

EAFM for Leaders, Executives and Decision Makers (LEAD)



Checklist for organising a high level consultation

The following provides a checklist on how to 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.