

The aim of the meeting

The principles of human rights-based approach must permeate preparation, implementation and follow-up of every meeting!



Dignity and empowerment are affected in all meetings by how we treat and confirm each other. The participants may, through the meeting, be strengthened by the fact that they get knowledge, information and the opportunity to influence as patients, users, employees - it strengthens both the rights-holders and the duty-bearers.



Equality and non-discrimination are affected by how we distribute the possibility to speak and how we affirm or dismiss what is said. Are women and men listened to on equal terms? Children, young and old persons? Can everyone participate and take part of all information according to their own conditions? Consider, for example, how accessible the room is for the participants.



Participation and inclusion are affected, for example, by the types of methods we choose for the meeting. It is good to use different forms of dialogue so that everyone can participate as much as possible. Keep in mind that some easily speak up without preparation in large groups, while others need to reflect and read or write by themselves first. Vary the methods, interact in smaller groups at times.



Accountability and transparency are affected by if the aim of the meeting is clear to everybody in advance and if the participants have the possibility to prepare, to receive information, the opportunity to discuss or perhaps participate in decisions. It is important that it is clear how decisions are made, who is responsible, how the participants can influence, for example, the agenda and how they receive notes from the meeting and the invitation to the next meeting.

How do you ensure that everyone gets equal opportunities to participate, talk and contribute, that everyone understands the purpose and aims of the meeting, that everyone is involved in discussions and understands decisions and how they were taken? Discuss this together and ensure that you get help from each other – rights-holders and duty-bearers!

- ▶ Fill in the form "The aim of the meeting" and send it to the participants well in advance of the meeting, together with the agenda and other documentation needed for the meeting. The participants will then get the opportunity to prepare based on their own conditions.
- ▶ Always start by greeting each other and take a round around the table so that everyone can speak directly - distribute the word. Work with different methods of dialogue. Vary the discussions sometimes in the whole group sometimes in pairs, stop once in a while and perhaps you can let the participants write down their thoughts on paper - learn more about inclusive methods. Adjust the forms so that everyone can participate!

The aim of the meeting

1. Date and place of the meeting

Date:

Place:

2. What kind of meeting is it?

For example, working group, user meeting, workplace meeting, business meeting, collaboration meeting, education?

3. To whom is the meeting addressed? And how are they invited?

For example, all participants in the working group, all employees, all users, managers?

4. What are the aim of the meeting?

For example, a joint education, informing about something, creating the opportunity to discuss something, making decisions about something?

5. How are you going to work to achieve the aim of the meeting?

Do you need to create room for separate reflection somewhere during the meeting, the opportunity to interact in pairs or in smaller groups, work in workshops, take help from external leaders or trainers?

6. What should the participants be able to bring from the meeting?

For example, up-to-date information about the business, increased knowledge about something, an understanding of decisions made in the meeting, new assignments?

7. Can participants influence the agenda and content of the meeting?

Try to get as high participation as possible already when the content of the meeting is determined. For example, put the next meeting's agenda on the agenda. Let the participants contribute to the agenda before and during the meeting.

8. How are decisions made at the meeting?

Be clear about when a decision is made, how it's made and by whom. Do you all need to agree? Shall the decisions be made in consensus, majority decisions or does the manager decide?

9. Does the meeting affect any human right? And which are the most important to address?

For example, the right to best attainable physical and mental health, the right to culture, the right to work, the right to education.

10. How can respect of the principles of human rights-based approach during the meeting be followed-up?

Can you make an evaluation at the end of the meeting? Take a round at the end of the meeting where the participants can share how they experienced the meeting- if they choose to do so. Or prepare a short written survey with a few questions to answer. It's always good if the participants have the opportunity to share their reflections at the end of the meeting to get a closure and be able to bring the learnings from the meeting right away.