

**A checklist: meetings can be effective when...**

- the aim of the meeting is made clear beforehand;
- everybody respects the aims of the meeting;
- participants prepare for the meeting;
- the meeting runs according to the agenda and the intended time limit;
- only appropriate and useful contributions are delivered;
- the participation is limited to persons who are directly involved with the topics under consideration;
- all relevant information is available;
- relevant decisions are made and clear action is initiated;
- clear responsibilities and time frames for implementation are designated;
- formal and informal communication patterns are understood and managed adequately.