**MM SC Meetings’ Organisation Checklist**

***Per meeting***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | When due | Task | Who | Ext/Int |
|  | T-4 wks  | Send the Draft Agenda (based on previous meeting Agenda, Action list and Logs) to the MCP and MSA team leaders for comments | KA | INT |
|  | T-3 wks + 1day | Finalise the Agenda | MCP and MSA team leaders | INT |
|  | T-2 wks  | Send meeting’s invitation enclosing agenda and registration link (save the invitation in the meeting folders) | KA | EXT |
|  | T-3 wks | Request preparation of meeting’s documentation from colleagues and NRAs (when applicable) | KA | INT + EXT |
|  | T-2 wks | Send a reminder on the request preparation of meeting’s documentation from colleagues | KA | INT |
|  | T-2 wks + 1 day | Collect meeting’s documentation from colleagues | KA | INT |
|  | T-2 wks + 3 days | Revision of the documents | MCP and MSA team leaders | INT |
|  | T-1 wks  | Share the meeting’s documentation with participants (on extranet meeting’s folder) | KA | EXT |
|  | T-2 days | Prepare presence list | KA | INT |
|  | T | Collect presence list with signatures | KA | EXT |
|  | T+1 day | Collect colleagues’ comments on meeting’s conclusions document | KA | INT |
|  | T+2 days | Circulate the meeting’s conclusions document | KA | EXT |
|  | T+1 wks | Collect colleagues’ comments on meeting’s minutes | KA | INT |
|  | T+2 wks | Circulate the meeting’s minutes  | KA | EXT |

***General steps/Administrative***

* (Beginning of the year) – Schedule all meetings in the outlook REMIT team calendar:
	+ Inviting all MCT + MSA members;
	+ Book rooms with VC (ACER+CEER)
	+ Book Telco
* Physical Booking (CEER) of rooms catering and other administrative arrangements
* (For meetings in LJU) During the last day do a call during the lunch break for taxis and organise it.
* Create the meeting in the extranet folder