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**Checklist for organising a high level consultation**

The following provides a checklist on how the organise a high level consultation (HLC). This needs to be used at least 1 month before the event.

* + Clarify who is main person responsible for managing the LEAD event;
  + Identify local partners and have a key point of contact and explain that you expect logistics support ahead of event;
  + Find out who the likely audience will be (name, position, role) to understand if they are mid/ senior level;
  + Discuss in your team what audience likely interests/ concerns are and think how you will address and manage these (include hot topic and country);
  + Link up with EAFM resource persons and local partners if you want to brainstorm/ask questions (email/ skype);
  + Develop agenda and outline based on time available and type of audience;
  + Decide who will facilitate what sessions (allocate responsibilities);
  + Discuss with local partner what is required for them to provide;
  + Plan logistics and preparation of materials and send to local partner (see Excel checklist for 1 day consultation);
  + Think about suggestions for follow up actions/ commitments;
  + Ensure you record actions agreed, lessons learnt and future commitments;
  + Circulate report (if expected) or other form of knowledge sharing; and
  + Share feedback and insights on eafmlearn.org and with EAFM resource persons pool.