

A proposed agenda for the first benchmarking meeting

09.30-10.00	Coffee
10.00-10.20	Introduction, including a brief presentation of the participants. A short review of the purpose and working method. The mentor municipality explains how they worked with systematic sharing of experiences, and how they used the lessons learned.
10:20-11:20	Presentation of the benchmarking organization's chain of command and identified areas for improvement (10 minutes + 10 minutes of reflection in small groups, questions and feedback for 10 minutes)
11:20-12:00	The mentor organization's chain of command: A description of their gender mainstreamed management system. How they plan, organize, garner support and implement improvements. The success factors they have identified and the mistakes they made on the way, and how they dealt with them. Are they finished with this work now? (20 minutes + 10 minutes of reflection in small groups, questions and feedback for 10 minutes)
12:00-13:00	Lunch
13.00-13:30	Key persons, administrators and elected officials work in their respective groups. Reflections about what we learned from each other's presentations, based on my role. Discuss which persons have the authority to implement improvements. Formal v. Informal. Elected officials v. Administrators, Key persons
13:30-14:15	Results of skills and knowledge inventory. Identified areas for improvement. The mentor organization describes how they worked. Examples from how other organizations work can also be presented.
14.45-15.00	Coffee
15:00-15:40	Each organization reflects over the lessons they will be taking home, and how they will begin planning quality improvements. Scheduling times for meetings, if any.
15:40-16:00	What to think about for next time. Summing up today's meeting, including a short evaluation.