

CIMIC meeting checklist

STAGE: PRIOR TO THE MEETING	
Minutes	Send minutes from previous meeting.
Plan	Plan the meeting, consider: <ul style="list-style-type: none"> <input type="checkbox"/> Resources <input type="checkbox"/> Location <input type="checkbox"/> Date/Time
Produce agenda/ calling notice	Include: <ul style="list-style-type: none"> <input type="checkbox"/> Date/ Time <input type="checkbox"/> Location <input type="checkbox"/> Attendance <input type="checkbox"/> Subject/objectives <input type="checkbox"/> Limitations <input type="checkbox"/> Constraints <input type="checkbox"/> Information exchange <input type="checkbox"/> Dress <input type="checkbox"/> Administrative points (feeding etc.) <input type="checkbox"/> Security <input type="checkbox"/> Transport arrangements (Clearance/parking/ security if applicable)
Security	<ul style="list-style-type: none"> <input type="checkbox"/> Physical security measures <input type="checkbox"/> Security restrictions (No weapons – central storage of weapons for mil ?) <input type="checkbox"/> Security measures of vehicles <input type="checkbox"/> Security of information - keep at UNCLASS
Logistics	<ul style="list-style-type: none"> <input type="checkbox"/> Food <input type="checkbox"/> Drinks <input type="checkbox"/> Transport (Clearance/ parking /security if applicable)
Review progress	Determine progress since last meeting
STAGE: BEGINNING OF THE MEETING	
Opening meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome attendees (Note attendance) <input type="checkbox"/> Introduce yourself and attendees <input type="checkbox"/> Confirm minutes of last meeting and review any outstanding issues.
Define structure of meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm key roles (explain if necessary) <input type="checkbox"/> State rules/procedure for conduct of the meeting. <input type="checkbox"/> Speak one at a time. <input type="checkbox"/> Observe general timings & breaks etc. <input type="checkbox"/> Method of debate/question
STAGE: DURING THE MEETING	

Meeting Technique	<input type="checkbox"/> Follow agenda <input type="checkbox"/> Round table discussion <input type="checkbox"/> Open forum debate <input type="checkbox"/> Decision process <input type="checkbox"/> Information exchange <input type="checkbox"/> Conclusion
STAGE: END OF THE MEETING	
Closing technique	<input type="checkbox"/> Discuss Any Other Business (AOB) <input type="checkbox"/> Broad summary of meeting progress (HOTWASH) <input type="checkbox"/> Summarize/confirm action/tasks from meeting <input type="checkbox"/> Agree/set date for next meeting <input type="checkbox"/> Sign decisions (if required) <input type="checkbox"/> Everybody happy (said what had to be said?) <input type="checkbox"/> Chairman's closing remarks <input type="checkbox"/> End positively (Thank you) <input type="checkbox"/> Any administrative detail necessary
STAGE: AFTER THE MEETING	
Minutes	Prepare minutes quickly, use simple language and reflect only key discussion/decision points.
Back brief	Provide back brief to your boss of chain of command as required (including R2 input)
Follow-up	<input type="checkbox"/> Execute decision/action <input type="checkbox"/> Monitor/track issues <input type="checkbox"/> Provide action plan (if necessary)
Prepare for next meeting	