



Checklist

Running a Meeting Restoratively

This checklist is about running a meeting restoratively and is an addition to the checklists in the RPI Quality Framework, the complete version of which is available at <https://www.restorativepracticesireland.ie/wp-content/uploads/2021/11/CDI-RPI-QA-Framework-web-2-1.pdf>. The checklist is one of a series of RPI checklists.

Organiser/Chair

- **Did I prepare adequately?**
 - Did I provide adequate notice to everyone?
 - Did I provide a clear agenda, allowing for a check-in round and introductions?
 - Did I signal the intention to run the meeting restoratively?
 - Did I make the purpose/intention and scope of the meeting clear?
 - Did I provide all relevant background/briefing papers in good time?
 - Did I arrange practical matters such as Zoom/venue details, room layout, note-taking?
 - Did I review all relevant documents and correspondence myself to ensure my own readiness?
 - Did I get the views of relevant others in advance of the meeting, identifying likely sources of support or resistance?
 - Did I reflect on how restorative values would shape the meeting?

- **Did I ensure that the meeting was run restoratively, efficiently and effectively?**
 - Did I explain/remind people how restorative values would inform the meeting?
 - Did we check in and make introductions to ensure connection?
 - Did we agree our way of working together (e.g., clarifying role of chair, keeping our interventions focused, listening actively, not interrupting, respecting right to pass)?
 - Did we encourage everyone to speak, afford them sufficient time to express their view and value their perspective?
 - Did we create safety for each other and treat everyone equally?
 - Did we agree outcomes that were fair and achievable?
 - Did we agree actions and responsibilities that were clear?
 - Did we conclude with a closing round?
 - Did we stick to the meeting schedule?

- **Did I follow up after the meeting?**
 - Did I reflect on how the meeting went and if there were areas that could be improved next time? Did I reflect on my performance as chair – was I restorative? Did I consult anyone about the restorativeness of the meeting?
 - Did I follow up with anyone who appeared uncomfortable with any aspect of the meeting?
 - Did I prepare draft minutes promptly and circulate them to all concerned persons
 - Did I follow up on actions that were assigned to me?
 - Did I check in with others who were assigned tasks about progress?

Participant

- **Did I prepare adequately?**
 - Did I review all relevant documents and correspondence to ensure my readiness?
 - Did I reflect on how restorative values would shape the meeting?
- **Did I help ensure that the meeting was run restoratively, efficiently and effectively?**
 - Did I comply with our agreed way of working together? Did I keep my interventions short and listen respectfully to others? Was I open to others' views and new ways of looking at things?
 - Did I value each person's perspective?
 - Did I contribute to ensuring safety for each other?
 - Did we agree outcomes that were fair and achievable?
 - Did we agree actions and responsibilities that were clear? Did I agree to play my part?
- **Did I follow up after the meeting?**
 - Did I follow up on actions that were assigned to me?