

Sample agenda for a meet and greet between organisations scoping a partnership

This sample agenda is designed to help different organisations get to know one another when they are thinking about partnering – also referred to as scoping partnership. You can amend this template and use it in whatever way you like, ensuring that all participants are given opportunity to share.

Time	Focus	Outcomes (the difference we want to make for participants)
5 mins	<ul style="list-style-type: none"> Welcome Acknowledgement of Country Setting the scene – the purpose of the meeting, why are we here? 	Participants to feel welcome, connected and focussed on the purpose of the meeting.
20 mins	<ul style="list-style-type: none"> Introductions and check-in (meeting chair/host nominates first person, then that person nominates the next and so on). <ul style="list-style-type: none"> Name, pronouns, organisation (and site for Neami participants), and role. 1 sentence that describes “a day in the life” of participant’s role A brief statement on why participant is interested in health justice partnership or a brief statement on the most important thing the participant looks for in a partner. 	Participants gain a high-level understanding of: <ul style="list-style-type: none"> each other and their roles, individual drivers for working in partnership, and what’s important to each participant when working in partnership.

20 mins	<ul style="list-style-type: none"> • Open discussion and question time. • If there are no questions, chair/ host invites each agency to share at a high level (3 mins each): <ul style="list-style-type: none"> • the broad scope of their service, and • the key values and principles that underpin their services • Other participants note down any questions they have during these presentations. • Question and discussion time to: <ul style="list-style-type: none"> • answer questions arising from presentations, and • uncover what else participants want or need to know about each other. 	<p>Participants gain greater clarity about each other's scope of work, working contexts, and values that drive that work.</p>
15 mins	<ul style="list-style-type: none"> • Wrap-up and close • Encourage participants to consider what they've come to know during the meeting and their appetite for building a working relationship over an agreed period of time. • Nominate a representative from each agency to be the lead/key contact – these contacts agree to reconnect at the end of the set period of time to discuss whether or not a working relationship will be progressed. 	<p>Participants are clear on what to expect will be the next steps.</p>