AGENDA

# Management Buy-In for Resource Efficiency

## Date [add date]

## Time [add meeting time]

## Location [add location name]

Meeting called by [Facilitator Name]

|  |  |  |
| --- | --- | --- |
| Attendees: | [attendee names] | Attendee names |

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| --- | --- |
| 5 mins | Welcome & Introduction  * Brief welcome and introductions to all/main participants * Purpose of meeting: To discuss and gain management support/buy-in for initiatives aimed at improving resource efficiency within the organisation |
| 15 mins | Current Outlook/Scene Setting  * An overview of the organisations current resource consumption and efficiency targets * Specific challenges or areas of concern |
| 15 mins + 5mins per case study | Benefits of resource efficiency  * Benefits of improving resource efficiency, including cost saving, reduced environmental impact, global/local target contributions * Examples and successes of other similar organisations |
| 25 mins | Proposed initiatives  * Overview of the initiatives for consideration * Details of each initiative, including their objectives, outcomes, timelines and costs, if appropriate |
| 15 mins | Resource/FinancesDiscussion on the allocation of budget, time and personnel requiredDiscussion on concerns/questions on proposed initiatives |
| 10 mins | Monitoring and MeasurementOverview of KPI setting and how these will be monitored |
| 10/15 mins | Q&A |
| 5 mins | Decision & Next stepsDecision on management support- approval/further information required.*If further information required:*Outline next steps to gain further information and the date of the next meeting*If approval:*Outline next steps such as the formation of team, utilisation of budget and date of next check in |

#### Additional instruction:

Adapt the above agenda to suit the deliverables for the meeting. The headings should be shared with the team in advance.