

Meeting Checklist

Things to do for _____
 ADR-based Collaborative Community Working Group Meeting

Date _____

Time _____

Place _____

Before the Meeting

- Define purpose—is it to get information or advice for the BLM? If advice, is it advice from the group or advice from individuals?
- Determine location—non-Federal property preferred; if held on BLM property, make sure there is no BLM establishment or control of meeting
- Ensure adequate seating and public access

Meeting Notice

- Publicize in local news media
- Notify the general public and all potentially interested parties and stakeholders in a timely way
- Ensure that meeting notices are neutral and are not a way of exercising agency control over the agenda or membership

At the Meeting

- Don't facilitate—encourage use of a neutral facilitator
- Don't control group's agenda
- Ensure that minutes of the meeting are taken
- Participate and contribute; don't take on a leadership role
- Give interested parties the chance to attend, appear before, and file statements with the group
- Don't engage in a dialogue that results in or seems to be arriving at group advice.

After the Meeting

- Make any reports, working papers, and minutes from meetings available to the public
- Publicize followup meetings