***RECORDER SHEETS FOR QPOR MEETING***

Name of MPP:

Date:

Location of Meeting:

Name(s) / Title of any other MPP staff in meeting:

Business card received from MPP: Yes \_\_\_ No \_\_\_

Name of recorder:

Names of other RNAO members in meeting:

**Response to Issue #1:**

**Response to Issue #2:**

**Response to Issue #3:**

**QPOR Checklist**

Request made to take a picture? Yes \_\_\_ No \_\_\_

Approval received to post any photo(s) taken on RNAO’s website? Yes \_\_\_ No \_\_\_

Is there anything RNAO home office or the local region / chapter needs to do for follow up? Yes \_\_\_ No \_\_\_

What is the follow up required?

**Complete this form online at:** [**http://qpor.rnao.ca/record-meeting**](http://qpor.rnao.ca/record-meeting) **and send by email to** [**policy@RNAO.ca**](mailto:policy@RNAO.ca)

**Thank you!**

**Quick Summary of What to Do for Meetings**

* RNAO members can access basic meeting materials online (sample meeting agenda, recorder sheets, Do’s and Don’ts document, What to do for Meetings, and an evaluation form-to be sent to Home Office when meeting is complete).
* Packages for MPPs for meeting will be sent directly by Home Office to MPP.
* Arrange to meet with your group before your scheduled meeting (by email, teleconference or face-to-face) so you can determine who will be responsible for what parts of the meeting (chair, recorder, who will do which issue).
* Ensure you know where you are going before the day of the meeting so you do not get lost or end up being late.
* Ensure you have a telephone number for the MPP’s office in the event of an emergency which will make you late or unable to attend.
* Ensure you have contact information for other RNAO participants in the event something happens and you will be late or unable to attend.
* Arrange to meet offsite after the meeting to exchange views, concerns, information which should be provided to Home Office-determine who will be responsible for that.
* Have fun!!

**Responsibilities of the Chair**

The role of the Chair is to:

* + oversee and manage the meeting.
  + get the group to the meeting at the appointed time.
  + introduce the group (name, role with RNAO if any—Board, Chapter, Interest group member, student and/or constituent of the MPP)
  + keep the discussion on track.
  + close the meeting and;
    - identify any follow-up issues
    - thank MPP / seek permission to take group photo
    - invite MPP to participate in Annual **Queen’s Park Day** on February 23, 2017

**Responsibilities of the Recorder**

The role of the recorder is to:

* note the MPP’s answers to Issues on the recorder sheet provided.
* note requests for follow up materials—health information, Queen’s Park Day, etc.
* send recorder sheets and any requests for additional information to [policy@RNAO.ca](mailto:policy@RNAO.ca)

**DOs AND DON’Ts FOR A QPOR MEETING**

**Addressing MPPs**

* Ministers are always referred to as Minister unless they indicate otherwise.
* Refer to MPPs as Mr. or Ms. unless they indicate otherwise.
* Be punctual. Start and end the meeting at the appointed time.
* Be focused. The key to an effective experience is to stay on topic and do your best to ensure the MPP does too.
* Use personal examples from your work or community to support the key messages RNAO is trying to deliver in the meeting.
* Ask the key questions from the briefing notes before you deal with other matters.
* Remember, politicians value and appreciate your knowledge and experience as a nurse. Be confident in your ability to use personal and work narratives to make your point about nursing, health care, poverty, housing, etc.

**Avoid**

* Being late for the meeting—even if the MPP does not start on time.
* Speaking for so long that there is no time left for questions.
* Speaking negatively about the previous or current government.
* Contradicting RNAO’s positions.
* Saying, in response to a question, “I don’t know”. Instead, tell the MPP, “I will get back to you with details as soon as possible.”
* Any reference to your own political party membership (if any). RNAO is a non-partisan organization which works with MPPs from all political parties.

**SAMPLE AGENDA FOR QPOR MEETING WITH MPP**

\*\*\*RNAO members should meet 15 minutes prior to scheduled start time

|  |  |  |
| --- | --- | --- |
| 1:00 p.m. Introduction of RNAO members | Thank MPP for meeting  Intro of RNAO members  Thank MPP for past support of RNAO events (specifics if any) | Chair |
| 1:05 p.m. | Highlight key issues to be addressed  (Need to confirm key messages with RNAO team) | Chair |
| 1:10 p.m. | Reinforcement of key messages  Specific/personal examples of workplace/community  (confirm order/prepare and practice remarks before) | Nurses |
| 1:35 p.m. | Ask questions to MPP using RNAO list from backgrounders  Record answers/comments/questions from MPP | Chair/Team recorder |
| 2:00 p.m. | Conclusion – thank MPP for meeting  Ask permission and take group photo | Chair |
| 2:05 p.m. | Debrief at a separate location to co-ordinate document observations of MPP responses | Chair |

\*\*\*Highlight any disagreement with platform (if any)

Clarify and confirm MPP’s request for information (if any)

Confirm who is following up with Home Office/MPP

Send recorder sheet/other information back to [policy@RNAO.ca](mailto:policy@RNAO.ca)

**We know you will do a great job in advocating for nursing, health and health care.  
Thank you for making RNAO’s Queen’s Park on the Road a success!**