

INSTRUCTIONS FOR THE SESSION NOTULISTS

Dear colleagues

Thank you for your readiness to take notes of the sessions of keđjaMariehamn.

Your notes are supposed to

- help those who were in the session remember the main issues raised, stances taken, proposals made and conclusions achieved
- help those who were not in session grasp what has happened there.

Therefore, be concise, synthetic and clear.

Do not seek to record everything said because that is not possible.

Try to note the essential issues, the most important positions taken, proposals made and conclusions reached in your session.

What matters is not a chronological record but a clear and graspable synthesis.

Try to identify the speakers, so you can always ask them afterwards for an extra fill-in or clarification, if needed.

Please process your notes immediately after the event, before you forget the details and the context of various statements, and deliver your notes within a week.

You are reporting an event, not evaluating, not criticising. So keep in an objective role of a producer of information that should benefit other colleagues.

Thank you for your alertness and precision.



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