****

**Open space conversation briefing sheet**

**Procedure**

* Check that you have a note taker to capture key points.
* Confirm your topic and agree if this is how you want it defined. Make sure if changed this is recorded
* You have 30 minutes to discuss the question and then 10 minutes to agree how to respond to these points:
	1. In the light of your topic, in order to strengthen or develop existing arrangements what can:
		1. your organisation do to work more collaboratively;
		2. a partner do to enable or support you working collaboratively;
		3. your local Voluntary Action or CVS do to support you; and
		4. Local authority do to enable the VCS to work more collaboratively.
	2. And one key question you still want answered about working collaboratively