

## ***PAR Meeting Agenda - Template***

### **First meeting:**

- Introductions
- Review and discussion of committee aims including:
  - ALK Network Salland Vision and aims
  - Position of committee within network
  - Research angle
  - Facilitation and agenda planning (check boxes and overall flow of sessions)
- Objectives template
- What data we already have and how we can use it - proposal for focus of objectives (Delphi, workshop outcomes, indicators questionnaire)
- Deciding on objectives to take forward for the next months
- Designing/updating action plans, evaluation plans for objectives
- Assignment of task responsible
- Any objectives/actions that need discussion with steering committee
- Upcoming network meeting? Do we want to have direct involvement (eg. Workshop/presentation)?
- AOB
- Next meeting date/time/location

### **Subsequent meetings:**

- Completing of objective forms - any outcomes to add?
- Review of data/evaluation of actioned objectives
- Deciding on objectives to take forward for the next months (new objectives as well as ongoing objectives)
- Designing/updating action plans, evaluation plans for objectives
- Assignment of task responsible
- Any objectives/actions that need discussion with steering committee
- Upcoming network meeting? Do we want to have direct involvement (eg. Workshop/presentation)?
- AOB
- Next meeting date/time/location
- Feedback on process - suggestions for change?