

## This image shows a single sheet of white paper with rounded corners. It features horizontal blue lines spaced evenly apart. A single vertical blue line runs down the center of the page, creating two equal-width columns. The paper is otherwise blank, with no text or other markings.



## Instructions

# How do we run the meeting?

1

## Distribute the tasks.

Leads the conversation: \_\_\_\_\_

- Tasks:
1. Welcome everyone.
  2. Start with a round of introductions.
  3. Discuss article 1.
  4. Discuss article 2.
  5. Put it to the vote.
  6. Close the meeting.

Takes minutes: \_\_\_\_\_

- Tasks:
1. Write down who is going to speak.
  2. Take the messages in order.
  3. Write down new proposals for article 1.
  4. Write down new proposals for article 2.
  5. Write down the voting results.

2

## This is what you can say at the opening:

"We warmly welcome you to today's session.

We are here today to pass a law against plastic packaging for fruit and vegetables.

For this, we will discuss two articles one after the other and vote at the end.

If you would like to say something, please raise your hand. You will then be taken iup."

3

## You can say this to the round of introductions:

"Please introduce yourselves one by one. State your name, your political group and your country. The person to my left starts. Then we go clockwise."

4

## This is what you can say about Article 1:

"We will first discuss article 1: How should plastic packaging be dealt with?

Please explain one by one what solution you would like to see and why."

After that:

- Who wants to say something to convince the others?
- Are there questions for another person at the table?
- Are there any other ideas for a solution?

Then: Discuss article 2, in the same way.

5

## This is what you can say for the vote:

"Thank you very much for the discussion. We will now proceed to the vote.

First of all, I will read out our draft : ... [read aloud].

Who is FOR the draft? [...] Who is AGAINST the draft? [...] Who ABSTAINS?

With this, the proposal is adopted/rejected."