**REMIT CG Meetings’ Organisation Checklist**

External deadlines

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| No | Task | When due |
| 1 | Send meeting’s invitation enclosing agenda and registration link | 4 weeks before the meeting |
| 2 | Share the meeting’s documentation with participants (on extranet meeting’s folder) | 2 weeks before the meeting |
| 3 | Circulate the meeting’s conclusions document | 2 days after the meeting |
| 4 | Circulate the meeting’s minutes | 2 weeks after the meeting |

Internal deadlines

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| --- | --- | --- |
| No | Task | When due |
| 1 | Request preparation of meeting’s documentation from colleagues | 4 weeks before the meeting |
| 2 | Collect meeting’s documentation from colleagues | 3 weeks before the meeting |
| 3 | Collect colleagues’ comments on meeting’s conclusions document | 1 day after the meeting |
| 4 | Collect colleagues’ comments on meeting’s minutes | 1 week after the meeting |