



F07 CONFIGURED SUPPORTING DOCUMENT

## Meeting Agenda Template

A controlled, editable working derivative for M-T1-CP-09-SD-02.  
Complete local facts, approvals and operational evidence before  
use.

**Release truth.** This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

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## F07 configured review derivative

**Status:** REVIEW - configured working derivative; not approved for participant use or delivery **Theme:** Attraction and Visibility  
**Sub-theme:** Community Presence and Visibility

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### 1. Controlled identity and migration metadata

| Controlled field                      | Configured entry                                                                                                                                                                      |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status                                | REVIEW - local facts, owners, rehearsals, approvals and release evidence remain required                                                                                              |
| Supporting-document code              | M-T1-CP-09-SD-02                                                                                                                                                                      |
| Exact derivative title                | Meeting Agenda Template                                                                                                                                                               |
| Source initiative                     | M-T1-CP-09 - Local Business Partnership Drive                                                                                                                                         |
| Source initiative code                | M-T1-CP-09                                                                                                                                                                            |
| Source initiative title               | Local Business Partnership Drive                                                                                                                                                      |
| Source initiative code/title          | M-T1-CP-09 - Local Business Partnership Drive                                                                                                                                         |
| Initiative disposition                | Canonical retained with new title                                                                                                                                                     |
| Canonical parent                      | M-T1-CP-09 - Local Partnership Discovery and Development                                                                                                                              |
| Canonical parent code/title           | M-T1-CP-09 - Local Partnership Discovery and Development                                                                                                                              |
| Canonical parent code and title       | M-T1-CP-09 - Local Partnership Discovery and Development                                                                                                                              |
| Named overlay or migration label      | Business Outreach remains a named mode                                                                                                                                                |
| Redirect or tombstone route           | Permanent title alias from M-T1-CP-09 - Local Business Partnership Drive to M-T1-CP-09 - Local Partnership Discovery and Development; retain stable derivative code M-T1-CP-09-SD-02. |
| Supporting-document migration control | Retain every CP-09 code and attach CP-21 breakfast assets as the event overlay.                                                                                                       |
| Family master                         | Playbook_F07_Facilitation_Agenda_Script_Master.md                                                                                                                                     |
| Family / master version               | F07 - Facilitation, Agenda and Script / 1.0                                                                                                                                           |
| Recorded master SHA-256               | 26bb2a75bd3d0fa1c5e4d952df55b994c94a7d09c569cf62b9b87518efbf5b92                                                                                                                      |
| Authoritative index                   | Playbook_Supporting_Documents_Master_Index.md v1.1, issued 2 August 2026                                                                                                              |
| Configured master variant             | M-T1-CP-09-SD-02 — Meeting Agenda Template; F07 exact code/title overlay incorporated in full                                                                                         |
| Derivative version                    | 0.1 REVIEW                                                                                                                                                                            |

| Controlled field | Configured entry                                                                                                                                                                                                                                                                                                                                   |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prepared date    | 2 August 2026                                                                                                                                                                                                                                                                                                                                      |
| Adaptation note  | The complete F07 facilitation workflow is configured for Local Business Partnership Drive and the Business Outreach remains a named mode route. Purpose, audience, scope, authority, question design, scripts, capture, safeguarding, handoffs, follow-up and evaluation are embedded below; local delivery facts remain controlled review fields. |

## 2. Instructions and control rule

1. Complete every local blank from an approved initiative brief, venue and access record, participant plan, safeguarding plan, roster or named owner.
2. Keep the exact code, derivative title, source initiative, disposition, canonical parent and migration route unchanged.
3. Mark a control Not applicable only with a reason, accepting owner and date; never silently delete a safety, access, privacy or authority control.
4. Read every public script aloud, test all contribution routes and rehearse the difficult-conversation, safeguarding and emergency handoffs.
5. Do not infer decision authority, confidentiality, access provision, participant need, recording permission, safeguarding route or follow-up promise.
6. Promotion and delivery remain blocked until the preparation gate, role acceptance and final review gate are complete.
7. This is operational facilitation guidance, not clinical, legal, investigative, security or safeguarding advice. Use authorised roles and current local procedures.

**Review key:** [ ] open; [x] complete and evidenced; N/A accepted with reason, owner and date.

## 3. Controlled session fields

| Field                              | Configured value or completion record                                                                                                                             |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Session or activation name         | _____                                                                                                                                                             |
| Host entity                        | _____                                                                                                                                                             |
| Format                             | Exploratory 45-minute meeting agenda with a named business or professional and authorised Rotary representatives                                                  |
| Public duration                    | 45 minutes                                                                                                                                                        |
| Session purpose                    | Learn about a local business, identify possible shared community value and decide whether a separate scoped partnership conversation is worthwhile.               |
| Defined audience                   | A named business owner or professional and authorised Rotary representatives.                                                                                     |
| Observable desired outcome         | The parties understand relevant priorities, constraints and possible fit, and record either one scoped next conversation or an honest no-further-action decision. |
| In scope                           | Community priorities, realistic forms of contribution, mutual value, constraints, approval paths and the conditions for a further conversation                    |
| Out of scope                       | Sponsorship, endorsement, exclusivity, tax treatment, funding, data sharing or a formal partnership commitment                                                    |
| Decision authority                 | Exploratory only. No participant may bind Rotary, the business or another organisation unless separately authorised in writing.                                   |
| Approved capacity                  | The named business representative plus only the Rotary roles needed for the exploratory purpose                                                                   |
| Date, start, finish and time zone  | _____                                                                                                                                                             |
| Venue, room or online access route | _____                                                                                                                                                             |
| Arrival or check-in instruction    | _____                                                                                                                                                             |

| Field                                     | Configured value or completion record                                                                                                                    |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lead facilitator                          | _____                                                                                                                                                    |
| Co-facilitator or inclusion monitor       | _____                                                                                                                                                    |
| Timekeeper                                | _____                                                                                                                                                    |
| Scribe or capture owner                   | _____                                                                                                                                                    |
| Welcome lead                              | _____                                                                                                                                                    |
| Digital producer, if used                 | _____ / N/A with reason                                                                                                                                  |
| Follow-up owner                           | _____                                                                                                                                                    |
| Safeguarding lead                         | _____                                                                                                                                                    |
| Alternate safeguarding route              | _____                                                                                                                                                    |
| Safety lead and disruption exit authority | _____                                                                                                                                                    |
| Emergency route                           | _____                                                                                                                                                    |
| Accessibility contact                     | _____                                                                                                                                                    |
| Confirmed access provisions               | _____                                                                                                                                                    |
| Participation options                     | Speak, write, pass, pause and use an assisted equivalent; confirm any additional mode: _____                                                             |
| Communication supports                    | _____                                                                                                                                                    |
| Break, quiet-space and re-entry route     | _____                                                                                                                                                    |
| Conduct agreement                         | Challenge ideas without attacking people; one person at a time; passing is permitted; approved local wording: _____                                      |
| Privacy and capture boundary              | Non-sensitive meeting record separating interests, questions, options and authorised actions. Confirm attribution, access, retention and disposal: _____ |
| Recording or photography notice           | None unless separately approved; approved treatment: _____                                                                                               |
| Opening context source                    | _____                                                                                                                                                    |
| Prioritisation method                     | _____ / N/A                                                                                                                                              |
| Primary next step                         | Record one scoped partnership follow-up, owner and date, or close the opportunity without implied commitment.                                            |
| Next-step owner and due date              | _____                                                                                                                                                    |
| Participant follow-up date and route      | _____                                                                                                                                                    |
| Evaluation route and alternative          | _____                                                                                                                                                    |
| Working-copy owner and location           | _____                                                                                                                                                    |

## 4. Exact configured master overlay

**Purpose:** Learn about a local business, identify a possible shared community interest and decide whether a separate scoped partnership conversation is worthwhile.

**Audience:** A named business owner or professional and the authorised Rotary representatives.

**Recommended 45-minute agenda:**

- Welcome, introductions, purpose and authority — 5 minutes
- Learn about the business's community priorities and constraints — 10 minutes
- Share the relevant Rotary initiative and evidence — 8 minutes
- Explore areas of fit, risk and mutual value — 12 minutes
- Clarify what is not being agreed in the meeting — 3 minutes
- Confirm one next step, owner and date — 5 minutes
- Close — 2 minutes

#### Prompts:

- Which community issues are most relevant to your organisation?
- What kind of contribution is realistic: expertise, people, venue, in-kind support, funding, reach or another form?
- What approval, timing, brand, data, safety or reporting conditions would apply?
- What would make a further conversation worthwhile?

**Boundary:** This agenda is exploratory. Do not promise sponsorship, endorsement, exclusivity, tax treatment, funding, data sharing or a formal partnership. Hand a viable opportunity to the approved partnership route.

## 5. Roles and responsibility

| Role                              | Before                                                                                                        | During                                           | After                                                                                                 | Accepted by |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------|
| Session owner                     | Approve purpose, scope, authority and follow-up                                                               | Resolve governance boundaries                    | Accept actions and escalations                                                                        | _____       |
| Lead facilitator                  | Design and rehearse flow and scripts                                                                          | Guide participation and protect time             | Validate outputs and debrief                                                                          | _____       |
| Inclusion monitor                 | Review access and participation methods                                                                       | Watch airtime, access, distress and alternatives | Record barriers and improvements                                                                      | _____       |
| Timekeeper                        | Confirm timeboxes and warning cues                                                                            | Protect synthesis and close                      | Record timing variance                                                                                | _____       |
| Scribe                            | Approve capture categories and privacy boundary                                                               | Label themes, questions, decisions and actions   | Secure and validate notes                                                                             | _____       |
| Welcome lead                      | Confirm arrival and orientation                                                                               | Route practical and access questions privately   | Hand off attendance changes                                                                           | _____       |
| Safeguarding lead                 | Confirm primary, alternate and restricted-record routes                                                       | Receive concerns under approved procedure        | Own restricted follow-through                                                                         | _____       |
| Safety lead                       | Confirm venue and conduct response                                                                            | Apply graduated response or emergency route      | Record factual incidents                                                                              | _____       |
| Follow-up owner                   | Prepare messages and tracking                                                                                 | Record only promised consented actions           | Complete and close follow-up                                                                          | _____       |
| Variant-specific operational role | Purpose, mutual discovery, relevant Rotary evidence, fit and risk discussion, boundary statement, owned close | Apply the configured method and boundary         | Transfer non-sensitive meeting record separating interests, questions, options and authorised actions | _____       |

No one may expand scope, promise an outcome, diagnose a participant, attribute comments against the approved method or add people to unrelated promotion.

## 6. Preparation and go gate

| Gate                    | Ready condition                                                                                                                                      | Evidence location | Owner                | Ready |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------|-------|
| Purpose and audience    | One plain-language purpose and defined audience are approved                                                                                         | _____             | Session owner        | [ ]   |
| Scope and authority     | In-scope, out-of-scope and authority statements prevent implied promises                                                                             | _____             | Initiative lead      | [ ]   |
| Participant information | Timing, venue, access, privacy, recording and practical facts arrive early enough                                                                    | _____             | Communications owner | [ ]   |
| Roles                   | Operational, backup and escalation roles accept their duties                                                                                         | _____             | Session owner        | [ ]   |
| Access                  | Confirmed provisions and genuine alternative participation can be delivered                                                                          | _____             | Access reviewer      | [ ]   |
| Safeguarding            | Primary, alternate, emergency and restricted-record routes are current                                                                               | _____             | Safeguarding lead    | [ ]   |
| Safety and disruption   | Venue controls, exit authority and graduated response are usable                                                                                     | _____             | Safety lead          | [ ]   |
| Questions               | Selected prompts are neutral, scoped and non-compulsory                                                                                              | _____             | Lead facilitator     | [ ]   |
| Capture                 | Categories, privacy, access, storage and disposal are approved                                                                                       | _____             | Scribe/privacy owner | [ ]   |
| Handoffs                | Access, complaint, media, partnership, volunteer and technical routes are assigned                                                                   | _____             | Follow-up owner      | [ ]   |
| Evaluation              | Brief accessible participant and team routes are tested                                                                                              | _____             | Evaluation owner     | [ ]   |
| Rehearsal               | Opening, transitions, time cues, hard moments and close sound natural                                                                                | _____             | Lead facilitator     | [ ]   |
| Variant control         | Purpose, mutual discovery, relevant Rotary evidence, fit and risk discussion, boundary statement, owned close is tested in the real delivery context | _____             | Session owner        | [ ]   |

**Gate decision:** Ready / Ready with conditions / Not ready **Decision owner, date and conditions:**

\_\_\_\_\_

## 7. Configured agenda and run sheet

| Relative time        | Clock time | Segment                                                                                                       | Facilitator action                                                       | Participant choice or task                    | Output                                                                                       | Flex decision                             |
|----------------------|------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------|
| Before start -30 min | _____      | Site, platform, role and access check                                                                         | Test emergency, safeguarding, capture, materials and alternatives        | Not applicable                                | Readiness confirmed                                                                          | Do not open if a critical route is absent |
| Before start -10 min | _____      | Arrival and orientation                                                                                       | Welcome, give practical information and route access questions privately | Arrive, pause or request support              | Participants oriented                                                                        | Delay formal opening if access fails      |
| Start                | _____      | Purpose, scope and authority                                                                                  | Deliver the configured opening script below                              | Listen, read or ask a clarification           | Shared boundary                                                                              | Keep even when time is lost               |
| +5 min               | _____      | Participation, privacy and conduct                                                                            | Explain passing, contribution choices, capture and support               | Choose a contribution method                  | Informed participation                                                                       | Keep even in compact format               |
| Core                 | _____      | Purpose, mutual discovery, relevant Rotary evidence, fit and risk discussion, boundary statement, owned close | Use only approved prompts and reflect points neutrally                   | Speak, write, pass or use an equivalent route | Non-sensitive meeting record separating interests, questions, options and authorised actions | Reduce question count, not safeguards     |

| Relative time | Clock time | Segment                           | Facilitator action                                                             | Participant choice or task                | Output                    | Flex decision                          |
|---------------|------------|-----------------------------------|--------------------------------------------------------------------------------|-------------------------------------------|---------------------------|----------------------------------------|
| Synthesis     | _____      | Validate output categories        | Distinguish themes, questions, options, recommendations, decisions and actions | Correct, add or disagree                  | Accurate validated record | Record dissent; do not force consensus |
| Action        | _____      | Next steps and parking lot        | Confirm authority, owners, dates and disposition routes                        | Choose only consented follow-up           | Owned action record       | Never imply every item will proceed    |
| Close         | _____      | Summary, follow-up and evaluation | Deliver configured close below                                                 | Evaluate or leave without further contact | Clear next step           | Protect the close from overrun         |
| After         | _____      | Secure records and debrief        | Separate general notes from restricted records                                 | Not applicable                            | Handoffs accepted         | Escalate urgent matters immediately    |

**Configured timing note:** 45 minutes. Apply the exact timing supplied in Section 4 and record any approved deviation:

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## 8. Opening and closing scripts

### Configured opening

Welcome to **[SESSION OR ACTIVATION NAME]**. I am **[LEAD FACILITATOR]**, and **[HOST ENTITY]** has invited a named business owner or professional and authorised rotary representatives. for one clear purpose: Learn about a local business, identify possible shared community value and decide whether a separate scoped partnership conversation is worthwhile.

By the end, we aim to the parties understand relevant priorities, constraints and possible fit, and record either one scoped next conversation or an honest no-further-action decision.

We can discuss community priorities, realistic forms of contribution, mutual value, constraints, approval paths and the conditions for a further conversation. We cannot decide, promise or resolve sponsorship, endorsement, exclusivity, tax treatment, funding, data sharing or a formal partnership commitment. Exploratory only. No participant may bind Rotary, the business or another organisation unless separately authorised in writing.

You may contribute by speaking, writing, using the approved assisted method or passing. You may pause or leave. Confirmed access and support arrangements are **[INSERT ONLY APPROVED PROVISIONS]**.

Our working agreement is to challenge ideas without attacking people, allow others to finish and make room for voices not yet heard. The capture boundary is: Non-sensitive meeting record separating interests, questions, options and authorised actions **[ADD APPROVED ATTRIBUTION, ACCESS AND RETENTION WORDING]**.

If a safety or safeguarding concern arises, we will use the named approved route rather than investigate it in this group. What clarification would help you participate?

### Configured close

Thank you for the care you brought to **[SESSION OR ACTIVATION NAME]**.

We have recorded the output under the authority stated at the start, distinguishing insight, questions, options, recommendations, decisions and actions. The next step is: Record one scoped partnership follow-up, owner and date, or close the opportunity without implied commitment.

**[NEXT-STEP OWNER]** owns it, due or reviewed by **[DATE]**. Parked items will receive a disposition, not an automatic promise of action. Participants will receive the approved update by **[FOLLOW-UP DATE]** through **[TESTED ROUTE]**.

Feedback is available through **[EVALUATION ROUTE AND ALTERNATIVE]**. Private access, conduct or safeguarding matters go to the named access or safeguarding route. Thank you; the formal interaction is now closed.

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## 9. Public-engagement scripts

Use these only when the configured format involves optional brief public contact. Never block movement, pursue a decline or collect details before explaining purpose and choice.

### 15-second permission opener

Hello - I am with **[HOST ENTITY]**. We are here to learn about a local business, identify possible shared community value and decide whether a separate scoped partnership conversation is worthwhile. May I ask one quick question about community priorities, realistic forms of contribution, mutual value, constraints, approval paths and the conditions for a further conversation?

If no: **Of course. Thank you, and enjoy your day.**

### 45-second conversation

Hello - I am with **[HOST ENTITY]**. We are speaking with a named business owner or professional and authorised rotary representatives. because learn about a local business, identify possible shared community value and decide whether a separate scoped partnership conversation is worthwhile.

Which community issues are most relevant to your organisation?

Listen without interrupting, then say: **What I heard is [NEUTRAL REFLECTION]. Have I reflected that accurately?** Explain the approved capture boundary. If useful, offer: Record one scoped partnership follow-up, owner and date, or close the opportunity without implied commitment.

### Two-minute conversation

State the purpose and boundary. Ask no more than three approved questions. Reflect the main point without turning it into agreement. Offer the configured next step only if wanted. End with thanks and no further pursuit.

- ☐ Visible opt-in posture and respectful disengagement are rehearsed.
- ☐ Paths, exits, mobility access and neighbouring activities remain clear.
- ☐ Long or private enquiries transfer to the approved side area and trained role.
- ☐ Child, safeguarding, conduct and emergency routes are briefed.
- ☐ Contact details use the private approved F05 route where applicable.

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## 10. Configured discussion-question plan

| ID | Approved question                                                                                          | Quality basis              | Response modes                      | Timebox   | Capture category          | Probe limit or risk control |
|----|------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------|-----------|---------------------------|-----------------------------|
| Q1 | Which community issues are most relevant to your organisation?                                             | Open, neutral and in scope | Speak / write / assisted equivalent | _____ min | Theme / question / option | _____                       |
| Q2 | What contribution is realistic: expertise, people, venue, in-kind support, funding, reach or another form? | Open, neutral and in scope | Speak / write / assisted equivalent | _____ min | Theme / question / option | _____                       |
| Q3 | What approval, timing, brand, data, safety or reporting conditions would apply?                            | Open, neutral and in scope | Speak / write / assisted equivalent | _____ min | Theme / question / option | _____                       |
| Q4 | What would make a further conversation worthwhile?                                                         | Open, neutral and in scope | Speak / write / assisted equivalent | _____ min | Theme / question / option | _____                       |

For every selected question:

- ☐ It asks one thing in familiar words and serves the desired outcome.
- ☐ It does not presume need, failure, agreement or willingness.
- ☐ It does not require personal, traumatic, health, family or identity disclosure.
- ☐ Passing and at least one non-spoken response method are genuine.

- [ ] Probes seek useful examples, not unnecessary personal detail.
- [ ] The scribe knows whether the output is a theme, question, option, recommendation or action.

Useful probes: **What leads you to that view? What is the practical effect? Who else is affected? What assumption should we test? Have I reflected your point accurately?**

## 11. Inclusive participation and airtime controls

| Method                      | Best use                             | Configured control                               |
|-----------------------------|--------------------------------------|--------------------------------------------------|
| Quiet reflection            | Reduces speed and status advantage   | Show the prompt in writing and allow enough time |
| Optional round              | Offers each person a turn            | Passing requires no explanation                  |
| Pair or trio                | Supports smaller-group participation | Provide a non-paired alternative                 |
| Written or digital response | Supports concise or remote input     | Explain identity, access and retention           |
| Poll or prioritisation      | Tests patterns                       | Do not call it binding unless authority permits  |
| Follow-up response          | Allows considered later input        | State deadline, privacy and consideration method |

Interventions to rehearse:

- Repeated interruption: **I am pausing us so the speaker can finish. I will come to you next.**
- Dominant voice: **Thank you. I am holding that point while we invite people not yet heard.**
- Silence: **Take a moment. You may speak, write, use the approved alternative or pass.**
- Group generalisation: **Let us keep to what we know directly and not ask one person to represent a community.**
- Facilitator error: **I framed that poorly. I will correct it and ask more neutrally.**

## 12. Difficult-conversation, safety and safeguarding protocol

Dissent includes challenge, criticism, frustration, emotion and refusal. Facilitate it. Disruption is observable conduct that prevents safe participation, such as repeated interruption after redirection, personal attack, discriminatory abuse, threat, intimidation or targeted harassment.

1. Pause and name the observable behaviour.
  2. Restate the conduct boundary and invite a reset.
  3. Limit the floor or take a short break.
  4. Use a private sidebar with two authorised team members where practical.
  5. End participation through the approved route when behaviour continues.
  6. Stop facilitation and use the emergency route for immediate danger.
- [ ] Do not infer motive, diagnosis or character.
  - [ ] Do not physically intervene outside training and authority.
  - [ ] Protect a person targeted by abuse without requiring public explanation.
  - [ ] Record factual observations, times, action and owner only in the approved incident route.

If a safeguarding concern is disclosed or observed:

1. Listen without pressing for detail.
2. Thank the person for raising it.
3. Do not promise secrecy.
4. Explain that the approved safeguarding route must be used.
5. Ask only what is needed for immediate participation or safe departure.
6. Record the minimum factual information separately from session notes.

7. Report promptly to the named safeguarding lead.
8. Use the alternate route if the primary contact is unavailable or involved.

**Response wording:** Thank you for telling me. I will not ask you to repeat more than is needed now. I cannot promise to keep this only between us; I must use the approved safeguarding route so the authorised person can respond. What do you need now to participate, pause or leave safely?

## 13. Capture, decision and parking-lot records

Live capture rules:

- Show the category: theme, question, option, recommendation, decision, action or parked item.
- Ask whether a paraphrase is accurate.
- Remove names unless attribution is approved and necessary.
- Keep safeguarding, health, access, complaints and sensitive personal information out of shared notes.
- Record disagreement rather than forcing consensus.
- Confirm authority before labelling a decision.
- Read back actions with owner and date.

| ID | Exact decision or recommendation | Authority | Evidence or rationale | Owner | Due or review date | Communication route |
|----|----------------------------------|-----------|-----------------------|-------|--------------------|---------------------|
| D_ |                                  |           |                       |       |                    |                     |

| Parked item | Why parked                                             | Disposition owner | Agreed disposition                           | Due | Participant update route |
|-------------|--------------------------------------------------------|-------------------|----------------------------------------------|-----|--------------------------|
|             | Out of scope / evidence / authority / privacy / safety |                   | Answer / refer / schedule / decline / retain |     |                          |

A parked item receives a disposition, not a promise that it will be adopted.

## 14. Handoff matrix

| Matter                           | Immediate facilitator action                | Receiving role                    | Required record                               | Accepted |
|----------------------------------|---------------------------------------------|-----------------------------------|-----------------------------------------------|----------|
| Access request                   | Receive privately; do not ask for diagnosis | Access contact                    | Adjustment, response, owner and due time      | [ ]      |
| Safeguarding concern             | Apply the protocol                          | Safeguarding lead or alternate    | Restricted factual record                     | [ ]      |
| Immediate danger                 | Stop if necessary and use emergency route   | Emergency and safety roles        | Approved incident record                      | [ ]      |
| Disruptive conduct               | Apply graduated response                    | Safety lead                       | Observable conduct, steps, time and outcome   | [ ]      |
| Complaint                        | Acknowledge and provide route               | Session owner or complaints owner | Issue, permission, owner and date             | [ ]      |
| Media enquiry                    | Do not improvise a response                 | Authorised spokesperson           | Enquirer, question, deadline and route        | [ ]      |
| Partnership interest             | Avoid commitments                           | Partnership owner                 | Organisation, interest, consent and next date | [ ]      |
| Volunteer or membership interest | Offer low-pressure chosen route             | Follow-up owner                   | Interest scope, permission, owner and date    | [ ]      |

| Matter                | Immediate facilitator action | Receiving role  | Required record                          | Accepted |
|-----------------------|------------------------------|-----------------|------------------------------------------|----------|
| Technical failure     | State issue and alternative  | Technical owner | Impact, workaround and unresolved access | [ ]      |
| Out-of-scope question | Record neutrally             | Parking owner   | Disposition and update route             | [ ]      |

## 15. Follow-up, evaluation and debrief

### Same day

- [ ] Secure attendance, notes, decisions and actions in approved locations.
- [ ] Transfer urgent safety, safeguarding, incident and access matters immediately.
- [ ] Separate and restrict sensitive records; remove test and informal copies.

### Within 24 hours

- [ ] Facilitator and session owner validate themes, dissent, decisions and actions.
- [ ] Each action has authority, owner and due date.
- [ ] Factual errors are corrected before distribution.
- [ ] Thanks are sent only where planned and permitted.

### By the promised follow-up date

- [ ] Participants receive what was heard at the promised level.
- [ ] Decisions, open items, parked-item dispositions and next actions are accurately stated.
- [ ] Resources and response routes work and are accessible.
- [ ] Raw notes are not published when a thematic summary was promised.
- [ ] Names and organisations are not disclosed without permission.

### Participant pulse:

1. I understood the purpose and what this interaction could influence.
2. I had a workable way to participate.
3. I understand what happens next and when.
4. What should be kept?
5. What should change?

| Measure                    | Configured definition                                                                                                                                             | Target | Actual | Evidence | Interpretation                  |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|----------|---------------------------------|
| Attendance or interactions | Actual count under the approved method                                                                                                                            | ___    | ___    | _____    | Not agreement or impact         |
| Participation reach        | People using a contribution route where appropriate to count                                                                                                      | ___    | ___    | _____    | Do not identify people who pass |
| Configured outcome         | The parties understand relevant priorities, constraints and possible fit, and record either one scoped next conversation or an honest no-further-action decision. | ___    | ___    | _____    | _____                           |
| Action closure             | Actions completed by due date divided by actions due                                                                                                              | ___%   | ___%   | _____    | State small denominators        |
| Parking disposition        | Items with communicated disposition divided by items recorded                                                                                                     | ___%   | ___%   | _____    | Not every item is adopted       |
| Access delivery            | Confirmed provisions delivered and requests answered                                                                                                              | 100%   | ___%   | _____    | No personal details             |
| Follow-up timeliness       | Promised update sent by date                                                                                                                                      | 100%   | ___%   | _____    | Quality as well as speed        |

## 16. Change control, sign-off and release gate

| Version | Date          | Exact code and title                       | Change and reason                  | Author             | Reviewers | Status |
|---------|---------------|--------------------------------------------|------------------------------------|--------------------|-----------|--------|
| 0.1     | 2 August 2026 | M-T1-CP-09-SD-02 — Meeting Agenda Template | First configured REVIEW derivative | Codex working team | Pending   | REVIEW |
| _____   | _____         | M-T1-CP-09-SD-02 — Meeting Agenda Template | _____                              | _____              | _____     | _____  |

| Approval role                 | Name  | Decision                             | Date  | Evidence location |
|-------------------------------|-------|--------------------------------------|-------|-------------------|
| Session owner                 | _____ | Ready / Return / Stop                | _____ | _____             |
| Lead facilitator              | _____ | Script and timing rehearsed / Return | _____ | _____             |
| Accessibility reviewer        | _____ | Approved / Conditions / Return       | _____ | _____             |
| Privacy and capture reviewer  | _____ | Approved / Conditions / Return       | _____ | _____             |
| Safeguarding and safety leads | _____ | Approved / Conditions / Return       | _____ | _____             |
| Initiative lead               | _____ | Approve / Return / Reject            | _____ | _____             |

- ☐ Exact code, title, source, disposition, canonical parent and migration route match index v1.1.
- ☐ Purpose, audience, outcome, scope and authority are unambiguous.
- ☐ Every role, handoff and escalation route is named and accepted.
- ☐ Agenda protects access, participation, synthesis, actions and close.
- ☐ Opening, public-interaction and closing scripts sound natural when spoken.
- ☐ Passing and more than one contribution method are genuine.
- ☐ Privacy, safeguarding, disruption and emergency boundaries are rehearsed.
- ☐ Outputs are accurately labelled and every action has owner and date.
- ☐ All local controlled fields are complete or formally accepted as N/A.
- ☐ Editable and accessible distribution copies carry matching version data.
- ☐ Final export is structurally checked and visually reviewed before release.
- ☐ Release evidence and checksum exist before Status changes from REVIEW.

**Review decision and comments:** \_\_\_\_\_