



Facilitation of Municipality Meeting for Business Sector

Topic: Possible cooperation with municipality

Type of event: Facilitated multi-stakeholder meeting with preparatory input and structured follow-up

Target group: Representatives of the business sector and municipal officials

Short description of the meeting:

Facilitated meeting brings together the business sector and the municipality to explore areas of mutual interest and potential cooperation. Through targeted pre-meeting engagement, live collaborative tools during the session, and transparent follow-up processes, participants identify shared priorities, develop concrete proposals, and establish accountability for next steps. The format emphasises inclusivity, efficient decision-making, and building long-term, trust-based relationships between stakeholders.

Framework (structure)

Before the meeting

- **Stakeholder Mapping Survey:** Short Google Form to gather participants' priorities, concerns, and expectations.
- **Interactive Map of Needs/Opportunities:** Participants pin challenges or cooperation opportunities on a shared online map or whiteboard (Miro or MURAL).

During the meeting

1. **Live Polls & Prioritisation:** Use Mentimeter or Slido to quickly identify which cooperation themes are most important.
2. **Small group brainstorming:** Groups co-create concrete cooperation proposals and capture them visually in Miro or MURAL, projecting results on screen for all to see.

After the meeting

- **Shared Action Tracker:** Document proposals, assign follow-ups, and maintain transparency (Trello, Asana, or Notion).
- **Feedback Wall:** Online collaborative wall for participants to post reflections about the process (Padlet or Miro).

