmations

Log all replies, including apologies.
If appropriate, send invitations to people nominated by members.
Maintain tally of numbers and if early cut-off appears necessary consult with meeting chairman and Secretary-General regarding this.

Trigger a further round of invitations/reminders if necessary.
Where required - and whenever an initial calling notice does not give all necessary details - email a confirmation of the meeting about a week ahead to those expected to attend. (It is sometimes helpful to include the list of attendees).
Send out agenda (unless included in calling notice) and any pre-papers, etc at least a week ahead (probably along with confirmation).

6. Attendance record

Compile before the meeting a full list of everyone expected and apologising, and circulate this as required above.
Prepare the master list(s) for circulation at the meeting. This needs to include names, who they are representing and email addresses. (Those attending and correctly logged need only initial their entry; others add their data.). Note that some venue layouts will require more than one copy of the list available to circulate.
Shortly after the meeting, to Administration for updating the record, the completed master lists and full apologies list (including no-shows who apologise late).

7. Cancellation or postponement

This may occasionally be necessary (poor response, delay in publication of paper/consultation to be discussed, etc). The rapporteur should ensure that all the following actions are taken:

- All who have indicated they wish to attend, or are involved in preparing papers or presentations, are immediately notified by telephone or email;
- The full group is circulated, if possible with an indication of any new date for the meeting;
- EURIM admin are notified; they will update the timetable on the website;
- The hosts are informed and asked to tell anyone else in their organisation who had been intending to come;
- The meeting room and any catering ordered are cancelled;
- Security/reception at the venue are informed a day or two before the cancelled date and are given a contact name and phone number/email address in case anyone still turns up.