

Template - Secretary Report from a Virtual Think Tank

(courtesy of the Swedish Network Support Unit)

Current Think Tank is Tuesday 27/9 10:00-11:15

Theme 1. Increased Competitiveness Group #1

Questions to be answered regarding Increased Competitiveness

1. What is most important to reach the goal?
2. Who would be able to do it?
3. What resources or circumstances are needed in order to achieve this?

Call our conference number +46 8 555 557 xx and use the access code # 201xxx

Instruction to the participants when you send the notes to them for feedback:

"When you as participants in this Think Tank receive the notes from the meeting you are asked to assess the notes and make the changes and explanations in your parts in the following way:

Text that you want to be deleted should be marked in red.

Text that you want to add should be marked in green.

Text that the secretary or you yourselves are uncertain if it is a right quotation or expressed in the right way should be marked in blue."

Participants

Chairman	Klara Ekengard	klara.ekengard@example_mail.se	070-36022xx
Secretary	Maria Gustafsson	maria.gustafsson@example_mail.se	0706-1522xx

Name	Organisation	E-post address	Mobile
Torgny Lundquist	Leader Ystad-Österlenregionen	torgny.lundquist@example_mail.se	070-75122xx
Ulf Kyrlling	Region Skåne	ulf.kyrlling@example_mail.se	040 7522xx
Henrik Andersson	County Administration board in Skåne	henrik.andersson@example_mail.se	070-7022xx
Ingemar Olsson	SGF	alkveterns.herrgars@example_mail.se	070-3122xx
Agneta Olsson	County Administration board	agneta.olsson@example_mail.se	031-6022xx
Malena Pirsech	County Administration board in Örebro	malena.pirsech@example_mail.se	019-1922xx
Gustaf Westring	Kustlandet Leader	gwe@example_mail.se	076-6622xx

Instructions from the secretary (which will be deleted before the protocol is completed)

- The notes from the meeting will be distributed to all participants for assessment and adjustments at the latest the morning after the meeting. Each participant is asked to make the necessary changes, first and foremost in the own comments and lines of the discussion. The secretary has to write the initials of every speaker in connection to every comment in the notes so it is clear who is saying what. Deadline to return the comments and adjustments is 48 hours after the document has been received.

- All participants are requested to speak slowly and clearly. No one is allowed to start to speak without first saying their name. As secretary you are advised to start with writing the initials or the first name of each speaker before you start to take notes of what they are saying.

- As participant it is important in the first phase of the meeting to give the views of and talk separately of each question so it is clear for the secretary to which question the comments are made.

- During the second half of the meeting the secretary is allowed to intervene in the discussion if it is necessary to ask someone to repeat what he or she just has said.

Template for the organisation of the notes according to the participants list above:

Torgny Lundquist (TL)

- 1. What is the most important to do in order to reach the goal?**
- 2. Who should or could do it?**
- 3. What is needed in order to get it done?**

Ulf Kyrlling (UK)

- 1. What is the most important to do in order to reach the goal?**
- 2. Who should or could do it?**
- 3. What is needed in order to get it done?**

Henrik Andersson (HA)

- 1. What is the most important to do in order to reach the goal?**
- 2. Who should or could do it?**
- 3. What is needed in order to get it done?**

Ingemar Olsson (IO)

- 1. What is the most important to do in order to reach the goal?**
- 2. Who should or could do it?**
- 3. What is needed in order to get it done?**

Agneta Olsson (AO)

- 1. What is the most important to do in order to reach the goal?**
- 2. Who should or could do it?**
- 3. What is needed in order to get it done?**

Marlena Pirsech (MP)

- 1. What is the most important to do in order to reach the goal?**
- 2. Who should or could do it?**
- 3. What is needed in order to get it done?**

Gustaf Westring (GW)

- 1. What is the most important to do in order to reach the goal?**

2. Who should or could do it?

3. What is needed in order to get it done?

The free common discussion

Resumé

Closing and giving some comments about the meeting.