



Your Refugee Week Planning Meeting

A suggested agenda for you to adapt according to what works in your context.

1. Introduce Refugee Week and the 2021 theme, [‘We Cannot Walk Alone’](#)
2. What happened last year? Share some examples of local events
3. Timeline to June
4. Group discussion – possible topics:
 - *Who are our target audiences, and how can we reach them?*
 - *Who isn't in the room that we would like to be? Which local networks can we link with? This could be to reach new audiences, engage artists/ arts organisations or to involve people from refugee backgrounds.*
 - *What are barriers to participation and how can we overcome them?*
 - *How do we involve people from refugee backgrounds – as leaders, contributors and attendees?*
 - *How do we coordinate activities between organisations and groups? Are their responsibilities that can be shared out (comms, volunteer recruitment etc?)*
5. Networking:
 - Sharing plans for Refugee Week 2021
 - ‘Wanted/ offered’ – what to attendees need that others might be able to offer?
6. Next Steps
 - Will there be another meeting? How will you keep in touch?
 - Share links and resources
 - Sign up to the Refugee Week newsletter for updates and resources
 - Any other specific follow-ups