



## Key Advice

### Preparation form

#### Template format stakeholder meeting

|  |   |
|--|---|
| Goal of this stakeholder meeting                         |   |
| List participants and explain their stake in the meeting | 1. ....<br>2. ....<br>3. ....<br>4. ....<br>5. ....<br>6. ....<br>7. ....<br>8. ....<br>9. .... |
| Needed materials   |   |

#### Template schedule

|         |  |                             |                            |
|---------|--|-----------------------------|----------------------------|
| 5 mins  | Welcome to all participants  | <i>Name of group member</i> |                            |
| 20 mins | Icebreaker: Choose a relevant/fitting icebreaker for your meeting from the form below. Feel free to design your own activity.  | <i>Name of group member</i> | Getting to know each other |
| 60 mins | Activities:<br>Discuss the meeting guidelines<br>Choose the right combination of activities corresponding to your goal from the form below. Feel free to design your own activity. | <i>Name of group member</i> | Main Activity              |
| 5 mins  | Wrap-up (summary of meeting + next steps)<br>Share evaluation form   | <i>Name of group member</i> | Explain the next steps     |



### Example of completed format

|   |   |
|---|---|
| Goal of the stakeholder meeting           | To gather ideas from the residents of Wageningen on how 'Thuis', a welfare organisation in Wageningen, can help to improve the quality of life of all residents living in Wageningen  |
| List participants and explain their stake | <ol style="list-style-type: none"><li>1. Bert de Rooter, retired and resident of Wageningen - Stake: having a strong social support system</li><li>2. Femke de Boom – researcher at Wageningen University and Research (WUR) - Stake: Developing healthy habits to secure work-life balance</li><li>3. Carolien Boterbloem – student at WUR - Stake: ability to engage in extracurricular activities</li><li>4. Ching Davey – Exchange student at WUR – Stake: adjusting to new culture and language, managing homesickness, building a supportive network of friends and mentors.</li><li>5. Berry de Groot – Shop-owner in Wageningen – Stake: having a supportive business environment</li><li>6. Karel de Bruin – employee of the public library – Stake: the level of importance that a community places on having access to a high-quality public library. A public library can provide a range of resources (books, newspapers, movies) and services (community meeting spaces, educational programs, bridging the digital divide by providing access to internet services) that can enhance the well-being and satisfaction of residents in Wageningen</li><li>7. Wendy Verbeek – policy officer at Municipality of Wageningen – Stake: Engaging with the residents to identify and address their concerns and invest in long-term planning and development strategies to create a high-quality living environment for its residents.</li></ol> |
| Needed materials                          | Post-its, pens, paper, big paper, a thank-you gift and coffee/tea.  |



### Example of completed schedule

| Time        | Activity   | Name group member |
|-------------|--|-------------------|
| 5 - 15 mins | Welcome to all participants  |                   |
| 5 - 30 mins | Icebreaker: from the list of examples below, choose a relevant or fitting icebreaker for your meeting, or think of one yourself.   |                   |
| 5 - 60 mins | Activities: Present and discuss guidelines needed for a safe, inclusive, and open collaborative environment. Each is needed for the participants to experience such safety.<br><br>From the list of example activities below, choose the right combination of activities corresponding to your goal, or think of one yourself. |                   |
| 5 - 15 mins | Wrap – up and distribute the evaluation forms<br>Think of a closing activity to summarise the meeting and to appreciate the contribution of all participants. Distribute the evaluation forms that the participants fill in before leaving.  |                   |