



EXAMPLE AGREEMENTS FOR MEETINGS

Ideally, people working together in co-production should work together to design the project governance and Terms of Reference for co-production groups created.

If there are no Terms of Reference, it is helpful if participants can agree ground rules to guide how they will work together. Doing this together can provide a greater sense of shared ownership. **To assist, here is an example that can be used as a prompt:**

- **It's okay to ask questions.** Every question is a good question, and if you don't know the answer immediately, that's okay
- **It's okay to make mistakes** and getting things wrong is an opportunity to learn
- **Anything said in the session will remain confidential** except where safeguarding concerns exist
- **Don't talk about other people's personal information** outside of the meeting
- **The sessions will be a safe space** to share ideas and opinions
- **Everyone will accept, respect and abide by any reasonable adjustments needed by other members.** For example, a member will adjust their language if another member raises a red card which is a sign that they don't understand or require the speaker to slow down
- **Respect each other.** Valuing the knowledge of all, working as equals and making sure everyone is heard
- **Language is powerful,** but we all use language in a different way and make mistakes. The group will self-regulate but deliberately discriminatory, dis-respectful or abusive language will not be tolerated
- **It's okay to leave the room if you need to**
- **Take care of your own personal needs,** and use the toilet or answer emergency calls, but try to stay focused on the meeting otherwise





EXAMPLE AGREEMENTS FOR MEETINGS CONTINUED

- **Be kind and respectful.**
We can challenge each other's ideas, but in a friendly and supportive way. We never judge each other for our differences or ideas
- **Everyone is equal.**
Everyone's ideas and contributions are equally valid
- **Speak one at a time and listen to others**
- **Take turns to speak,** and give the person speaking your focus and attention
- **If you don't understand,** it's okay to ask people to repeat what they say
- **Try to avoid acronyms or jargon.** Explain what you mean, and check people understand
- **Speak clearly, slowly, and loud enough** and check that people can hear and understand you when you speak
- **Make sure people can concentrate** and are comfortable, taking regular breaks if needed
- **Everyone has a right to be heard and a right to disagree** – presenting their views in a way that is respectful of others' opinions

