

## **The round table meeting:**

There are 5 stages in arranging a meeting:

Preparation

Introduction

The meeting process

Conclusion

Follow up

### Preparation:

Often the inviter, the host and the deliberator will be the same person. It is different roles and it might be split on more persons why I will describe the roles separately:

#### *Inviter:*

Has to consider the purpose of the meeting in dialogue with the person with the inside perspective (especially if the meeting is on a personal level), relevant participants, time and place of the meeting, do participants need long notice, is it important, that everybody is able to meet?

Everybody prepares for the meeting, host and deliberator has different obligations.

#### *Deliberator:*

What is the purpose of the meeting?

What are your goals?

Is there competing goals?

How can you structure the meeting to gain the most lucrative process?

The deliberator must consider the roles of the participants, their tasks and competences according to the meeting and according to the matter. No one is allowed to break his own frames and everybody has to take the obligation lying in his role, task or competence. It is the obligation of the deliberator to support this in the process.

For meetings that might be filled with conflict it is important, that the deliberator has considered the process thoroughly and aim the purpose of the meeting – but also, that the deliberator not on beforehand has decided the outcome of the meeting – but is able to let the solution grow from the process.

The deliberator must consider how minutes is carried out and distributed.

#### *The host obligations:*

The host provides suitable facilities, Size, undisturbedness, furnishing must be considered. Which sort of food? Catering is very important to consider. Meeting at lunchtime requires more than a meeting in the morning or in the afternoon. All meetings require coffee/the/water. Special consideration is needed if some participants have long transportation

### Introduction:

The host offers everybody welcome and give practical information about the arrangement.

The deliberator starts the meeting letting everybody present themselves and their role and relation in the specific task/matter

The purpose of the meeting is outlined

The matter of minutes is cleared out

The agenda is presented, discussed and decided.

### The meeting process:

The process of the meeting is in 3 stages: description, analyse and decision. The process that is the dialectic between description and analyses must have its time, where the deliberator sees to, that everybody contributes and summarises during the process. The process is neither too short nor too long. The deliberator determines the timing.

The relevant person, often the person with the inside perspective and the deliberator presents and clarify the theme of and their expectations to the meeting, tells their version of the story. Every single participant contributes with his part of the story (his own story or the story in the story). The deliberator and maybe other participants ask clarifying or elaborating questions to the stories in relation to the purpose of the meeting. The picture from the whole story is discussed and it might cause new stories and a new round. Gradually possible solutions are crystallized. They are tried out for their enduring quality is by critical discussion. It is the responsibility of the deliberator to ensure, that solutions are critical tried out, in order to prevent euphoric solutions without sustainability. It might be necessary to break the meeting and resume it in a week or 2 in order to try different possibility or clarify conditions.

### Conclusion:

The deliberator ensures, that everybody agrees on the solution/conclusion from the meeting, and that everybody knows his duties, when to report and to whom.

Task and timetable must be available informing about when and how the participants get information and how their future involvement is.

The deliberator ends up the meeting by summarising the deals.

### Follow up:

The deliberator follows the deals up and ensures that things are carried out.

Anette Nielsen  
Social worker MSI  
Consultant  
University College Vest  
Skolebakken 171  
6705 Esbjerg Ø