

<input checked="" type="checkbox"/>	Action	Who	Deadline	Progress/notes
<input type="checkbox"/>	Obtain a clear political decision and assignment that makes clear the wish to have a local peer review.			
<input type="checkbox"/>	Appoint a local coordinator of the peer review (e.g. DRM focal point, coordinator of local safety department or of local civil protection).			
<input type="checkbox"/>	Institute a special working group or use an existing local DRM committee to assist the coordinator in the preparations.			
<input type="checkbox"/>	Make clear agreements on the reimbursement of the peers' costs.			
<input type="checkbox"/>	Develop a brief communication strategy, that outlines how internal and external stakeholders will be informed and what the aspired level of (local) media attention is.			
<input type="checkbox"/>	Develop a programme for the mission, in dialogue with the peer team.			
<input type="checkbox"/>	Provide the peer team with relevant basic documentation for their desk research.			
<input type="checkbox"/>	Make a longlist and shortlist of invitees from relevant stakeholders, for each session during the mission.			
<input type="checkbox"/>	Give an explanation to the Mayor and relevant department heads (written and oral presentation) to obtain their consent about objective, scope, communication, outlines for the mission programme and invitees.			
<input type="checkbox"/>	Send stakeholder invitations (preferably in name of the Mayor). <i>Consider informal besides formal invitations.</i>			
<input type="checkbox"/>	Keeping track of stakeholders' subscriptions (expected attendance), <i>preferably with registration whether they know English or not.</i>			
<input type="checkbox"/>	Select persons (from internal and external stakeholders) that can present the introduction for each session.			
<input type="checkbox"/>	Select a moderator for the opening and closing sessions.			
<input type="checkbox"/>	Provide guidance for the preparation of the presentations.			
<input type="checkbox"/>	Gather all presentations and check for gaps and overlaps.			
<input type="checkbox"/>	Organise a final briefing for the hosts (Mayor, department heads) and the sessions' presenters.			



Logistical preparations

<input checked="" type="checkbox"/>	Action	Who	Deadline	Progress/notes
<input type="checkbox"/>	Meeting rooms with facilities			
<input type="checkbox"/>	Consecutive or simultaneous translation (with facilities)			
<input type="checkbox"/>	Participants lists			
<input type="checkbox"/>	On-site visits (if necessary)			
<input type="checkbox"/>	Meals for peers and (if necessary) stakeholders' lunches			
<input type="checkbox"/>	Hotel			
<input type="checkbox"/>	Transport and well-planned transfer time			

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This tool has been developed by ITINERIS health & safety (The Netherlands) and the Safety Region South-Holland South (The Netherlands), partners of the CapaCities project.

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