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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.