



## CO-PRODUCTION: Example Agreements for meetings

**Ideally, a group will co-design their agreements / ways of working together so that they own them and feel self-governed. But if they get stuck on how to do this, this is an example that can be used as a prompt.**

- **It's okay to ask questions**  
No question is a stupid question- if you don't know, that's okay.
- **It's okay to make mistakes**  
Getting things wrong is an opportunity to learn.
- **Confidentiality**  
Help people to share openly in the meeting - don't talk about other people's personal information outside of the meeting.
- **Creating a safe space**  
Help keep everyone safe by making sure we take care (bags, hot drinks, wires, anything else that could cause a hazard being out of the way or stored safely).
- **It's okay to leave the room if you need**  
Take care of your own personal needs, and use the toilet or answer emergency calls, but try to stay focused on the meeting otherwise.

## Example Agreements for meetings cont'd...

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- **Respect each other**  
Be kind and respectful. We can challenge each other's ideas, but in a friendly and supportive way. We never judge each other for our differences or ideas.
- **Everyone is equal**  
Remember that everyone needs to feel equally valued so they can take part. Everyone's ideas, and contributions are equally valid. Nobody is better.
- **Speak one at a time and listen well**  
Take turns to speak, and give the person speaking your focus and attention.  
If you don't understand, it's okay to ask people to repeat what they say.
- **Plain speaking**  
Try to avoid acronyms or jargon. Explain them if you need to. Explain what you mean, and check people understand.
- **Speak clearly, slowly, and loud enough**  
Make sure that people can understand you when you speak.
- **Have a break**  
We make sure people can concentrate and are comfortable by taking a break.

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