**Checklist for CoPs**

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| **Criteria** | **Key questions** |
| **Purpose** | Is the topic strategically relevant for the cooperation system or organisation? ▪ Are the members genuinely interested in the topic? Does the topic reflect their needs? |
| **Composition of the CoP** | ▪ Do all members have adequate practical experience? Is their experience sufficiently broad? ▪ Are enough individuals with specialist expertise involved? ▪ Is the diversity of members guaranteed? (representatives of different fields of activities, perspectives and schools of thought) |
| **Rules and standards** | ▪ Have responsibilities been regulated? Have common rules and objectives been negotiated? ▪ Are the communication structures in line with the different needs of members? ▪ Is information shared via a variety of channels? (face-to-face meetings, online platforms, conferences, workshops, etc.) ▪ Is the cost-benefit ratio acceptable for members? |
| **Structures and process** | ▪ Does the CoP have informal, horizontal structures? Does it enable self-organisation? ▪ Have the key roles been defined? (moderators, core group, inner and outer circles) |
| **Dynamics** | ▪ Are the members passionate about participating or do they see it as part of their routine? ▪ Are regular face-to-face meetings held? Are key results emphasised and communicated? ▪ Is the ‘history’ of the CoP passed on to new members to highlight its unique nature? |
| **Outcomes** | ▪ Have useful outcomes been achieved? ▪ Are these being communicated to outsiders? |
| **Resources** | ▪ Is sufficient time available for exchanging and developing solutions? Or are members under pressure to achieve results? ▪ Are members of the CoP given enough resources by their sending organisation to allow them to take part in the community? (particularly as regards working time) |